Naval Personnel Management



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By Command of the Defence Council

Second Sea Lord and Fleet Commander

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DIVERSITY AND INCLUSION EQUALITY ANALYSIS

Chapter POCs are responsible for conducting Equality Analysis on any new policy which affects the employment of personnel in order to ensure that it does not have a disproportionate impact on those in the Protected Characteristic groups.

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The following conventions are used throughout this publication.



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Note. *An operating procedure, practice or condition that is essential to emphasise.*



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NAVIGATION

This book can be navigated by opening the side navigation menu. This is accessed by selecting the three-line navigation bar adjacent to the page count at left of the tool bar. It will open the navigation menu sidebar, including access to a List Abbreviations and Glossary of Terms.

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PREFACE

1. This Naval Book of Reference (BR) exists in electronic form only (hence the letter 'd', denoting 'digital', after 'BR'). The publication is very large. Printed extracts will become invalid if not re-printed following the issue of a later edition.

2. How to Use this BR

References to external material within the BRd are listed throughout; these can be accessed via the user's internet/intranet access platform, where the relevant permissions are held. The BRd may be searched in two ways: by using the Search button in the File Toolbar to search within an open Chapter, or by looking in the Index which lists paragraph titles throughout the BR in alphabetical order – clicking on the selected item will take the reader to the paragraph in question. **Sponsors can be found on the first page of each Chapter and are the first point of contact for any policy queries/amendments (see page x also).**

3. Aim

The aim of this publication is threefold: to define Royal Navy personnel policy and regulations, to lay down doctrine on processes, and to provide guidance to all involved in this subject.

4. Scope

BRd 3(1) provides Naval Personnel Management policy direction for all uniformed parts of the whole force. A separate volume, BRd 3(2) is a Schedule to the Regulations for the Reserve Naval and Marine Forces 2015, created under the powers delegated to the Defence Council by Section 4 of the Reserve Forces Act 1996, providing policy direction where this is needed to meet Parliamentary requirements.

5. Structure of BRd 3(1)

Following these preliminary pages, which incorporate a List of Abbreviations and Glossary of Terms accessible via the navigation sidebar, BRd 3(1) is comprised of the following parts:

a. **Part 1 (People Management Organisation and Strategy).** Part 1 summarises the organisation of Naval People Management, outlines how the overall process works, and shows the linkages between the individual components of the process. Details of each component are provided in the subsequent Parts.

b. **Part 2 (Establishment Administration).** Part 2 explains how the total demand for trained Naval workforce is defined today and in the future in Establishment Lists. It lays down policy and practice and gives rules, guidance and limitations on the formulation and change of Establishment Lists.

c. **Part 3 (Personnel Planning and Costing).** Part 3 outlines how Naval personnel planning is conducted, drawing on the workforce Planning Liability that is derived from summations of Naval positions in Establishment Lists and subsequent adjustments. It also gives a brief insight to personnel costing.

d. **Part 4 (Recruiting).** Part 4 delivers recruiting policy and processes.

e. **Part 5 (Life Management).** Part 5 covers policies on discipline and the administration, welfare and well-being of individual Service personnel, including the Divisional and Regimental System.

f. **Part 6 (Uniform Regulations).** Part 6 provides the necessary direction for the wearing of uniform by RN, RM, Maritime Reserves, Royal Fleet Auxiliary, Naval Retail Staff and Royal Corps of Naval Constructors. It also covers policy and regulations on appearance, the wearing of uniform in public, and laundry provision.

g. **Part 7 (Career Structures).** Part 7 shows how an individual's career may be shaped and managed over the full time span of commitment to the Service, including Commissions, Careers, Engagements, associated Terms and Conditions of Service, the assignment process (including for augmentation and in response to crisis), Career and Branch Management and Security Vetting policy.

h. **Part 8 (Promotion).** Part 8 covers the officer and rating/RMOR promotions policy, processes and regulations.

i. **Part 9 (Individual Training, Learning Development and Resettlement Policy).** Part 9 outlines the policies under which Naval individual training, education, and resettlement are conducted.

j. **Part 10 (Maritime Reserves).** Part 10 gives details on Maritime Reserve policy, regulations and administration not covered as Secondary Legislation in BRd 3(2) .

k. **Part 11 (University Royal Naval Units and Cadet Forces).** Part 11 contains policy regulations governing the administration of the University Royal Naval Units (URNU) and Royal Naval Cadet Forces.

7. Terminology

Considerable effort has been put into standardising terminology used in the Royal Navy. Terms used are in accordance with those included in the Tri-Service Common Workforce Lexicon in JSP 755. Some terms, primarily where they are not covered in JSP 755, are given in the Glossary. Terminology is always evolving. Examples of changes already widely (but not exhaustively) incorporated include; gender neutrality, liability in place of requirement and assignment in place of appointment or draft. Some personnel management terminology is quite specialised and so, to improve readability, the use of 'Plain English' has been maximised. Common abbreviations are used widely (as defined in the List of Abbreviations) and personnel groups have usually been identified explicitly; fewer common terms are often being given in full. Unless stated otherwise, the following assumptions should be recognised when specific terms are used:

a. 'Naval' and 'Naval Service' refers to the Royal Navy as a whole;

b. 'Ratings' include RMOR, except where stated;

c. 'Ships' include Submarines, Mine Countermeasures, Fishery Protection and Patrol Boat Vessels.

d. ‘Units’ generally refers to deployable organisations that have their own Establishment List.

e. RN ranks (which includes rates) encompass RM and QARNNS equivalents (an equivalent rank table may be found later in these preliminary pages.)

f. In the very rare cases where a gender-neutral expression is not readily available, male/female terminology has been used.

8. Associated Information

In order to minimise duplication, links or references are provided to associated subjects and areas of activity. Furthermore, in view of the relatively frequent changes to policy and processes, it is essential that recent DINs and RNTMs are also scrutinised. The following, not connected by links, are key sources of related information:

a. **RN Regulations.**

(1) **BRd 8374 (RN and RM Officer Training Regulations).** BRd 8374 provides policy and guidance on officers’ training, from Phase 1 through to higher level staff training and Defence Fellowships.

(2) **BRd 3(2) Naval Personnel Management - Reserves.** Policy, instructions and guidance on the Maritime Reserves are governed by the provisions of the Reserve Forces Act 1996 (RFA 96) and summarised in BRd 3(2).

b. **Joint Service Regulations.**

(1) **JSP 753: Regulations for the Mobilisation of Reserve Forces**.

(2) **JSP 462: Financial Management and Charging Policy Manual.**

(3) **JSP 419: Adventurous Training in the UK Armed Forces.**

(4) **JSP 440: The Defence Manual of Security.**

(5) **JSP 464: Tri-Service Accommodation Regulations.**

(6) **JSP 750: Centrally Determined Terms of Service.**

(7) **JSP 751: Joint Casualty and Compassionate Policy and Procedures.**

(8) **JSP 752: Tri-Service Regulations for Expenses and Allowances.**

(9) **JSP 754: Tri-Service Regulations for Pay.**

(10) **JSP 755: Centre-Determined Policy for Career Management and the Admin of Tri-Service Positions and Assignments** (includes a lexicon of personnel terms).

(11) **JSP 757: Tri-Service Appraisal Reporting Instructions.**

(12) **JSP 760: Tri-Service Regulations for Leave and Other Types of Absence.**

(13) **JSP 761: Honours and Awards in the Armed Forces.**

(14) **JSP 830: Manual of Service Law.**

(15) **JSP 831: Redress of Individual Grievances: Service Complaints.**

(16) **JSP 835: Alcohol and Substance Misuse and Testing.**

(17) **JSP 887: Diversity, Inclusion and Social Conduct.**

(18) **JSP 950: Medical Policy.**

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EQUIVALENT SERVICE RANKS AND GRADES

NATO CODE	ROYAL NAVY inc QARNNS[1]	ROYAL MARINES	ARMY	ROYAL AIR FORCE	CIVILIAN STAFF
OF 10[2]	Admiral of the Fleet	-	Field Marshal	Marshal of the Royal Air Force	PUS 2nd PUS
OF 9	Admiral	General	General	Air Chief Marshal	
OF 8	Vice Admiral	Lieutenant General	Lieutenant General	Air Marshal	SCS Pay Band 3
OF 7	Rear Admiral	Major General	Major General	Air Vice-Marshal	SCS Pay Band 2
OF 6	Commodore	Brigadier	Brigadier	Air Commodore	SCS Pay Band 1
-	-	-	-	-	Band B1
OF 5	Captain	Colonel	Colonel	Group Captain	Band B2
OF 4	Commander	Lieutenant Colonel	Lieutenant Colonel	Wing Commander	Band C1
OF 3	Lieutenant Commander	Major	Major	Squadron Leader	Band C2
OF 2	Lieutenant	Captain	Captain	Flight Lieutenant	Band D
OF 1	Sub Lieutenant Midshipman (both junior to Army & RAF equivalents)	Lieutenant	Lieutenant Second Lieutenant	Flying Officer Pilot Officer Acting Pilot Officer (junior to Army equivalent)	-
OR9	Warrant Officer, Class 1	Warrant Officer, Class 1	Warrant Officer, Class 1	Warrant Officer Master Aircrew	
OR 8	Warrant Officer, Class 2	Warrant Officer, Class 2	Warrant Officer, Class 2	-	
OR 7	Chief Petty Officer Master at Arms	Colour Sergeant	Staff Corporal Staff Sergeant	Flight Sergeant Chief Technician	
OR 5/6	Petty Officer	Sergeant	Sergeant Corporal of Horse	Sergeant	E1
OR 4	Leading Hand	Corporal	Corporal Bombardier	Corporal	
OR 3	-	Lance Corporal	Lance Corporal Lance Bombardier	Lance Corporal (RAF Regt only)	
OR 2	Able Rate 1 Able Rate 2	Marine	Private Class 1-3 however described, e.g. Driver, Trooper, Ranger, Sapper	Air Specialist (Class 2)/Air Specialist (Class 1)/Air Specialist (Class 1) Technician Air Recruit	
OR 1		-	Private Class 4	-	

Chaplain equivalents are shown in the similar table in JSP 752 Para 02.0141.

1 In the performance of their duties in wards etc., nursing personnel are to use professional titles eg. Nurse, Sister (Charge Nurse in respect of male nurses), Senior Sister, Matron, etc.
2 Promotion to Admiral of the Fleet, Field Marshal and Marshal of the Royal Air Force is held in abeyance in peacetime.

LIST OF ABBREVIATIONS

For a list of acronyms for Naval Branches and Specialisations, see Annex 1A. For a Glossary of terms and abbreviations used in Naval Recruiting, see Chapter 16. A Relative Rates Table, which gives acronyms and full titles of all Ranks and Rates in each Specialisation, is at Annex 65A.

A

AAO	Accused's Assisting Officer
ACAS	Assistant Chief of the Air Staff
ACGS	Assistant Chief of the General Staff
ACLO	Area Careers Liaison Officer
ACNS	Assistant Chief of Naval Staff
ACOS	Assistant Chief of Staff
ACOS(RP)	ACOS (Resources and Plans)
ACSC	Advanced Command and Staff Course
ADC	Additional Duties Commitment (a form of part-time Reserve Service)
AFA	Armed Forces Act
AFCEI	Armed Forces Careers Enquiry Interview
AFCO	Armed Forces Careers Office
AFCO ME	AFCO Medical Examiner
AFPRB	Armed Forces Pay Review Body
AFPS	Armed Forces Pension Scheme
AG	Adjutant General (Army PPO)
AHR	Acting Higher Rank/Rate
AIB	Admiralty Interview Board
AinU	Articles in Use
AIP	Accelerated Incremental Progression
AMP	Air Member for Personnel (RAF PPO)
AMS	Acquisition Management System
AP	Accounting Period
ARC	Area Redeployment Centre
AT	Adventurous Training
ATL	Above the Line
AUN	Authorised Numbers

B

BC	Business Case
BD	Branch Designator
BPSS	Baseline Personnel Security Standard
BRd 2	Queen's Regulations for the Royal Navy
BRd 8374	RN and RM Officer Training Regulations
BRNC	Britannia Royal Naval College, Dartmouth
BS	Branch Structures
BT	Branch Transfer
BTL	Below the Line

C

CA	Careers Adviser
CADMID	Concept/Assessment/Demonstration/Manufacture/In-Service/Disposal
CAPPS	Common Assignments
CBRN	Chemical, Biological, Radiation and Nuclear
CC	Career Commission; Corps Commission (RM); Career Check
CCS	Career Commission Stage
CDP	Chief of Defence People
CE	Commission Extension
CEB	Customer Executive Board
CJO	Chief of Joint Operations
CM	Capability Managers (Naval Reserves only)
CM	Career Manager
CMC	Contingency Mobilisation Centre/Crisis Management Centre/Career Management Cell
CMR	Commander Maritime Reserves
CMRTM	CMR Temporary Memorandum
CMS	Core Maritime (or Military) Skills
CMT	College of Management and Technology
CO	Commanding Officer
COEIA	Combined Operational Effectiveness Investment Appraisal
CONEMP	Concept of Employment
CONOPS	Concept of Operations
CONUSE	Concept of Use
COO	Cost of Ownership
COTF	Chaplain of the Fleet
CPF	Change Proposal Form
CPD	Common Promotion Date
CR	Compensating Reduction
CRD	Common Reporting Date
CRFAL	Compulsory Removal from Active List
CRP	Customer Response Process (recruitment)
CS	(Royal Naval) Careers Service
CSA	Customer Supplier Agreement
CTCRM	Commando Training Centre Royal Marines
CVS	Carrier Vessel Strike
CWO	Command Warrant Officer

D

DA	Defence Academy, Dormant Appointment
DAC	Defence Augmentation Cell
DACOS	Deputy Assistant Chief of Staff
DB	Defence Board
DBS	Disclosure and Barring Service/Defence Business Services
DCDS	Deputy Chief of Defence Staff
DCMC	Defence Crisis Management Centre
DCSA	Defence Communication Services Agency

DD/FF	Destroyer/Frigate
DDir Avn	Deputy Director Aviation
DDPD	Deputy Director People Delivery
DDPS	Deputy Director People Strategy
DE	Direct Entry
DE&S	Defence Equipment and Support
DGMO	Director General Management and Organisation
DHG	Defence Hospital Group
DII	Defence Information Infrastructure
DIN	Defence Instructions and Notices
Dir P&T/NavSec	Director Personnel and Training/Naval Secretary
DITC	Directorate for Individual Training Capability
DLOD	Defence Lines of Development
DLP	Defence Learning Portal
DMG	Defence Medical Group
DNAS	Defence Nutrition Advisory Service
DO	Divisional Officer
DOE	Defence Operations Executive
DP	Defence Programme
DPA	Defence Planning Assumptions/Data Protection Act
DSAT	Defence Systems Approach to Training
DSP	Defence Strategic Plan
Dstl	Defence Science and Technology Laboratories
DS(N)	Defence Statistics (Navy)
DTE	Defence Training Establishments
DTR	Defence Training Review
DTUS	Defence Technical Undergraduate Scheme
DSUS	Defence STEM Undergraduate Scheme
DV	Developed Vetting
DVA	Defence Vetting Agency

E

E	Engineering
EA	Executive Assistant or Establishment Administrator
EAF	Establishment Amendment Form
EC	Extended Career
ECC	Equipment Capability Customer
EFQM	European Foundation for Quality Management
EMF	Embarked Military Force
EN	Employer Notification
EOS	Extension of Service
ERC	Education and Resettlement Centre
ERO	Education and Resettlement Officer
ES	Engagement Stage (followed by 1, 2 or 3)
ET	Early Termination (of Service)
EWO	Establishment or Executive Warrant Officer

F

FAA	Fleet Air Arm
FATs	Flying Aptitude Tests
FBNW	(Fitted) For But Not With

FC	Full Career
FCS	Full Commission Stage
FD(N)	Finance Director (Navy)
FE	Functional Employer
FEMO	Final Examining Medical Officer (recruitment)
FLC	Front Line Commander
FMC	Finance and Military Capability (Fin Mil Cap)
FN	Future Navy
FNV	Future Navy Vision
FNOC	Future Navy Operating Concept
FOC	Full Operating Capability/First of Class
FOO	Forecast of Outturn
FOST	Fleet Operational Standards and Training
FRI	Financial Retention Incentive
FS	Family Services
FSC	Future Surface Combatant
FSD/A	First Sea Draft/Assignment
FSL	Foreign Service Leave
FTR	Fit to Receive
FTRS(FC/LC/HC)	Full Time Reserve Service (Full/Limited/Home Commitment)

G

GB	General Billet
GCB	Good Conduct Badge
GCHQ	Government Communications Headquarters
GS	General Service
GSP	Geographic Squad Pooling
GTS	Gains to Trained Strength

H

HA	Higher Authority
HMS	His Majesty’s Ship
HOD	Head of Department/Division
HR	Human Resources
HRR	High Readiness Reserve

I

IBD	Incremental Basic Date
ICR	Initial Career Reporting
ICS	Initial Commission Stage
ICSC	Initial Command and Staff Course
IDPA	Interim Defence Planning Assumptions
IG	Initial Gate (in Project Management)
ILC	Interactive Learning Centre
INM	Institute of Naval Medicine
INT	Initial Naval Training
IPT	Integrated Project Team
IOC	Initial Operating Capability

IS	Information System
ISD	In Service Date
IT	Information Technology
ITEA/P	Integrated Test, Evaluation and Acceptance/Plan
ITP	Initial Training Pipeline
IY	In-Year

J

JFAG	Joint Force Air Group
JMES	Joint Medical Employment Standard
JOFB	Junior Officers' Fleet Board
JPA	Joint Personnel Administration
JR	Junior Rate/Rating (Royal Navy)
JSP	Joint Service Publication
JSU	Joint Support Unit

K

KPI	Key Performance Indicator
KRRN	King's Regulations for the Royal Navy (BRd 2)
KUR	Key User Requirement
KVRM	King's Volunteer Reserve Medal

L

L	Logistics
LANTERN	Literacy and Numeracy Testing and Education in the Royal Navy
LFS	Local Foreign Service
LoD	Line of Development
LOS	Length of Service
LOV	List of Values
LPD	Landing Platform Dock
LS	Liability Substitution
LSSA	Longer Separated Service Allowance
LSSB	Long Service at Sea Bonus

M

MA	Margin Area/Military Assistant
MAA	Minor Administrative Action
MC of OC	Moral Component of Operation Capability
MCMV	Mine Countermeasures Vessel
MDG(N)	Medical Director General (Navy)
ME	Marine Engineering
MFD	Medically Fully Deployable
MG	Management Group/Main Gate (in Acquisition)
MO	Medical Officer
MoD	Ministry of Defence
MPAR	Mid-Period Appraisal Review
MSFT	Multi-Stage Fitness Test
MSL	Manual of Service Law (JSP 830)
MTA	Minimum Time Ashore (obsolete)

MTS	Minimum Time to Serve
MUSA	Married Unaccompanied Service Allowance
MWV	Minor War Vessel

N

NA	Naval Assistant
NAMET	Naval Mathematics and English Test (obsolescent)
NAVB	Navy Board
NavSec	Naval Secretary (see Dir P&T)
NBC	Naval Base Commander
NBPCP	Navy Board Personnel Change Programme
NCXT	Navy Command Executive Team
NETE	New Entry Training Establishment
NETS	Naval Education Training and Skills
NFGP	Naval Force Generation Plan
NGO	Non-Governmental Organisation
NGT	Naval General Training
NMC	Nursing Midwifery Council
NO	Nursing Officer
NOK	Next of Kin
NPGO	Navy Publications and Graphics Organisation
NPP	Navy Performance Plan
NPS	Naval Personnel Strategy
NPT	Naval Personnel Team
NRC	Naval Regional Commanders
NS	Naval Service
NSMBOS	Naval Service Medical Board of Survey
NSMEB	Naval Service Medical Employability Board
NSP	Naval Strategic Plan
NST	Naval Swimming Test
NVQ	National Vocational Qualification

O

OC	Operational Capability
OCT	OC Training
OCLC	Officer Careers Liaison Centre
OGD	Other Government Department
OIF	Officer Information Form
OJAR	Officers Joint Appraisal Report
OPS	Operational Performance Statement
OR	Other Rank (Royal Marines)
OSM	Operational Stress Management
OTA	Operational Tasking Authority
OTR	Operational Task Requirement

P

PCS	Personal Clothing System
PDev	Physical Development
PEd	Physical Education
PES	Physical Employment Standard
PFS	Personnel Functional Standards
PJHQ	Permanent Joint Headquarters
PJFT	Pre-Joining Fitness Test
PJT	Pre-Joining Training
PMU	Permanently Medically Unfit
POC	Point of Contact
POC	Potential Officer Candidates (AIB process)
POC	Potential Officers' Course (RM/RMR selection process)
POTL	Post Operational Tour Leave
PPLAN	Personnel Planning
PPO	Principal Personnel Officer
PQ	Professional Qualification
PQC	Professional Qualifying Course
PQE	Professional Qualifying Examination
PR	Planning Round
PRMC	Potential Royal Marines Course
PRT	Pre-enquiry Recruiting Testing
PM	Professions Manager
PSA	Public Sector Agreement
PUS	Permanent Under Secretary
PVR	Premature Voluntary Release (see also VO & ET)

Q

QARNNS	Queen Alexandra's Royal Naval Nursing Service
QB	Quarter Bill
QELR	Qualified Educationally for the Leading Rate
QEWO	Qualified Educationally for Warrant Officer

R

R[No.]	Readiness State [e.g. R2]
(R)	(Reserve)
RAMS	Redeployment and Mobilisation System
RCMA	Regional Career Management Advisor
RCR	Resource Change Request
REQM	Requirements Manager (obsolete, see BM)
RFA	Royal Fleet Auxiliary
RFA96	Reserve Forces Act 1996
RFAL	Removed from Active List
RFR	Royal Fleet Reserve
RM	Royal Marines
RMOR	RM Other Rank
RMR	Royal Marines Reserve
RN	Royal Navy
RNAS	Royal Naval Air Station
RNCS	Royal Naval Careers Service
RN FPS	Royal Navy Family and People Support

RNR	Royal Naval Reserve
RNRDB	RNR Data Base
RNRMC	Royal Navy and Royal Marines Charity
RNTM	Royal Naval Temporary Memorandum
RP	Resource and Programmes
RPS	Role Performance Statement
RR	Recall Reserve
RT	Recruiting Test; Remedial Training
RTC	Reserve Training Centre (obsolete term)

S

SC	Security Clearance
SEP	Sustainable Experience Profile
SED	Streamlined Eligibility Date
SFA	Service Family Accommodation
SGL	Sea-Goer's Leave
SIP	Suspended Incremental Progression
SITP	Standard Initial Training Period
SJAR	Service Joint Appraisal Report
SLA	Single Living Accommodation
SM	Submarine
SME	Subject Matter Expert
SNBC	Sub Navy Board Committee
SNCO	Senior Non-Commissioned Officer (Royal Marines)
SNLR	(Discharge) Service No Longer Required
SOTR	Statement of Trained Requirement
SOTT	Statement of Training Task
SP	Service Person
SPP	Service Personnel Plan
SPPR	Service Personnel Process Review
SPVA	Service Personnel and Veterans Agency (obsolete, see DBS)
SQ	Specialist Qualification (Specialisation or Sub Specialisation)
SQEP	Suitably Qualified and Experienced Personnel
SR	Senior Rate/Rating (Royal Navy)
SR	Sponsored Reserve
SRP	Service Review Point
SSDI	Squad System Desk Instructions
SSSC	Special Short Service Career
SST	Short Stand-alone Tour
STB	Short Term Billet (obsolete, see TP)
STCW	Standards of Training, Certification and Watch-keeping for Seafarers
STP	Short Term Plan (obsolete, see DP)
SUY	Senior Upper Yardman
SYVETT	Security Vetting

T

T&S	Travel and Subsistence
TACOS	See TCOS
TAFMIS	Training Administration and Finance Management Information System

TB	Task Book
TCOS	Terms and Conditions of Service
TCSSE	Tailored Career Short Service Engagement
TDA	Training Delivery Authorities
TLB/TLBH	Top Level Budget/TLB Holder
TM	Temporary Memorandum
TMU	Temporarily Medically Unfit
TNA	Training Needs Analysis
TOIL	Time Off in Lieu
TOS	Terms of Service
TP	Temporary Position
TrAD	Training Authorisation Document
TS	Trained Strength
TX	Terminal Expiry (date) (meaning end of service)

U

U18	Under age 18
UCAS	University and Colleges Admission Service
UEA	Unit Establishment Administrator
UEL	Unit Establishment List
UIN	Unit Identity Number
UKSV	United Kingdom Security Vetting
UPL	Unit Position List
UPO	Unit Personnel Office
URD	User Requirements Document
URNU	University Royal Naval Unit
UTS	Untrained Strength
UY	Upper Yardman

V

VCQ	Volunteer Contingency Quotient
VMF	Versatile Maritime Force
VO	Voluntary Outflow (through Notice) (see ET)
VRFAL	Voluntary Removal from Active List
VRSM	Volunteer Reserve Service Medal

W

W	Warfare
WECK	White Ensign Ceremonial Kit
WLC	Whole Life Costs
WMO	Waterfront Manning Office (obsolete, see CMC)
WSB	Watch and Station Bill
WTC	Waterfront Training Centre

GLOSSARY OF TERMS

(See also the Tri-Service Common Workforce Lexicon in JSP 755)

TERM	DEFINITION
Acting Higher Rank/Rate	A rank that is higher than a Service Person's substantive Rank and is awarded for a temporary period. Paid at the Acting Rank/Rate. In RM referred to as Acting Rank.
Arm	A top-level breakdown of a Service on functional grounds.
Assignment	A former, current or future allocation of a Service Person to a given Position.
Augmentation	Augmentation is the temporary re-distribution of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks and Events that cannot be achieved within peacetime establishments.
Branch	A professional functional sub-division which can be further divided into specialisations.
Competition Position	A Position which is filled by competition across and/or outside the Services.
Donor Position	A pre-determined and flagged Position which does not itself have a Crisis or Exercise function and that is filled by a Service Person who may be required for (later) Augmentation duties.
Dual Assignment	A Position which does not have a Crisis or Exercise function which is annotated to provide its incumbent to fill a specific Position, in another Unit, which has a Crisis or Exercise role only.
End Dated Position	A Position which counts towards Liability and which has a defined end date.
Enduring Position	A Position which counts towards Liability and which has no end date.
Establishment	An authorised account of the numbers and details of Positions in an Organisation.
Establishment Administration	The term used to describe the maintenance of Establishment documentation.
Hierarchy	An arrangement of Units, Organisations and/or Positions for command and administrative purposes.
JOB	A JPA term comprising three elements: Service/Domain/Detail, which is applied to every Position as a generic descriptor to assist Workforce Authorities in Assigning personnel appropriately.
Junior Rank/Rate/Rating	A Service Person having a Rank up to NATO Rank OR4.
Liability	Liability refers to the requirement for specified types of trained military personnel. A baseline 'Service Liability' is agreed for each of the Services against which Workforce Balance and the Public Sector Agreement is measured. These Service Liability totals are adjusted through the Departmental Planning process and endorsed by the Defence Board.
Local Foreign Service	Positions in an overseas Organisation that is not classified as SEA.
Local Rank/Rate	An unpaid rank that is different to a Service Person's substantive Rank and is awarded for a temporary period. Paid at the substantive Rank/Rate, unless also holding Acting Higher Rank/Rate.

(Continued)

GLOSSARY OF TERMS (*Continued*)

TERM	DEFINITION
Maritime Reserves	See Volunteer Reserve Forces.
Officer	A Service Person holding a Royal Commission.
Organisation	A discrete Service group of any size and at any level.
Other Rank	A Service Person having a Rank up to NATO Rank OR9.
Phase 1 Training	All new entry training to provide basic military skills.
Phase 2 Training	Initial individual specialisation, sub-specialisation and technical training following Phase 1 Training prior to joining the Trained Strength.
Phase 3 Training	A period of individual training undertaken at any stage in a Serviceperson's career after GTS.
Planned Augmentation	Planned Augmentation reflects a known requirement for augmentees during times of crisis. It is reflected in Joint HQ augmentation manning lists and as "M Role" Positions in an Establishment for a Naval Unit.
Position	Position is an authorised personnel element of an Organisation to which one or more individuals may be Assigned.
Regular Reserve Forces	The Royal Fleet Reserve, Army Reserve and Royal Air Force Reserve. It is primarily (but not exclusively) comprised of ex-regular personnel who carry a reserve Liability.
Rotational Position	A Position filled in turn by more than one Service in a pre-determined cycle. Such Positions can include foreign service personnel.
Royal Navy	Royal Navy (including QARNNS, Chaplains, Welfare Service), Royal Marines, Royal Fleet Reserve, Royal Naval Reserve, Royal Marines Reserve, and Royal Naval Careers Service.
Senior Rank/Rate/Rating	A Service Person having a NATO Rank of OR5 or above, up to OR7.
Service Person	A member of the UK Armed Forces. Includes the Royal Navy, Army and RAF.
SEA Organisation	Positions in these Organisations meet specific criteria associated with an expectation of a high degree of separated service (BRd 3(1) Chapter 2 refers).
SHORE Organisation	Positions in these Organisations do not meet the SEA or Local Foreign Service criteria.
Specialisation	A professional sub-division of Branch likely to reflect a particular field of expertise. Specialisations can be further divided into Sub-specialisations.
Status	Status is the operational stance in which an Organisation or Unit is operating.
Strength	The number of personnel in an Organisation. It may be further sub-divided by a number of groupings e.g. Service, Arm, Branch, Specialisation, sub-Specialisation, or rank.
Sub-Specialisation	A division of Specialisation on professional grounds. This is the lowest recognised level within the tri-Service structure.
Temporary Position	A Position that is created for a specific purpose and for a specific, finite period of time and does not count towards Liability.

(Continued)

GLOSSARY OF TERMS (*Continued*)

TERM	DEFINITION
Trained Strength	The number Service Personnel who have completed Phase 2 Training having reached Training Performance Standard (TPS).
Unit	A collection of Positions and/or Organisations grouped together for a particular purpose. It may contain several sub-units.
Untrained Strength	Number of serving military personnel who have yet to complete Phase 2 training.
Volunteer Reserve Forces	The Royal Naval Reserve, Royal Marines Reserve, Territorial Army and Royal Auxiliary Air Force. They are volunteers who are required to train and are legally liable to be mobilised. Members may be ex-regulars. Naval volunteer Reserve Forces are also known as Maritime Reserves.
Warrant Officer	A Service Person holding a Royal Warrant and equivalent to NATO Rank OR8 or OR9.
Warrant Officer 1	A Service Person having NATO Rank OR9. Also referred to as Warrant Officer Class 1 or Warrant Officer 1st Class.
Warrant Officer 2	A Service Person having NATO Rank OR8. Also referred to as Warrant Officer Class 2 or Warrant Officer 2nd Class.

CHAPTER 1

PEOPLE MANAGEMENT ORGANISATION AND STRATEGY

(Sponsor: NAVY PEOPLE-HQ DCOS)

The P&T Organisational Design work is ongoing, an update to this chapter will be published in the next update to BRd 3(1). Further information is contained in HQ P&T Directive 07-2022[1], including the full P&T Operating Model[2]. Similarly, the People and Training Strategy 2020 is being refreshed, but remains available[3]. In the meantime, any significant changes to governance will be issued via P&T Directives. Any enquiries about the Service's Personnel Management and Organisation Strategy should be directed to the P&T Chief of Staff (NAVY PEOPLE-HQ COS) or Deputy Chief of Staff (NAVY PEOPLE-HQ DCOS).

[1] RN People and Training Directorate Portal - 20221205-Org Design IOC Directive 7-2022-OS.pdf - All Documents (sharepoint.com).
[2] RN People and Training Directorate Portal - 20221205_Enclosure 5 to Directive 07-2022_Op Model-IOC FINAL_OS.pdf - All Documents (sharepoint.com).
[3] P&T Transformation - 20200515_NavyTx_PTStrategy_v1.6.pdf - Document-Category (sharepoint.com).

CHAPTER 2

ESTABLISHMENT ADMINISTRATION

(Sponsor: NAVY PEOPLE-WCM Hd)

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Annex 2A: Illustrative Structures for Margin Activity in Organisations and Positions.
Annex 2B: Position Categories and Organisation Status.
Annex 2C: JPA Organisation Hierarchies.
Annex 2D: Planned Augmentation and Establishment Administration.
Annex 2E: Detailed Establishment Amendment Process.
Annex 2F: Establishment Policy Specific to New Build Ships and Submarines.

CHAPTER 2

ESTABLISHMENT ADMINISTRATION

References:

A. JSP 462 Financial Management Policy Manual (Chapters 5 and 7).
B. JSP 755 Tri-Service Positions and Assignments – Instructions.
C. RNTM 05-014-26 Navy Command Military Workforce Change Process.

0201. Introduction

The purpose of this Chapter of BRd 3(1) - Establishment Administration - is to give guidance and direction for maintaining and making changes to JPA Establishments (Ship, Unit, or other Organisation) containing Royal Navy workforce requirement elements.



Note. *For simplicity a ship, unit or other organisation will hereafter be referred to as a (JPA) Unit.*

0202. Governance

a. **Authority.**

(1) Establishments within the Ministry of Defence are authorised by the Permanent Under Secretary (PUS) who has delegated some complementing powers and responsibilities to the Principal Personnel Officers (PPOs) of the single Services. The Navy Command Workforce Change Management (WCM) team (previously known as the Establishments Team), under 2SL as the PPO, has responsibility for maintaining and implementing endorsed changes to all Royal Navy positions within the JPA Establishment. Delegation by the PPO allows WCM to create positions up to and including OF5 (Capt RN / Col RM).

(2) The policy and procedures here apply to Royal Navy positions within Navy Command and TLBs that employ RN personnel. Army and RAF positions in Royal Navy organisations are administered by the owning Service, not by the WCM team.

(3) Navy Command operates a partial delegated model. Therefore, some elements of this chapter are in the latest Navy Command Military Workforce Change Process RNTM. Each directorate has a Whole Force Management Group (WFMG) and Military People Partner that can aid any Establishment amends.

b. **Organisation.**

(1) **Senior Posts.** The PPO organisation is at Chapter 1.

(2) **Strategic Personnel Planning.** The responsibility for strategic personnel planning for the Royal Navy resides in the Policy Strategy & Plans (PSP) area of the People and Training Directorate (Dir P&T). In conjunction with Fin Mil Cap (FMC), sustainable plans are made to ensure that the right quantities and types of Royal Navy personnel are available to meet the authorised demand (Workforce Requirement, previously known as Liability). This long-term planning is covered in detail in Chapter 3.

(3) **Augmentation Crisis Personnel Planning.** People Ops Aug is the Dir P&T empowered authority for dealing with all Royal Navy augmentation requirements. Some of the augmentation demands for Royal Navy personnel will be authorised through the Defence Single Tasking Authority (DSTA) and are known as Above the Line (ATL) augmentation. Internal augmentation to the Royal Navy as part of the single Service force generation process are known as Below the Line (BTL) augmentation. Crisis Augmentation and Donor Positions are explained further below and in Chapter 59.

(4) **Profession Managers (PM).** Information on Profession Management is in Chapter 62. Profession Managers (formally known as Branch Managers) take a medium to long-term view to manage each Profession. They aim to enable the Profession to remain sustainable, both to ensure that personnel can be grown to meet demand and to ensure that individuals within the Profession have a coherent career structure. The PM (in liaison with Career and Talent Managers) has input to the acceptability (or not) of proposed changes to Establishments.

(5) **Career and Talent Managers (CTM).** Information on Career and Talent Management is at Chapters 58 to 61. The roles of the CTM include assigning personnel to meet current customer demand (as reflected in a unit's Establishment), as well as managing everyone's career.

(6) **Navy Command Workforce Change Management (WCM) Team.** The WCM Team (previously known as the Establishments Team) makes all authorised changes to Royal Navy positions (with the exception that PJHQ is authorised to make changes to ATL non-workforce requirement-driving augmentation positions) and processes all customer change requests that seek changes to the Establishment. It also deals with the Civil Service as a Whole Force team.

(7) **Military People Partners (MPP).** Each NC 2* WFMG will have a Military People Partner (MPP) to provide advice and guidance on military workforce change. They are there to assist sponsors in implementing strategic and tactical in year change and provide mitigation to structure and people delivery. Sponsors of all military change should seek these out at earliest opportunity on any proposed or planned change.

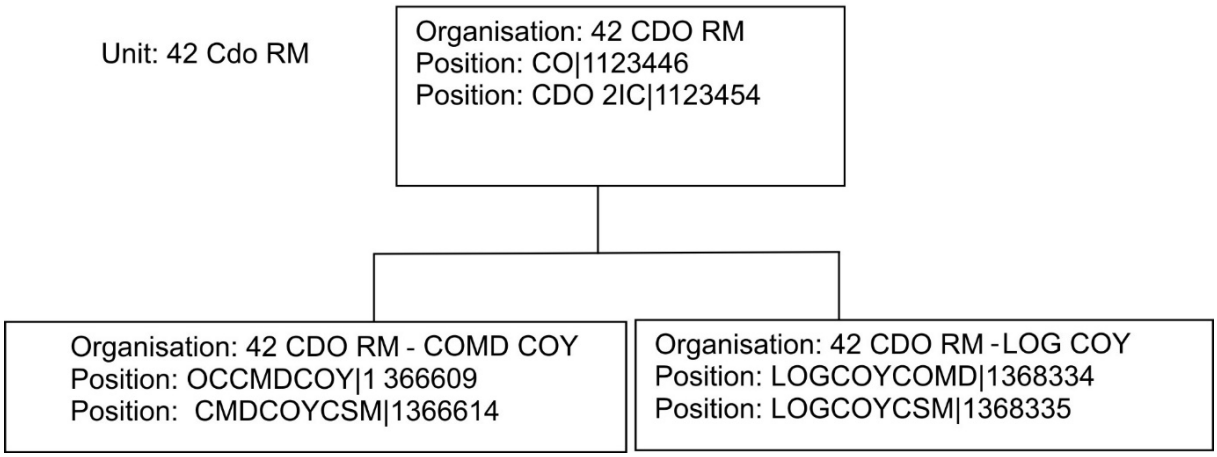
(8) **Unit Establishment Administrator (UEA).** The UEA has a key role in managing the position hierarchies for a unit. This role is explained further in Para 0203.d, JPA Organisations – Hierarchies and Workflows. Each 2* Directorate at a minimum will have a UEA, but most geographical establishments will also have a UEA.

(9) **Whole Force Management Groups (WFMG).** Each 2* directorate has a Whole Force Management Group (WFMG). The Whole Force Management Group construct is designed to facilitate the delivery of Whole Force change, particularly where change demands cannot be dealt with at unit level, support their Directorate in making informed strategic decisions in support of their workforce priorities and requirements, and support the delivery of Navy Command TLB objectives. WFMGs should be centrally involved in the 2* directorate Workforce Planning activity, screening any investments and disinvestments that include an annual workforce change coming from within the directorate before submission to Strat Plans. This is to be accomplished using the Annual Strategic Prioritisation and Balance of Investment round which feeds into the Strategic Planning Cycle (SPC). The Business Manager is critical in this, overseeing these processes and supporting the sponsor in completing business cases and necessary documents to enact workforce change. They are to oversee and solve short-term internal workforce needs and develop longer term requirements. They will operate within allocated resources and, as part of future savings measures, choose Compensating Reductions (CR) when directed. If a sponsor wishes to make a Major Change (Para 0204.c), the WFMG should be made aware and kept informed. If a sponsor wishes to make an Establishment change without a CR, then they first need to raise this with their WFMG, which will assist them in finding an internal CR if the requirement is approved. This is explained in the Navy Command Military Workforce Change Process RNTM.

0203. JPA Establishments

a. **Composition of a JPA Establishment.** An Establishment is comprised of several Organisations and Positions on JPA, as illustrated below:

Figure 2-1. An Establishment Comprising of Organisations and Positions





Notes:

1. It is common for the command Organisation to have the same title as the overall Unit.

2. Each Organisation can have only one UIN, but more than one Organisation can share a common UIN.

3. The figure shows only a few of the Organisations and Positions that make up a Unit.

b. **JPA Positions.**

(1) **Entitlement.** JPA is the single authorised data source showing an entitlement to Royal Navy personnel and it is the Position data within JPA that shows each Unit's entitlement for personnel. For those positions that count towards Workforce Requirement (WR), the entitlement is continuous while the position remains valid (if a position counts towards WR then it is considered for recruiting, training, and promotion targets). A baseline WR ceiling is agreed for each of the single Services against which Workforce Balance is measured (see Para 0302.d). For positions that do not count towards WR, the entitlement is active only for a specified purpose and period. It should be noted that, although there is an entitlement to specify personnel requirements, if there are any constraints on the supply of personnel then some posts will be gapped (common constraints are personnel being unavailable due to illness, being temporarily employed on an operational augmentation task or general personnel shortage in that branch or specialisation).

(2) **Enduring Position.** An Enduring Position is the standard position type. It represents a funded and enduring (permanent) demand for personnel of the type specified.

(3) **End Dated Position.** An End Dated Position represents an authorised demand for personnel until a specific date, when it eliminates (often with the WR and funding being utilised elsewhere). Any requests to extend this type of position will be treated as a request for a new position and will follow the change request rules. This rule applies as funding assumptions will not extend past the end date. Personnel Planners and Profession Managers will have planned on the basis of not having to provide personnel past the end date, with the WR and funding element likely to be planned and scored against a future role. Continuing to provide personnel to an end dated position could be at the expense of gapping an authorised position elsewhere.

(4) **Temporary Position.** A Temporary Position is created to meet a specific short-term high priority demand for personnel. It is created for a finite period between three months and one full assignment (usually 18-48 months). Temporary positions do not count towards WR and, consequently, do not drive recruiting and promotion targets. They can usually be filled only by gapping a WR driving post elsewhere. This is clearly undesirable, so therefore PM/CTM agreement via the formal carding process is required. The Temporary Position will normally be created from a Workforce Requirement Substitute (WRS) i.e. gapping another whole force position within its 2* WCE.

(5) **Rotational Position.** A Rotational Position is filled in turn by either two or all three Services with the Positions counting ½ towards Workforce Requirement in the bi-rotational case and $^1/_3$ where each Service is involved. Rotational Positions exist in Joint organisations, and they represent an authorised demand for Naval personnel for the rotation that the Royal Navy has agreed to fill the post. They can also exist in multinational organisations such as NATO and the rotation may be shared between more than one nation.

(6) **Competition Position.** A Competition Position does not belong to any Service and candidates 'compete' for selection. As with Rotational Positions, they predominantly exist in Joint organisations and follow the rotational rules for Workforce Requirement attribution. They represent an authorised demand for RN personnel for the period that the RN agrees to fill the post as part of the 'competition'.

(7) **Exchange Position.** There may be exchanges with other nations or Services. Exchange Positions are normally paired with one in each nation or Service, and only the 'exchange in' post from each pair counts towards Workforce Requirement.

(8) **Crisis Augmentation and Donor Positions.** Crisis Augmentation positions are activated only for a specific period and for a specific reason. Donor Positions are Enduring Positions that have been identified in advance as being suitable for providing personnel to fill the activated Crisis Positions. Some of these Donor Positions are designated as Dual Positions and in this case the incumbent is linked to a specific Crisis Position. As with all augmentation issues, People Ops (formerly ACMP/PCAP PLANS) staff has the lead. Mobilisation policy is covered in JSP 753 - Naval Force Generation, Augmentation and Crisis Management are expanded upon in Chapter 59.

(9) **Workforce and Resilience Training Margin (WRTM) and Untrained Strength (UTS) Pool Positions.** Within JPA there are many WRTM and UTS pool Positions that are used for assigning personnel who are temporarily unavailable for normal duties. For example, when an individual is medically downgraded, on a training course or on Post Operational Tour Leave. The PPO policy on WRTM and UTS Positions is to strike a balance between having sufficient to support customer business needs without Establishment administration becoming unwieldy. Therefore, the WCM Team will authorise the minimum necessary. Illustrative structures for margin activity organisations and positions are at Annex 2A.

It should be noted that MA10 Positions for Exercises [10A] or Events [10B] are created only as required for specific Exercises or Events. A more detailed explanation of WRTM Positions and how they are managed is at Part 3 Annex 3B. These are all within the Deputy PPO element of the delegated financial model and 2* Directorates are therefore not financially penalised for UTS/WRTM.

(10) **Compensating Reduction.** A Compensating Reduction (CR) is an enduring position that is offered for deletion to create a new enduring position within a TLB. The CR offered by the employing TLB, or agreed to be transferred from another TLB, will be deleted when the new position is created such that Workforce Requirement within the TLB remains in balance. CRs are to be offered at the same rank/rate and specialisation as that required for the new Position. The use of CRs of differing rank/rate and specialisation may be considered in exceptional circumstances if TLB funding and Branch structural sustainability allows via the normal carding process and early engagement via the appropriate MPP is recommended.

(11) **Workforce Requirement Substitution.** A Workforce Requirement Substitution (WRS) is an Enduring Position that is formally gapped within the employing TLB's Establishment, to create a Temporary Position of between three months and one full assignment. A WRS underpins the structural sustainability of the supplying branch and ensures Workforce Requirement within the TLB remains in balance. This has a key advantage in that it does not reset the clock on positional fill and is useful to pivot someone into a change of job specification to fulfil a higher priority task or project.

(12) **JPA Supplementary Positions.** With increases in Gains to Trained Strength (GTS), there is an enlarged requirement for additional non-workforce Requirement positions within seagoing units and air stations, solely for the purpose of pulling through SQEP. The introduction of SUPP positions is a direct replacement for the legacy Overborne Strength (OBS) and the policy detailed within Annex 2E will assist Branch Managers in delivering sustainable Branch structures. In addition, the policy clearly articulates the purpose of the SUPP position and provides CMs and unit staff with clear instructions to deliver the pull through of personnel.

c. **JPA Positions and Organisations.** JPA positions are tagged with the Position Category (sometimes referred to as the Role) in which they are to be filled. A position may have multiple categories. For a position to be active, it must have a category that matches the status of its parent Organisation and have a valid EIT status. For Shore Positions a blank EIT status should be treated as valid. The Organisation will only ever have one status active at any time (e.g. a ship under construction (crewed) will be in the 'Z' Role) and this will determine which of the positions within that Organisation require filling. Position Categories used by the Royal Navy are shown at Annex 2B.d.

d. **JPA Organisations - Hierarchies and Workflows.** When creating a JPA Organisation for the first time, or moving a JPA Organisation, the following JPA functions need to be set up:

(1) **Command and Administration Hierarchies.** The Command Hierarchy shows where a JPA Organisation features in the Chain of Command, whereas the Administration Hierarchy facilitates support functions for a Unit's personnel. The Command and Administration Hierarchies are set up by the Establishment Administrator. These Hierarchies are explained in more detail at Annex 2C.

(2) **Organisation Workflow Responsibilities.** Organisation Workflow Responsibilities are essential to the administrative functioning of an Organisation and should be set up by the UEA. Organisation workflows include those for the Unit Personnel Office (UPO), the medical facility, the UEA and the Commanding Officer. The latter workflow facilitates the organisation's appraisal process.

(3) **Position Hierarchy.** Position Hierarchy enables the movement of workflows between staff and their line managers for functions e.g. leave requests (Junior Rates only), job preferences and personal objectives (the latter two being critical parts of the appraisal process). The Position Hierarchy is set up solely by the UEA (although the Establishment Administrator can also do this), using data drawn from the Position Occupancy Report and Unit Position List for the organisation. Both these reports can be run by the UEA.

0204. Policy

a. The existence of a position in an Establishment is the Naval authority for the provision of personnel. Although employers have a major input in determining the demand for different types of personnel, these demands need to be reconciled with several factors which impinge on the overall structural sustainability of the Royal Navy. These factors include funding, structural impact, Workforce Requirement control, timing, and the need to meet the planned augmentation and force generation requirement. The PPO will apply the following tests before authorising an Establishment change.

b. **PPO Tests.** When considering changes to the Establishment, the PPO examines four key criteria prior to creating or making amendments to the JPA Establishment. All 2* WFMGs/sponsors should be aware that the four tests outlined below must be passed prior to the creation of temporary positions or changes to permanent Workforce Requirement positions within JPA. If the requirement is urgent then the process will be applied quickly and potentially at risk if the need is a 3* or 4* Urgent Operational task, but a failure either to obtain the necessary approval or apply the tests will result in rejection by the PPO and incur a delay:

(1) **Funding.** Demands for RN personnel must be supported financially. Additionally, when requests are made to increase the requirement for Royal Navy personnel, evidence of FINBP approved budgetary provision must be given.

(2) **Structural Impact.** The PPO must ensure that proposed Establishment changes do not place unmanageable stress on branch structures and that the affected specialisations remain controlled and sustainable. This is managed through the carding process where Profession Managers, in consultation with Career and Talent Managers, consider the following factors with regards to Structural Impact:

(a) **Sustainability.** A sustainable Branch/Profession will normally have a broad base at the junior level which narrows at each higher rank. An unsustainable branch does not allow the PPO to grow enough of the required personnel at each level, and it will not offer an acceptable career for personnel within the branch.

(b) **Harmony.** One of the PPO Personnel Functional Standards (PFS) relates to maintaining individual harmony. Some organisations incur a large amount of separation from home while others do not:

i. **SEA Organisations.** Service in an organisation such as a ship or other front-line unit is recognised as incurring significant time on duty away from home. These organisations are classified in JPA as SEA.

ii. **SHORE Organisation.** Service in an organisation such as the Navy Command HQ or a training establishment is recognised as having a relatively stable work/life balance. These organisations are classified in JPA as SHORE.

iii. **Local Foreign Service (LFS).** Service in an organisation permanently based overseas is classified in JPA as either SEA or LFS. If it meets the SEA criteria it is marked as SEA and if it does not it is marked as LFS.

iv. **Assessment.** When assessing PFS, Profession Managers take account of the balance between SEA positions and the combination of SHORE and LFS positions.

(c) **Planned Augmentation.** Planned Augmentation reflects a known requirement for augmentees during a time of crisis. This requirement is reflected in augmentation manning lists and as ’M Role’ Positions in Establishments with Royal Naval personnel. The PPO has a remit to maintain sufficient Donor Positions to meet this crisis demand and any requests for change need to be considered against the Planned Augmentation situation. Augmentation issues affecting Establishment Administration are discussed in more detail at Annex 2D. Pers Ops can also mobilise people for Planned Augmentation for Ops and Exercises and can request Temporary Augmentation Positions for such a requirement.

(3) **Workforce Requirement Control.** MOD Head Office set the Workforce Requirement (WR) ceiling for the RN, which equates to the total number of workforce driving positions it can maintain; the Service is not authorised to increase this ceiling. To control workforce requirement, it is imperative that the Service remains within its allocated limit, and that robust policies and processes are in place to protect the integrity of workforce structures and budgets whilst detailing the ways in which resource change can be submitted, screened, approved, and implemented. To stay within this agreed limit, the PPO must be provided with a CR to offset the creation of new enduring posts or a WRS or financial approval to stand up temporary posts. Further detail on the use of a CR or WRS is given at Annex 2E.

(4) **Timing.** CTMs have the right to apply a rule whereby an employer may have to wait up to 12 months to have a new JPA position filled or vacated. This ensures that short notice assignments do not cause excessive churn, disrupt unit plans or personal conditions of service. The Service may also need time to grow/reduce personnel within a specified category. To ensure that expectations for change are realistic, it is strongly advised that agreement is reached with the relevant CTM prior to a request for JPA action being submitted via normal engagement with MPPs. For larger changes (raised as an option or choice) an Implementation Order should be agreed by all stakeholders which clearly articulate People Delivery timelines

c. **Changes to Establishments.** This section outlines the general principles associated with requesting an Establishment change. Deleting a post is also an Establishment change that must be subject to the change request process and cannot be actioned without PPO approval. Supplementary information on the detailed Establishment amendment process is given at Annex 2E.

(1) **Minor Change.** Simple amendments that do not alter Workforce Requirement or funding do not require full staffing; a Navy Change Request (NCR) outlining the requested change will suffice. Examples in this category are changing a position name, organisation/location, competencies or supporting remarks.

(2) **Major Change.** All requests for major in-year change should follow the procedures and process currently laid down in the Navy Command Military Workforce Change Process RNTM.

(3) **Changes Agreed at Higher Defence Level.** Some personnel changes are agreed at a higher level in Defence (e.g. Defence Board) and are often associated with setting up or enhancing an existing Joint capability. These changes often involve a change in the authorised RN Workforce Requirement and to the centrally agreed funding for personnel. A modified version of the PPO tests is then applied, which is not detailed any further in this publication.

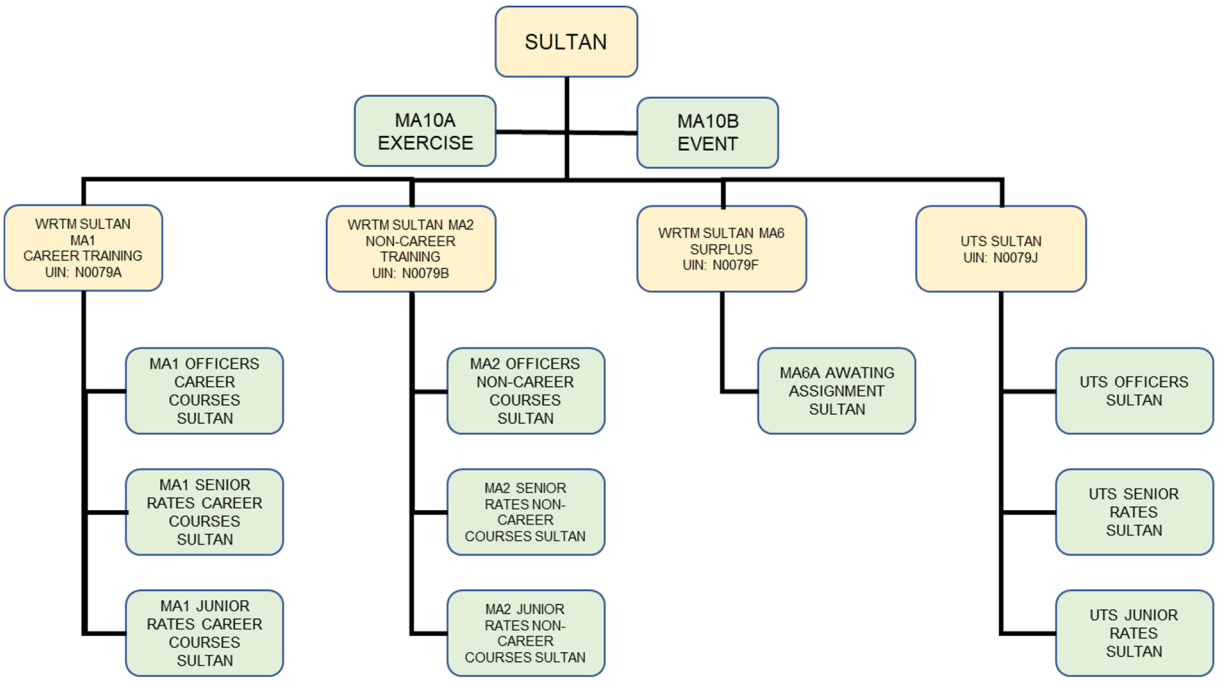
(4) **Transformational Change.** Defence or Navy Command will sometimes impose wholesale change across the Royal Navy portfolio; whilst this is achieved in consultation with Navy Finance and Strategic WF Planners (PSP) it is often forced on the current employer or Profession Manager and, as an exception, does not follow the four PPO tests. Whether the change being proposed is an organisational redesign or the transfer of organisations between 2* areas, all changes must be considered within the parameters of workforce delegation. TLBs/WFMGs must consider the end goal of the large-scale change and the impact this will have on both the Directorates ability to deliver outputs and the capability of the TLB/Navy Command. The sponsor is to draft an Implementation Order (IO) with the relevant stakeholder agreement. Further guidance can be found in the Navy Command Military Workforce Change Process RNTM.

d. **Ships and Submarines.** There are very specific procedures associated with the Establishment for ships and submarines in build. These procedures are explained in detail at Annex 2F. Any changes to current ship or submarine UPL must be agreed with the Dir FGEN or Dir SM Class lead before a Navy Change Request is raised as per the Navy Command Military Workforce Change Process RNTM.

ANNEX 2A

ILLUSTRATIVE STRUCTURES FOR MARGIN ACTIVITY IN ORGANISATIONS AND POSITIONS

Figure 2A-1. Generic Example of Training Establishment WRTM and UTS Structure



Key to Illustrations:

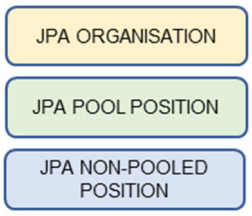
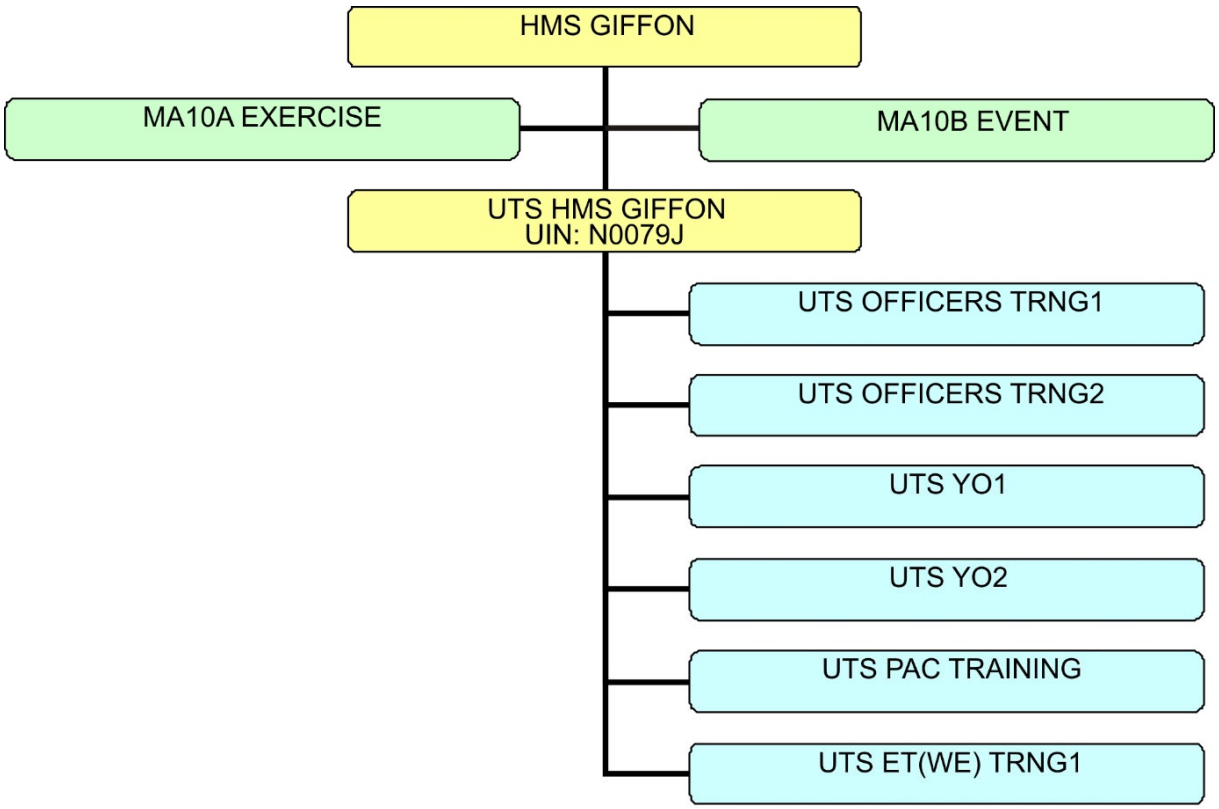
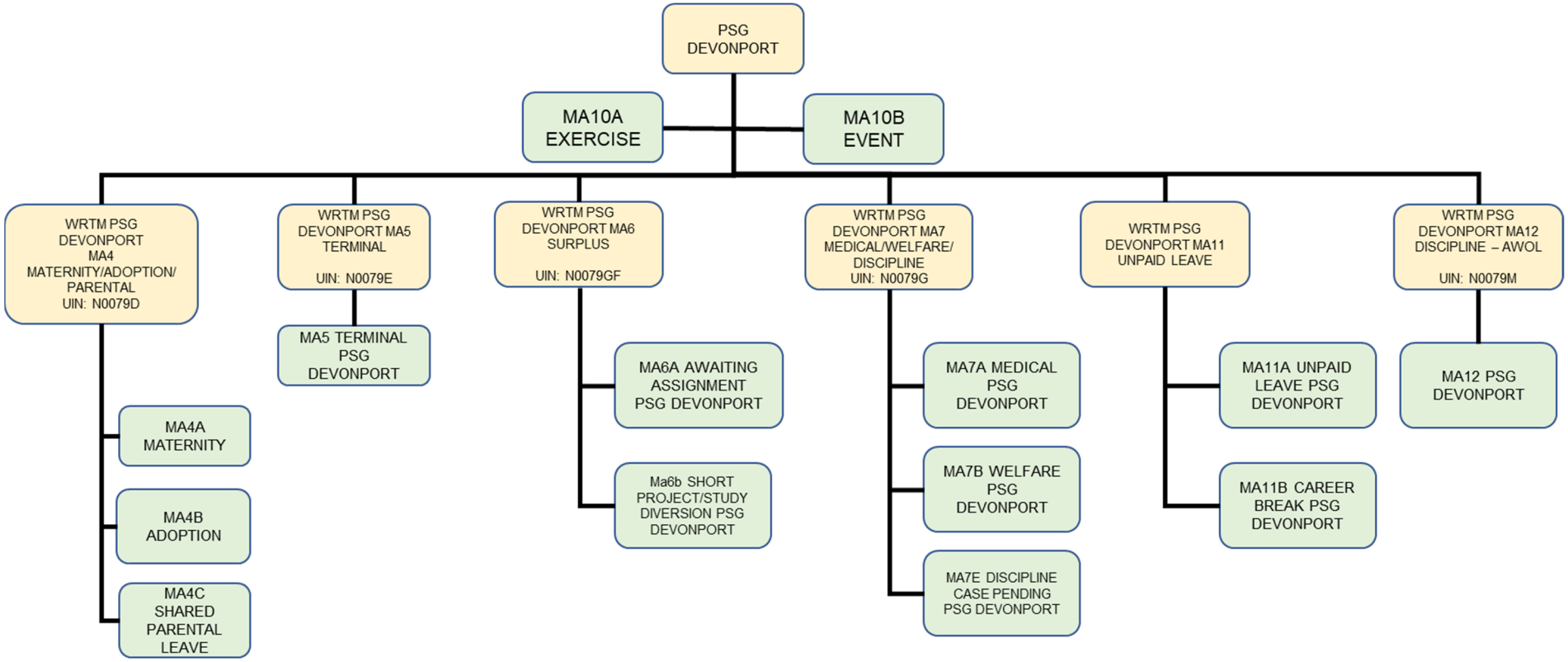


Figure 2A-2. Generic Example of Ship Establishment WRTM & UTS Structure



Note. *Unlike shore establishments UTS positions on ships/SMs are not pool positions.*

Figure 2A-3. Generic Example of Naval Base Establishment WRTM Structure



ANNEX 2B

POSITION CATEGORY AND ORGANISATION STATUS

1. Introduction

Within JPA, each Organisation will be allocated a Status according to its programme. Each position may have one or more Categories. The Organisation Status must match one of the Position Categories for the Position Status EIT to be valid.

a. Positions that are usually dormant but may be required in Crisis are designated as Planned Augmentation positions (M Category when inactive).

b. Ships' and submarines' Status will change according to their programme.

c. Front Line Air Squadron and Flight Establishments will operate totally within the B Status, irrespective of changes in numbers of airframes or of multiple crewing which would be enacted by Establishment changes.

d. RM units will use the same Status options as defined for Front Line Air and Shore Service units.

Table 2B-1. Naval Establishment Status and Position Categories

Category Status Meaning	SHIP	SM	Front Line RM / Air Units	SHORE Unit
Basic Establishment	B	B	B	P
Reduced Sea Going Crew (Adaptive Force)	A	A		
SM prepared for disposal	-	E	-	-
SSBN enhanced single crew	-	G	-	-
Reduced Harbour Crew (Ship preservation by operation, SM lay-up and preparation or Harbour Training Ship)	J	J	-	-
Planned Augmentation Position that may be activated during crisis	M	M	M	M
Non-Crewed ('Nil'). Including Refit / Overhaul for SHIP and SM	N	N	N	N
Operational (Crisis)	O	O	O	O
SM flood up and undock	-	Q	-	-
SM prepare overhaul	-	R	-	-
Upkeep	S	S	-	-
Under Construction (Crewed)	Z	Z	-	-

2. Updating Ship / Submarine Roles in JPA

a. **In Build.** The WCM Team will initially set the Organisation Status to N (Non-Crewed) and then subsequently to B (Basic) as advised by the NAVY PEOPLE-PEP PTP DEV ACQ Team.

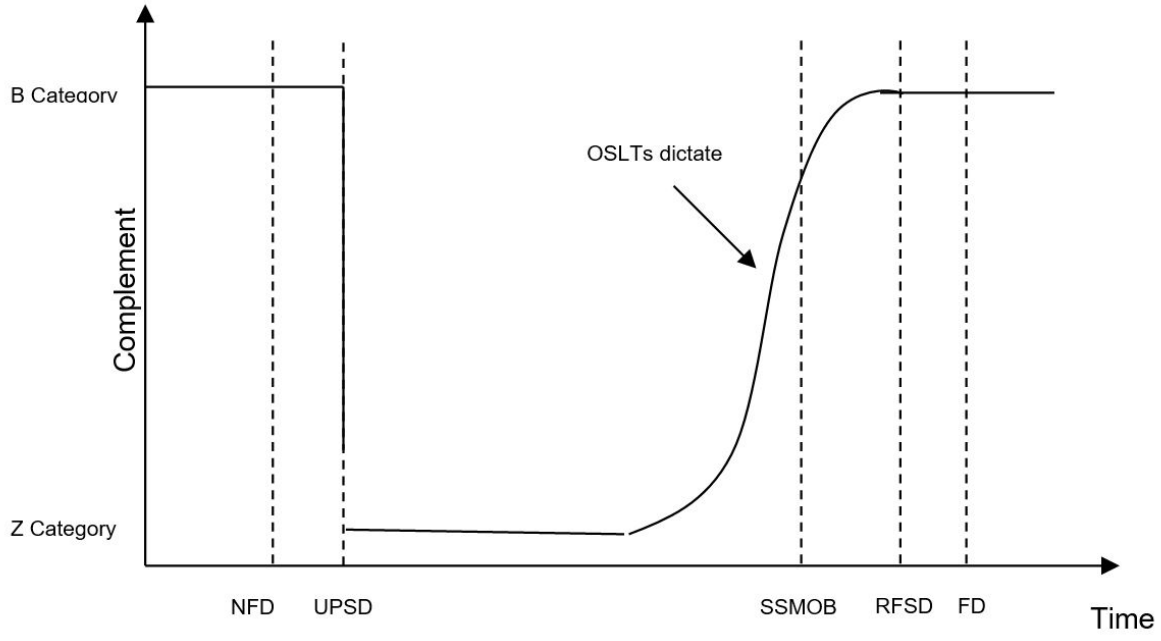
b. **In Upkeep**

(1) For ships/SMs approaching an Upkeep Period, the WCM Team will normally set the S Status to commence at the Upkeep Period Start Date (UPSD), and the B Status Date to re-commence at Fleet Date (as advised by the Complex Warship Support Programme (CWSP).

(2) Once the ship/SM's Upkeep Schedule is known, any required changes to On Stream Lead Times (OSLTs), in order to safely meet the prescribed SARC process and equipment STW prior to SSMOB date, should be forwarded by the Unit to Navy RP and the relevant CDT for approval before being actioned by the WCM Team on JPA.

c. A typical crew profile for a ship in refit is illustrated in the figure below:

Figure 2B-1. Typical Ship Upkeep Crew Profile



d. For ships approaching a docking period or Contractor Support Period (CSP), the WCM Team will normally maintain B Status throughout Non-Fleet Time or the CSP.

3. Final Non-Operational Date

The WCM Team will set the Organisational Status to N (Non-Crewed) on the Final Non-Operational Date as detailed in the RN Command Plan.

ANNEX 2C

JPA ORGANISATIONAL HIERARCHIES

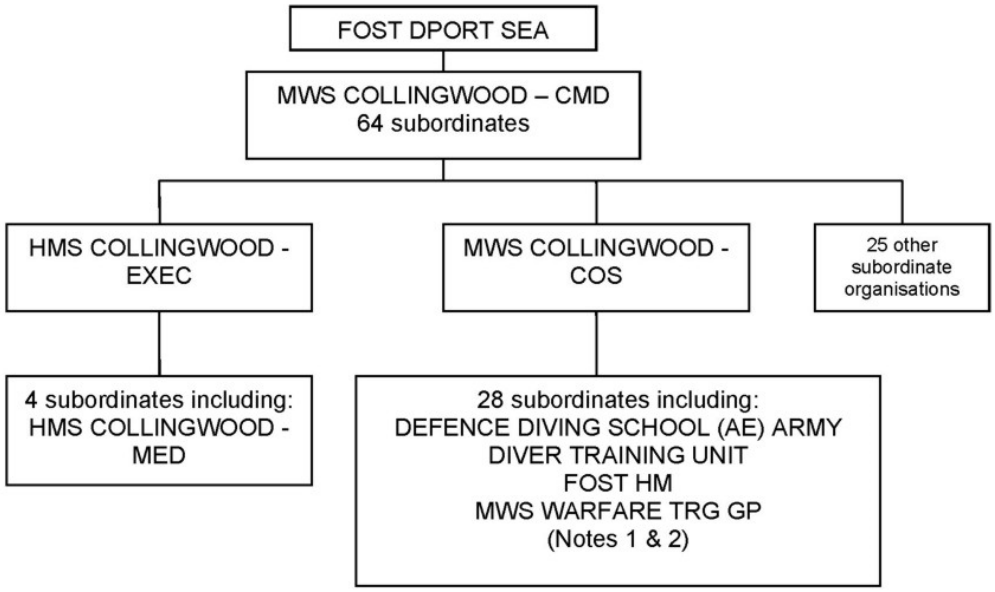
1. Introduction

Each JPA organisation has a Command Hierarchy and an Administration Hierarchy which needs to be set up by the WCM team when a JPA organisation is created. These Hierarchies, which are explained below, need to be agreed with the unit.

2. Command Hierarchy

The Command Hierarchy indicates where an organisation sits within the Chain of Command for a unit and the wider Royal Navy. The Unit Establishment Administrator (UEA) can use the Command Hierarchy (as well as the Administrative Hierarchy) to run Unit Position List (UPL) reports for units and their subordinate organisations (see also Para 4). Business Process Guides are available on JPA to carry out this UPL function. For all other JPA users, the Command Hierarchy does not link to any other JPA activities, which includes SJAR / OJAR functions and Workflow. An example of a Command Hierarchy is shown below:

Figure 2C.-1. Command Hierarchy Linking JPA Organisations in MWS Collingwood



Notes:

1. *The Command Hierarchy is not limited by location or Service but is a representation of the chain of command for a unit. For example, the MWS Command Hierarchy includes subordinate organisations such as DEFENCE DIVING SCHOOL (AE) ARMY DIVER TRAINING UNIT and DIVING STANDARDS ORG that are located at Whale Island, not the COLLINGWOOD site.*

2. *The JPA organisation DEFENCE DIVING SCHOOL (AE) ARMY DIVER TRAINING UNIT is part of a joint RN/Army unit that is part of MWS.*

3. Administration Hierarchy

The Administration Hierarchy determines which unit administers a JPA Organisation in terms of UPO and Medical Centre. This Hierarchy enables a UPO or Medical Centre to see the records of those personnel within their charge. In JPA terms, the UPO or Medical Centre needs to be in a JPA Organisation that is at the top of the Administration Hierarchy of the group of organisations within their charge. The UPO or Medical Centre can then see the JPA Positions and incumbents in their subordinate organisations. The other necessary JPA component that works with the Administration Hierarchy to enable administrative support is the organisation workflow. An example of an Administration Hierarchy is below (note that the details contained may not be up to date):

4. Unit Position List (UPL)

The Administration Hierarchy can be used by the UEA, as well as EAs, to run UPL reports of organisations and their subordinates. This Administration Hierarchy enables, for example, the UEA of COMSTRKFOR to run a UPL for the whole 3 CDO Bde unit, including its subordinate organisations (Business Process Guides are available on JPA for this function). The filter ‘Command Hierarchy’ can also be used in this way and can also be used to view subordinate organisations from a Command rather than administration perspective.

ANNEX 2D

PLANNED AUGMENTATION AND ESTABLISHMENT ADMINISTRATION

1. Introduction

a. Planned Augmentation is part of the Force Generation process and is a procedure whereby units identify, in advance, the augmentation they will require to bring them to endorsed operational levels of personnel. The Planned Augmentation requirement is not based on a specific scenario, but it assumes that there is an overriding need to activate quickly all available front-line units.

b. The additional augmentation posts are labelled on a JPA Establishment as M Category Positions and when activated they are additional to the Positions held on a unit's peacetime Establishment. The summation of the M Category Positions in all units represents the overall Naval personnel Planned Augmentation requirement and it is specified by rank/rate and specialisation. Donor Positions are earmarked to fill this known M Category requirement. These Donor Positions are mostly in shore units and are identified and endorsed in advance as being posts that can be gapped during a crisis. They are identified in a JPA Establishment as P Positions.

c. Managing the force generation requirement for crisis M Category receiver Positions and developing the associated Donor Positions is the responsibility of P&T PEOPLE OPS AUG (Augmentation Cell) Team, with the administrative JPA action carried out by the Workforce Change Management (WCM) Team. To meet this task, each request for an Establishment change must be viewed against the impact it will have on the ability to meet the Planned Augmentation workforce requirement.

2. Position Categories and Planned Augmentation

a. The most common Position Categories having a bearing on Planned Augmentation are shown in the table below:

Table 2D-1. Planned Augmentation Common Position Categories

Position Category	Meaning	Comment
P	SHORE Position required in peace but not crisis.	These are Donor Positions for Planned Augmentation.
PO	SHORE Position required in peace and in crisis.	Incumbents are not earmarked as Planned Augmentation donors.
BO	SEA Position required in peace and in crisis.	Used for ships and frontline RM and aviation units. Also used for temporary crisis Augmentation eg., Operations TELIC and HERRICK.
M	Crisis Position inactive during Peace but activated during Crisis.	Used for enduring crisis Augmentation that requires widespread activation of RN operational units.

b. Incumbents of P Positions are at 30 days' Notice to Move (NTM) for Planned Augmentation purposes. Some of the P Positions are further annotated as being either an 'A Donor' or 'Dual Donor'.

c. **A Donors.** Incumbents of a P Position that is also tagged as an A Donor are at 20 days NTM. These positions have been matched against the known M Category requirement by rank and Specialisation. The aim is to maintain A Donors at 120% of the M Category requirement, but this is not possible in all cases and some ranks and Specialisations may have a shortfall. When M Category Positions are activated, the A Donors are sent to any M Category Position for which they have the necessary rank and Specialisation.

d. **Dual Donors.** Positions marked as Dual Donor are matched to a specific M Category Position. When a specific M Category Position is activated, the intention is to fill it with the Dual Donor incumbent. Personnel in Dual Donor Positions have a training liability in preparation for their M Category commitment and are at 10 days NTM.

3. Establishment Changes and Planned Augmentation

a. Requests for Establishment changes that impact on the M Category requirement or the pool of Donor Positions are subject to extra checks before the change can be approved. These checks are conducted in consultation with P&T PEOPLE OPS AUG staff and seek to keep the pool of Donor Positions in balance with the M Category Augmentation requirement.

b. **Deleting a P Donor Position.** If a P Donor Position has not also been designated as an A Donor, then it means the donor pool for that rank and Specialisation should be in surplus. Once that situation has been confirmed then there is no Planned Augmentation barrier to the Position being deleted.

c. **Deleting an A Donor Position.** To offset the proposed deletion of an A Donor Position, a replacement P Position will be sought that can be converted to an A Donor. The P Position must be of the same rank and Specialisation and, once it has been changed to an A Donor, the proposed deletion may take place. If no P Position is available, then the same effect may be achieved by negotiating the deletion of an M Category Position of the same rank and specialisation. Should both these events not be possible then P&T Staff will adjudicate. The deletion proposal will either be rejected or will be allowed to proceed with the acceptance that the donor pool for that rank and Specialisation will be below the required level.

d. **Creating a new M Donor Position.** If P&T PEOPLE OPS AUG staff confirm there is a genuine new Planned Augmentation requirement, then a search will be made for a suitable donor. If a Donor Position is found, or if a less deserving M Category Position of the same rank and Specialisation can be negotiated for deletion, then the new M Category Position can be created. If these outcomes are not identifiable, then the bid will either be rejected or be allowed to proceed with the acceptance that the donor pool is in deficit.

e. **Deleting a Dual Donor Position.** A Dual Donor Position must be replaced before it can be deleted. The creation of a new Donor Position requires careful negotiation and in the first instance the TLB and/or 2* Directorate in navy Command wishing to delete the Dual Donor will be asked to find its replacement. Should it not be possible to find a replacement then the deletion proposal will be rejected.

f. **Creating a New M Donor Position with Dual Donor Linkage.** P&T PEOPLE OPS AUG staff confirm the requirement for a new M Category Position linked to a specific Dual Donor Position, then negotiations will take place to find a suitable Dual Donor. If a Dual Donor is found, then the new M Category Position will be created; if one cannot be found then the new M Category Position will be rejected or will be created without Dual Donor Linkage.

ANNEX 2E

DETAILED ESTABLISHMENT AMENDMENT PROCESS

1. Introduction

The use of JPA across all three Services provides a standardised Manage Establishment process for creating and making changes to Service Positions and organisations. Under current agreement, each Service will amend its own positions within JPA. All proposed RN Workforce Requirement related changes to JPA Establishment Organisations and Positions are to be raised by or through the relevant TLB Workforce Coordinator. They are to be submitted using either the Workforce Amendment System (WAS) for Navy TLBs or an Establishment Change Request [ECR] via SLIM system, for all other TLBs except SDA & DE&S & DG NUC who still use the Establishment Amendment Form (EAF) for change requests. The NCR is submitted in WAS via SCIO and the EAF forwarded by e-mail to the PPO. For information on ECRs in SLIM please engage with the Establishment Advisor or the WCM Team. The latest version of the EAF may be found in the JPA home page – JPA Forms. Access to the WAS App is for Navy Command (NC) TLB Change Requests only and application for the app should be submitted to the WCM team[1]. For large scale re-organisations or bulk changes, please engage with the WCM Team for advice on how to proceed.

2. Establishment Amendment Background

Outside of the Strategic Planning Cycle (SPC), it is the responsibility of employing TLBs to manage their Workforce Requirements and for the PPO to implement the changes when the four fundamental tests have been met. As the RN possesses a finite resource, all Establishment changes requested by TLBs must be realistic in terms of anticipating the availability of personnel in terms of rank, rate, and specialisation. When processing NCRs in the WAS or ECRs or EAFs, the PPO needs to consider, via the carding process, the collective effect on the RN which may lead to increased churn, higher VO rate and excessive gapping, all of which undermine the ability to deliver a sustained supply of people. Therefore, all requests to create new permanent WR positions or temporary positions must be carefully managed.

3. TLBs are to be aware that the following Establishment policy exists for the creation of Permanent or Temporary Positions:

a. **Permanent Positions.** The creation of permanent Workforce Requirement within the Establishment will only be authorised when:

(1) An SPC enhancement Choice or Option is issued to authorise uplift in liability.

(2) The TLB provides a suitable Compensating Reduction (CR) of the same rank/rate and specialisation to create the new position or with agreement by Branch Managers via the process above.

[1] Via the WCM Multiuser - NAVYPEOPLE-WCMNC@mod.gov.uk



Note. *It is the responsibility of the employing TLB and/or Directorate in NC to identify the CR which will be used to create the new requirement. Proposals to create permanent Workforce Requirement positions without a valid CR or endorsed SPC uplift will not be authorised and sponsors should engage with TLB or in NC their 2* Workforce Management Group (WFMG) points of contact.*

b. **Temporary Positions.** Temporary Positions are posts created for a specific purpose of between three months and one full assignment. Requests for temporary position of longer than one full assignment will normally be rejected. Temporary positions do not count towards WR and, therefore, do not drive recruiting and promotion targets. Temporary positions are usually filled by gapping a position with WR elsewhere or within NC TLB from unspent workforce budget known as the Workforce Cost Envelope (WCE). Temporary positions cannot be used as a means of masking a genuine enduring requirement and the PPO will pay close scrutiny to all requests.

(1) In order to stand up a Temporary Position, the employing TLB should try to identify a position with “Like for Like” WR to be Gapped for the duration of the Temporary Position. This Workforce Requirement Substitution (WRS) is the Gap that will be tied to the Temporary Position for the duration of the requirement if necessary. This is also known as “Authorised Elsewhere” by the Army, RAF, and Other TLBs. The WRS Posn will continue to underpin sustainability of the supplying Branch. Prior to the assignment being completed, the employing TLB should conduct a formal review of the requirement for the Temporary Position and the WRS. If as part of the review the position is viewed as enduring rather than temporary (greater than one full assignment), the TLB will need to provide a CR, in order that an enduring WR position can be created. If a suitable like-for-like Position cannot be found but a TLB has the funding for a Temporary Position, then they can ask if one can be created by exception. If the CTM can fill the temporary position, it will be considered for approval. For NC TLB which operate under a delegated model, with agreement between Profession Manager and Career and Talent Manager, a Temporary Position can be established from unspent WCE or gapping a whole force role (FTRS, CS or REG MIL).

(2) The WRS provided to stand up a Temporary Position should be one that:

(a) Has been or is about to be gapped, or;

(b) Through forecast, is unable to be filled by the CM during the forthcoming length of assignment requested.

(3) Regardless of the method selected, the employing TLB will be responsible for prioritising as to which position is used as a WRS. This process ensures overall liability within the TLB remains in balance and physically ties WR to a Temporary position for the duration of the requirement. Non-compliant applications will be treated on merit and may be approved as an exception. For NC, please follow the delegated Workforce controls as set out in Chapter 2.



Note. *The creation of Temporary positions or Permanent WR to meet future SPC enhancements earlier than approved by FMC will only be approved if the TLB provides a WRS, or by exception. This must occur as a gap will need to be created elsewhere within the TLB to provide the resource (strength) to meet the new requirement.*

4. Establishment Supplementary Positions Policy

With increases in Gains to Trained Strength (GTS), there is a requirement for additional Non-Workforce Driving positions within seagoing units and air stations, solely for the purpose of pulling through SQEP. The introduction of SUPP positions is a direct replacement for the legacy Overborne Strength (OBS) position and the policy detailed below will assist Branch Managers to deliver sustainable branch structures and allows CTMs to manage personnel to support the pull through of SQEP.

a. **RN SUPP.** RN SUPP positions are used for the sole purpose of providing sustainable branch structures and are not to be used as a means of addressing Unit Position List (UPL) or Whole Ship Watch and Station Bill shortfalls. Similarly, CTMs should only fill SUPP positions on the basis that the individual is conducting branch/career specific training. Use for any other purpose requires the approval of the WCM Team. In addition, Units are not to retain an individual in a SUPP position once the intended branch/career specific training requirement has been achieved. Once the intended training requirement has been met, Unit staff should advise CTMs accordingly. The CTM should then re-assign the individual to fill a gapped enduring liability position within the same Unit, or elsewhere, or to another assignment.

b. **RM SUPP.** RM SUPP positions are aligned to each RM sub-Unit for the sole purpose of transitioning personnel within Unit JPA architectures to onward assignments and are not to be used as a means of addressing manning/UPL shortfalls. Use for any other purpose requires the approval of the WCM Team. CTMs should only fill a SUPP position when an individual is required to vacate a position in lieu of new arrival but is required to remain within the existing Chain of Command.

5. Type of Position

The type of SUPP position within JPA is dependent upon rank/rate and branch as outlined below.

a. AB2 positions are to be pooled, multi-occupancy.

b. All other ranked positions are to be single occupancy. In situations where handover periods are required, however, shared positions will be authorised by the PPO.

c. RM positions, regardless of rank, are to be pooled and rank ranged.

d. Positions attracting Recruitment and Retention Pay (RRP) are to be single occupancy unless BMs can demonstrate to PPA that all pooled personnel within the SUPP position qualify for RRP. If a requirement for RRP exists, BMs should submit full justification to REM using policy detailed in JSP 754 Chapter 5 Section 2 (RRP Policy).

6. Position Details

SUPP positions will be created using the following criteria:

a. All positions are to be prefixed with SUPP, e.g. **SUPP PWO1|1234567**.

b. The JOB Value for all SUPP positions is to be **RN|Common|Supplementary**.

c. All SUPP positions are to be correctly CM tagged.

d. All SUPP positions are to be created as Non-Workforce Driving and enduring (no end-date applied).

e. SUPP positions shall only exist within NC TLB and not within other TLB organisations.

7. Establishment Amendment Detail

Proposed changes for JPA Positions and Organisations must be submitted using either the Workforce Amendment System (WAS) or ECR in SLIM, or JPA Form JPA A001 (EAF), the latest version of which may be found in the JPA home page – JPA Forms. Navy TLB units must submit their establishment changes using the WAS App in SCIO. For large scale re-organisations the WCM Team must be consulted in addition to the relevant MIL PP.

a. **Workforce Amendment System (WAS) New Change Requests (NCR)** The WAS NCRhas been designed to ensure that the following conditions are met:

(1) An audit trail is in place and covers all associated authorisations (see below).

(2) Requested proposals contain the mandatory details required by JPA to make the changes.

b. **Completion of the WAS NCR.** The WAS NCR is to be fully completed (where appropriate) by the originator before submission to the Workforce Change Management Team. As appropriate, WAS NCR submissions should include supporting e-mails where appropriate which give evidence of the following:

(1) Financial authority from the appropriate TLB Finance Business Partner especially for all major changes and inter TLB transfers.

(2) WAS/NCR approvals will seek confirmation from the appropriate Branch Managers, (in consultation with Career and Talent Managers) that the proposed amendments are acceptable from a branch/specialisation sustainability perspective.

(3) Where there are DV security requirements associated with the amendments, that approval has been obtained from the respective Service specialist security authority.

(4) Agreement from all Units involved in the WAS NCR process. For example, if creating a Temporary Position in one Unit, by using a WRS Gap in another, then both Units should provide evidence that they are content with the submission.

c. **Common Errors in Submitting Establishment Changes.** Some common errors which should be avoided when submitting Establishment change proposals are as follows:

(1) The amendment has not used the latest Establishment/UPL in JPA as the baseline and has not identified Positions by their unique JPA number.

(2) Changes that increase WR without supporting financial approval, CR or WRS.

(3) Requesting a Rotational or Competition post without approval from DS Sec and the single Services' agreement.

(4) Requesting an Exchange/Loan Scheme where the P&T lead/International Policy and Planning (IPP) has not been consulted.

(5) Requesting change to an Establishment when the appropriate authority has not been sought.

8. JPA Data Requirements

Only data that appears in the list of authorised JPA Data Reference values may be used to request changes. The remainder of this section outlines some of the more common fields and terms used for making an Establishment change in JPA.

a. **Rank/Rate.** NATO Rank Codes (equivalent ranks tables across all Services are laid down in JSP 752 (Allowance Regulations), JSP 754 (Pay Regulations) and in this BR's Preliminary Pages) are used in JPA, NATO and tri-Service documentation as follows:

Table 2E-1. NATO Rank Codes

NATO Grade	Royal Navy	Royal Marines
OF-10	Admiral of the Fleet	-
OF-9	Admiral	General
OF-8	Vice Admiral	Lieutenant General
OF-7	Rear Admiral	Major General
OF-6	Commodore	Brigadier
OF-5	Captain RN	Colonel
OF-4	Commander	Lieutenant Colonel
OF-3	Lieutenant Commander	Major
OF-2	Lieutenant RN	Captain
OF-1	Sub-Lieutenant / Midshipman	Lieutenant / 2nd Lieutenant
OR-9	Warrant Officer 1	Warrant Officer 1
OR-8	Warrant Officer 2	Warrant Officer 2
OR-7	Chief Petty Officer	Colour Sergeant
OR-6	Petty Officer	Sergeant
OR-5	Not used in RN	Not used in RM
OR-4	Leading Hand	Corporal
OR-3	Not used in RN	Lance Corporal
OR-2	Able Seaman	Marine
OR-1	Not used in RN	Not used in RM



***Note**. Although OR1 is not a rank in the RN, some Positions in ships are created as OR1 to identify sea training positions for personnel not yet at Operational Performance Standard (OPS).*

b. **JPA Job Value.** The JOB value comprises of three segments: Service, Domain and Skill.



***Note.** The JOB value for all single Service RN/RM Positions starts with RN.*

(1) Examples are:

RN|Warfare|Warfare (Above Water)
RN|Logistic Services|Logistics
RN|Aviation|Pilot
RN|RM|Adjutant

(2) The JOB value is an essential field when describing or searching for specific Positions or groups of Positions. Once a JPA Job Value has been attributed to a Position it cannot be amended. Any changes to this field will necessitate the Position being eliminated and a new Position being raised to show the revised value. It is therefore essential that the correct value is shown on the WASJPA Data Reference Values should be used to identify the most appropriate value for any new Positions.

c. **JPA Competence.** JPA Competence comprises the skills, competences or accomplishments allocated against a given position to enable the incumbent to carry out the role. Requests to add competences may be referred to Capability Delivery Team (CDT) / Branch Manager and TRA Gen WO1 for approval, as the change may have safety or operational implications or may result in increased tasking on training schools and can restrict the number of personnel available to fill a post. When possible, Platform UPLs should remain aligned.

d. **Recruitment and Retention Pay (RRP) Markers.** RRP Markers may be applied to specific Positions and approving their use depends on several factors, including that the post should only be filled by a person with the appropriate specialist qualification. The WCM Team will not add or remove RRP Markers to/from a position unless approval has been given by the appropriate RRP authority [REM], in accordance with JSP 754 Chapter 5.

e. **Normal Tour Length.** The tour length is shown in months and, where continuity is required beyond normal assignment length, justification and CTM approval is required.

f. **Temporary Positions.** A Temporary Position is created to meet a specific short term high priority demand for strength. It is created for a finite period between three months and one full assignment. Temporary positions do not count towards liability and, therefore, do not drive recruiting and promotion targets; they still require budgetary approval by the TLB. In the current manning situation, they are usually filled by gapping a position with WR elsewhere, which is clearly undesirable. No Temporary Position will be created until the appropriate Career and Talent Manager has agreed to provide an incumbent at the Positions start date.

g. **Rotational/Competition Positions.** Requests for new posts are to be staffed for approval by the appropriate authority:

Table 2E-2. Staff List Authorities

List	Authority
Senior tri-Service Appointment List (STAL)	DS Sec
Junior Rotational List (JRL)	DS Sec
Joint Medical Posns are now managed by UCM	UCM MED

h. Staffing rules vary; JSP 755 is the authoritative reference for both Rotational and Competition Positions. Tours for rotational posts are projected several years into the future and the WCM Team ensures that they are kept up to date and in accordance with the appropriate authorised list.

i. **Exchange Positions.** All requests to change Inter-Service and International Exchange Positions must be staffed via the P&T lead:

NAVY PEOPLE-CM COS & NAVY PEOPLE-CMCF LFS COMP

j. **Loan/Secondment Positions.** All requests to create or amend a loan or a secondment position must have International Policy and Planning (IPP) approval as detailed in JSP 755 Chapter 4 and JSP 468.

k. **On-stream Lead-time.** A sea-going unit may be assigned a Status that requires a joining profile leading up to full B Status manning. Thus, in the Z, S and Q roles, a figure such as 0032 will mean that the Position concerned should be filled 32 weeks before the unit assumes B Status. Changes to On-Stream Lead Times can have an impact on Liability and so full justification using a Change Proposal Form (CPF) and WAS NCR/EAF is required when the request is made to Navy RP and the CDT.

l. **Dual Appointments.** The Position Planning Extra Information Table (EIT) in JPA allows requirements for Dual Assignments to be specified. All requests involving Donor Positions and Dual Appointments are cleared with Pers Ops staff prior to their endorsement.

m. **UIN.** An Organisation must have a UIN annotated to it and all Positions in an Organisation are costed to the same UIN. Where a unit is comprised of personnel funded by more than one UIN, then its Establishment must be comprised of multiple Organisations. UINs are to be supplied by the TLB Budget Manager who is responsible for funding that Organisation. If the UIN does not exist in SLIM/JPA, then it is the responsibility of the submitting TLB Budget Manager to have it added (actioned by means of completing a MoD Form 942).

n. **Overlap.** Overlap indicates the handover period, in days. Where the field is blank in JPA then either the standard handover period of four days applies or there is no handover period. Career and Talent Manager authorisation is required for any increase to the standard handover period as this inevitably causes a longer gap elsewhere.

o. **Margin Pooled Positions.** Units requiring the creation of additional pooled Positions should email their needs to the WCM Team. The team will assess whether these can be met by the existing margin structure, ensuring that the number of pooled positions are the minimum to meet the requirement. The criterion is that pool positions should exist wherever managers need to exercise administrative oversight of the individuals assigned to the margin areas. In the case of MA5, these now exist only in Personnel Support Groups (Devonport, Portsmouth, Faslane, Culdrose and Yeovilton only) and Cdo Units. All RN personnel are to be assigned to one of these for Terminal Leave to afford divisional care. This does not preclude all units with a Service pay facility from conducting release routines.

ANNEX 2F

ESTABLISHMENT POLICY SPECIFIC TO SHIPS AND SUBMARINES

1. Introduction

This section describes the manning process for new build ships and submarines. The key elements in this process are the Quarter Bill (QB), the Establishment, the accommodation requirement, the Ship Specification, and Concept of Use.

2. The Workforce Allocation Process

a. The workforce allocation process for new build platforms starts on initiation of the Concept Phase. During that phase, an initial QB is produced by DE&S using tasks derived from the platform's User Requirements Document (URD), Ship Specification and Concept of Use documentation. From this QB an initial Establishment will be generated by DE&S in consultation with People Future Capability, Workforce Change Management (WCM) Team, key stakeholders and other SMEs. Once agreed, the WCM Team is issued with the QB Spreadsheet and creates the organisation and positions on JPA, as directed, with the future start dates.

b. As the project moves forward DE&S will progressively develop a more targeted QB and Establishment. In liaison with the WCM team, the overall numbers and Specialisations of the Positions in the Establishment will be refined, and the accommodation requirement will be calculated. The accommodation requirement is determined by the number and rank/rate of the Positions in the Establishment plus an Accommodation Margin.

3. The Quarter Bill (QB)

a. The basic working tool during the assembly of an Establishment for a new class of ship is the QB (not used for Minor War Vessels (MWV) and Submarines). This is a statement of the Positions that need to be filled by personnel to work on a unit. It identifies where there is a job to be done and the lowest level of SQEP needed to fulfil the task.

b. At an appropriate stage, responsibility for the QB will be transferred from DE&S to the platform. It will be a guide to the stationing of the platform's company and will show how the numbers allowed in the Establishment have been assessed. Each individual platform will also produce a Watch and Station Bill (WSB) which further breaks down the QB and allocates individual names to specific tasks, including whole ship responsibilities.

4. Organisational Build Status

The Establishment is the detailed means by which the personnel requirement of the QB is fulfilled and caters for the heaviest demand for the total workforce on board that can routinely be expected. An Establishment will be in force from build to disposal and during the lifecycle of the platform it will go through different phases from initial build (Z Status), to Operational (B Status), to refit (S Status) and finally disposal. The Positions required within an Establishment vary depending on the Organisational Status (for example in upkeep (S Status) a ship's company may be significantly reduced from the full (B Status) complement). The Organisational Status is reflected in JPA (a full listing of the various status codes is at Annex 2B) and used to make Positions 'Invalid' when they are not required. Another example of this is if a new item of equipment is fitted. The Platform will need to assess whether personnel will have to have new competencies allocated to their position, or if a change of structure within the affected department is required; in both these instances a Workforce Amendment System (WAS) request should be submitted via the relevant Capability Delivery Team (CDT) to the WCM Team.

5. Through Life Management of the QB and Establishment

Once created, the QB and Establishment continue to be reviewed and managed as required by changes to policy, concept of operations, the introduction of new equipment and, most importantly, to reflect class 'best practice'. All such activity involves close liaison between the platform EWO/UEA/Senior Management, Unit Establishment Administrator, and the RN WCM Team.

6. Pre-joining Training Requirements

Once the Business Case (BC) for a new class of vessel has been approved, a Training Needs Analysis (TNA) is conducted to identify the best means of providing the training required for the platform. The resulting competences requirement should be input onto JPA by way of a request in WAS via the RN WCM Team. Seek consultation with the WCM Team in the first instance.

7. Accommodation Margin

a. The Establishment of a platform will dictate the minimum number of bunks required on board. In addition to this minimum, further bunks will be required to account for extra boarded personnel as well as flex within the unit itself. The calculation of the Accommodation Margin is very platform specific, depending on size, role, and design use. Once established the Accommodation Margin will be controlled by the EWO/Cox'n.

b. For each new project build, DE&S will use the Establishment, calculating in other factors as detailed in the Accommodation Margin Elements (see para 8), to find the accommodation requirement for the platform. The additional requirement for bunks is given by the Accommodation Margin and the total accommodation requirement is therefore driven by the Establishment plus the Accommodation Margin.

8. Accommodation Margin Elements

The following is a list of different Accommodation Margins that can be utilised:

a. **Board Margin.** A defined number of bunks allow for changes in Establishment policy during the life of the platform.

b. **Advancement Margin.** A defined number of bunks for LHs (where applicable), CPOs and POs to allow for personnel promoted during assignment.

c. **Training Margin.** A defined number of bunks for officers and ratings to allow for training needs identified to be fulfilled for the specific platform.

d. **Staff Margin.** A defined number of bunks for officers and ratings to allow for visiting staff; this could include FOST staff, inspection teams, METOCs, medical/Chaplaincy Staff, embarked forces, embarked flight crew/air groups, Battle Staff etc.

e. **Flexibility Margin.** A margin of two JR bunks for each gender, or cabin if applicable to provide a variation of the onboard mix of gender personnel.

CHAPTER 3

PERSONNEL PLANNING AND COSTING

(Sponsor: NAVY PEOPLE-PSP Plans Demand SO1)

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CHAPTER 3

PERSONNEL PLANNING AND COSTING

SECTION 1

REGULAR PERSONNEL

0301. General Workforce Policies

a. This part describes the process of personnel planning and explains how the Workforce Requirement (WFR) is derived and how Strength is matched to meet the requirement. Career progression and Profession structures have to be taken account of in this process, which require a detailed knowledge of the personnel characteristics in each specialisation, rather than relying on a 'one size fits all' approach. Current and future workforce policies have a big impact on this work. The aim is to ensure that suitably qualified officers and other ranks are available to meet the requirements of the Service in peace and crisis within allocated resources and, at the same time, offer rewarding careers that will encourage retention.

b. The methodology for this is through utilisation of HMG compliant Forecasting Models that compare the current and future WFR, i.e. the ‘Demand’, with projections of the Trained Strength, the ‘Supply’. Both Supply and Demand are developed, based on set assumptions and variable ‘Workforce Control Levers’; these can be categorised as Inflow, Throughflow and Outflow. The categories include but are not limited to are Gains to Trained Strength (GTS), Sideways Entry, Promotions, Extended Career take up and realistic Voluntary Outflow forecasts (See Para 0307).

0302. Workforce Requirement (WFR or Demand) and Strength (Supply)

a. The number of trained people the Service needs in uniform at any one time is set by the WFR. In general, this refers only to active Service (‘Regular’) posts. Volunteer Reserves (RNR and RMR) have separate WFR managed by CMR and the Reserves Strategic Planner/Professions Manager.

b. The number of trained Regular Service personnel who can be deployed to satisfy the Workforce Requirement is known as the Trained Strength (TS); the Trained Strength is sustained by those undertaking initial training in the Untrained Strength (UTS).

c. The WFR comprises the two key elements shown in Figure 3-1. In simple term, these are the sum of all ‘Workforce Requirement Driving’ Positions in Establishments/Units that are marked as counting towards Workforce Requirement plus allowances (Margins). Margins are utilised because there are occasions when, for a variety of reasons, the Trained Strength will always include some people who are not available for filling normal WFR driving positions.

Figure 3-1. The Workforce Requirement

WORKFORCE REQUIREMENT	
Establishment positions counting towards Workforce Requirement (Workforce Requirement Driving)	**Allowances** eg. Workforce Resilience and Training Margin (WRTM)

d. Each of the Armed Forces has a Workforce Requirement Baseline (WRB) set by Department of State (DoS) at the conclusion of every Strategic Planning Cycle (SPC). The WRB articulates the endorsed Trained Strength (i.e. Regular and Full Time Reserve Service personnel in Regular positions) requirement for each Service and is linked to Control Totals (CT) (see Note). The WRB will be issued via the Defence Workforce Planning Instruction (DWPI) at a necessary cadence to meet Defence Strategic Workforce Planning timelines. Whilst there is no longer a structural headmark ceiling, the WRB acts as a stringently adhered to baseline ensuring the RN recruits, trains and promotes sufficient SQEP to meet Defence requirements.



Note. *Under Defence Reform and the People Operating Model, Military Commands no longer receive a portion of CT specifically assigned to Workforce rather it is part of the overall settlement given to each of the four areas i.e. DoS/MSHQ/DNE/NADG.*

e. A number of tasks and activities need to be undertaken by Service personnel in addition to filling those Positions that count towards the WFR; these do not drive WFR and include Temporary Positions, activated Crisis Positions and Augmentation tasks such as loans to other units for short periods for extraneous events, e.g. major exercises, ceremonial duties or military tattoos. The sum of these positions **cannot be used** to justify a growth in Strength.

f. **Margin Workforce Requirement.** This is the allowance provided in the total WFR for predictable and planned use of the Margin that needs additional personnel to be grown. The Margin WFR is defined as a single Workforce Resilience and Training Margin (WRTM) entity; Margin usage is sub-divided into two categories: Training Margin and Workforce Resilience Margin. A full explanation of these is at Annex 3B.

g. **Establishments.** Full information on Workforce Change Management and WRTM is provided in Chapter 2.

0303. The Live Workforce Requirement

The sum of all Positions counting towards WFR plus the WRTM allowance is called the Live Workforce Requirement. Once produced, it shows the requirement for trained personnel at each rank level within every specialisation monthly for the next 10 years. The Live Workforce Requirement is the responsibility of Deputy Director People Strategy (DDPS) and is updated continuously in JPA by the Director Personnel and Training (Dir P&T) Workforce Change Management (WCM) team.

0304. The Planning Workforce Requirement

a. Whilst the Live Workforce Requirement is used for Career Management, it cannot be used, in isolation, for workforce planning. Therefore, the Live Workforce Requirement is subjected to adjustment by Strategic Workforce Planning staff. The result, known as the Planning Workforce Requirement (still referred to as PL; 'Planning Liability' for ease) (see Note), takes account of known and anticipated changes in the Workforce Requirement such as SPC options and Navy Command choices, and provides a corporate aiming point which inevitably includes a level of risk which Navy Command is prepared to accept. The PL will therefore contain adjustments at risk made in anticipation of future agreed options. Examples of measures include assessments of the impact of changes to organisations, the Equipment Programme, Partnering, Private Finance Initiatives (PFI), contractorisation and Planning Round Options and Choices. The result is used as the basis for planning the future requirement for officers and ratings by rank/rate, profession and specialisation. This is illustrated in Figure 3-2 (not to scale) and the sequence is as follows:



Note. *'Planning Liability' is defined within the Tri-Service Workforce Lexicon as 'A derivation of 'Demand' that takes account of anticipated (but not authorised) changes'.*

(1) The first adjustment is the addition of all known and agreed programme measures (specified in detail) which are planned to occur during the 10-year planning period but which have yet to be reflected in the relevant Workforce Programme of Record e.g. JPA/DefHRS



Note. *The Defence Human Resources Service (DefHRS) will replace JPA at a DTBC. It will include all JPA functionality and will look to combine all Defence Workforce types under one architecture.*

(2) Anticipated changes over the 10-year planning period are incorporated, such as may result from reorganisation, contractorisation, SPC Options and Choices.

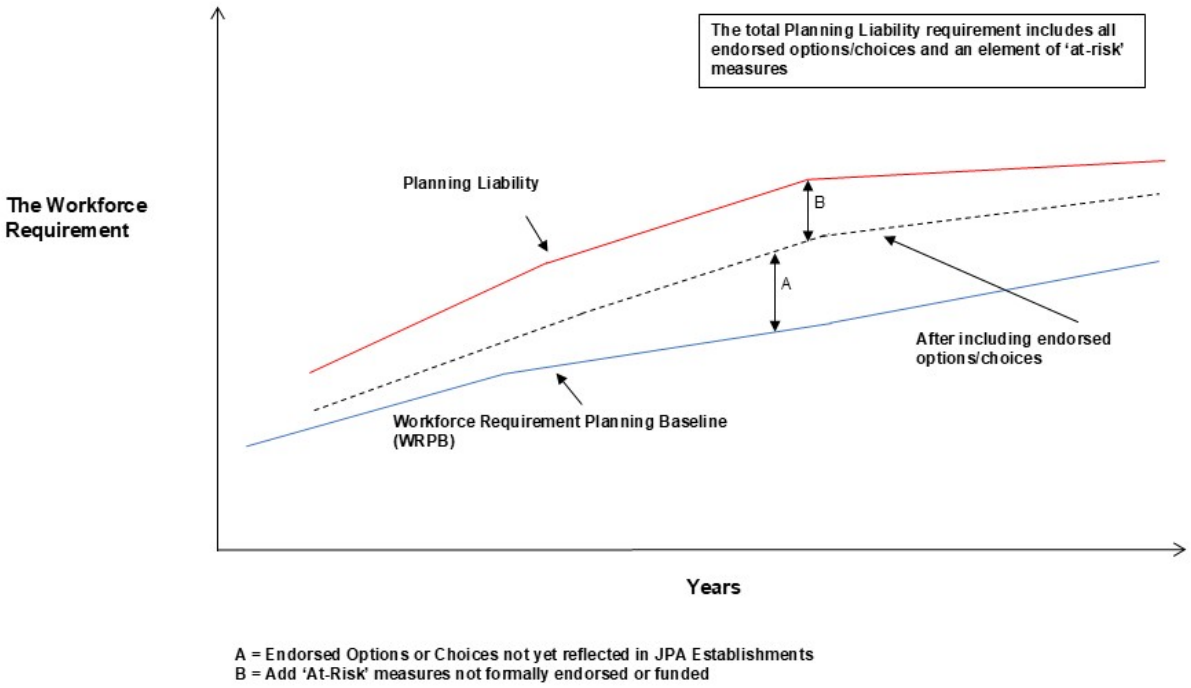
(3) An element of risk may be added by the PPO to reflect realism, taking account of historical trends and experience. The result is the 'unsmoothed' PL which includes details such as the various measures, Organisation/Position Name and Military Command.

(4) Finally, the 'unsmoothed' PL is smoothed by Rank/Rate, Profession and specialisation only to remove sudden peaks and troughs.

b. The resultant 'smoothed' PL is used by Strategic Workforce Planners to prime Analysis (Navy) Workforce modelling tools (see Para 0306 sub para c) so they can decide what targets need to be set for the growth of the right numbers of trained personnel (the Trained Strength (TS)), broken down by rank/rate, Profession and specialisation in the same way as the Workforce Requirement. It is important that the 'smoothed' Planning Liability is at or below the WRB; in simplistic terms, any WFR above the endorsed WRB is funded at risk, which means there is direct onus

on all Military Command to ensure they have sufficient funding for the forecast strength. The principle of "*Plan to requirement, fund to forecast strength*" should be adopted.

Figure 3-2. Workforce Requirement and Planning Liability



c. While the upkeep of the Live Workforce Requirement (in JPA) is a continuous process, the PL is formerly generated in Mar/Apr for the Annual Workforce Modelling process; exact timings being determined by the demands of the SPC Planning Round. Following each issue of a new PL and subsequent modelling by Defence Statistics (Navy) (DS(N)), it is possible to update workforce levers, such as recruiting targets and promotion numbers.

d. To support any Ad hoc Workforce Modelling demands the Strategic Workforce Planning team will iteratively monitor the requirement to generate an updated PL where significant change is highlighted.

0305. Matching Workforce Requirement and Strength

a. The aim of the 'People System' is to match continuously the requirement with an equivalent Trained Strength having the correct mix of rank/rate and skills. The aim is to achieve a Trained Strength within +1% and -2% of the Workforce Requirement at the global level; termed as 'In balance'.



Note. *The 'People System' is the collective term that describes the delegated authority and processes owned and delivered by the Directorate of People and Training (Dir P&T).*

b. The challenge is to improve the match between Workforce Requirement and Strength when the former is vulnerable to rapid and frequently ill-defined change (as employers amend their Establishments) and the latter is only able to react much more slowly as people enter, move through and exit the system.

c. Management of the Workforce Requirement is covered in Chapter 2, for Establishments, and Annex 3A for Margin Management of the Trained Strength is the output of Personnel Planning.

0306. Management of the Trained Strength

a. Managing the size of the Trained Strength to match the WFR aims not simply to achieve an overall balance of total numbers, as this could also accommodate surpluses in one category that are balanced by deficits in another. The ideal match is pursued by understanding and measuring the impact of factors that affect the size of the Trained Strength, some of which have an effect in the short and medium term, and others have longer-term effects. Discussed in more detail later in this Part, these factors are as follows:

(1) Gains to the Trained Strength (GTS) (Para 0307 sub para b);

(2) Promotion numbers (Para 0307 sub para d);

(3) Commission Transfers (officers) and Engagement Transfers (ratings/other ranks (ORs)); (Para 0307 sub para e)

(4) Flows from rating/OR to officer (Para 0307 sub para f);

(5) Profession and specialisation transfers (Para 0307 sub para g);

(6) Acting Higher Rank use (Para 0307 sub para h);

(7) Extensions of Service (Para 0307 sub para i);

(8) Re-entrants (Para 0307 sub para j);

(9) Voluntary retirement/release constraints and influences (Para 0307 sub para k);

(10) Financial Retention Incentives (Para 0307 sub para l);

(11) Commitment bonuses;

(12) As a last resort, Directed Early Retirement and Redundancy (Para 0307 sub para m).

b. Other factors that affect the numbers of Trained personnel available include:

(1) Wastage other than Voluntary Outflow (VO), primarily including Discharges (Medical, Welfare, Services No Longer Required, Death). There is little scope for control of these factors.

(2) Reservist Service, primarily Full Time Reserve Service (FTRS), Additional Duties Commitment (ADC), Mobilisation and Recall. These are controlled at the tactical level by Dir P&T. JSP753 (Mobilisation), and Chapter 59 give more details.

c. **Planning Models.** Because the WFR changes with time, a forecast of how the Strength will change with time is also required. The future Strength is forecast by modelling techniques that look at past, current and predicted inflow and outflow rates and promotion/transfer numbers to predict the numbers that are likely to be delivered to each Profession and specialisation at each rank. These are then compared to the future WFR to derive recruiting targets and other personnel regulators. The DS(N) Officer and Rating Planning Models are the prime tools for managing the size of the Trained Strength. As with any forecasting process, the result is only as accurate as the information from which it is derived. The models are particularly susceptible to changes in the WFR, wastage and inflow from New Entry Training. In recognition of this, the models are run annually with an option to re-run on an Adhoc basis where significant change to supply or demand assumptions occur. The assumptions that underpin the models are agreed for each modelling round between Strategic Workforce Planners, Profession Managers (PM) and DS(N), following extensive detailed scrutiny. Annex 3C provide details of how Demand and Supply assumptions should be derived.

d. Profession/Specialisation structures are hierarchical and remain generally bottom fed, in the short to medium term; to achieve the required volume. This means that careful consideration has to be given to ensure that the requirement at the upper levels can be achieved and sustained in the long term by sufficient, but not limited to, input at the bottom, given the projected attrition of personnel in the years after they join the Trained Strength. This is demonstrated by using a Sustainable Experience Profile (SEP), generated on request only, which illustrates whether the future demand can be met and whether a Profession is ultimately sustainable. Generally, it is accepted that there must be a progressively smaller requirement for the higher ranks than the lower ranks, however, the actual sustainable ratio is unique to individual specialisations and will depend on flow rates and ‘length of service’ at each rank.

0307. Personnel Strength Control Mechanisms (‘Workforce Levers’)

a. **The Supply and Growth of Personnel.** Historically, the skill and experience required of most Naval personnel has demanded that they be grown from the lowest level. However, there have always been some areas where this is not the case and work is in hand to explore the potential for increasing the number of these categories. Current examples of categories that do not fall within the ‘bottom-fed’ mould include In Service Commissioning Schemes and Lateral Entry specialisations. Introduction of the Haythornethwaite Review of Armed Forces Incentivisation (HRAFI) recommendations for Flexible Workforce careers will expand the scope of Inflow schemes. Despite these current and potential future exceptions, most officers and ratings join at the bottom of their structures, within flexible but set age limits, and remain for as long as their commission or engagement allows while progressing up the rank scale. Education and training to satisfy the requirements of rank, specialisation and specific sea going positions is provided, and individual

careers are managed by Career Managers (CMs) to provide a broadening of experience within the rank and capability of each Service Person. In the future this will include but not be limited to growing the supply focused of skills too.

b. **Gains to the Trained Strength (GTS).** The numbers of trained officers, ratings and other ranks each Profession and specialisation requires to be introduced on to the Trained Strength is determined by People System, taking account of the training pipeline capacity. The number of personnel that should be recruited to meet the required GTS is determined subsequently by the Training Pipeline Manager (see Para 1102).

c. **Promotion to Workforce Requirement.** Promotion is the key regulator used by People System to keep the Trained Strength of the Service at the correct levels to meet its commitments within its personnel budget. Therefore, given the modelled future Strength at each rank, officers and ratings are promoted to meet the WFR. As the WFR changes, so too will the numbers and specialisations of those required to be promoted. For officers and most ratings, the basis of promotion is selection on merit through a Selection Board process.

d. **Promotion Targets.** These are determined by the Strategic Workforce Planners, guided but not solely determined by DS(N) Planning Model outputs; consultation with each Professions Manager and CM is critical. The Maximum Authorised Numbers (MAuNs) are based on the current and future Strength and WFR, with agreed assumptions on future inflows and outflows, and (for officers) smoothed over the subsequent years to reduce large year-to-year fluctuations. The MAuNs are then used by Promotion Boards to control promotion numbers.

e. **Commissions, Careers and Engagements**

(1) **Commissions.** Officers' career progression will be linked to changes in commission. Figure 3A.1 shows how that progression will occur; most Lt RN/Capt RM will follow a path to Lt Cdr/Maj on a Career Commission Stage (CCS) and then transfer to FCS from there (for further details see Paras 4901-4903). As with promotions, the number of Commission transfers is set by the Strategic Workforce Planner (Officers), where 'Auto Transfer' is not achieved by meeting a specified criteria, guided by DS(N) Planning Model outputs together with consultation with each Professions Manager and CM. The MAuNs are established at levels to maintain Strength within endorsed WFR at each rank and are implemented by Commission Transfer boards.

(2) **Careers and Engagements.** Other Ranks are selected for Engagement Transfers against a quota for each profession/specialisation. The aim of the quota system is to ensure, as far as possible, that the requirement for Senior Ratings/SNCOs can be met without undue delay to the average length of service on promotion. The detailed calculation of quotas is carried out by Professions Managers using the Ratings' Planning Models as part of the annual planning round. The calculated quotas are passed to Strategic Workforce Planners for use by the Engagement Transfer Selection Board (for further details see Paras 4922-4925).

f. **Promotion from Other Ranks to Officer (PtO).** The number of places available for In Service Commissioning Schemes at BRNC and CTCRM respectively is determined annually for all Professions/specialisations by Strategic Workforce Planners in consultation with Professions Managers and forms part of the overall GTS. Details of the promotion process are in Chapter 50.

g. **Profession/Specialisation Transfers.** Movement between Professions or specialisations, which includes Lateral Entry, affects the Trained Strength in the supplying and receiving category. Strategic Workforce Planners set the planning assumptions for Professions Transfers annually and co-ordinate the transfer process. Officer transfers are considered on a case-by-case basis.

h. **Acting Higher Rank (AHR).** AHR is not normally used as a workforce regulator, although it does naturally affect the numbers of personnel available to fill posts in each rank and it may need to be limited to specific cases if necessary to avoid breaching Defence Planning Ceilings (for further details, see Paras 6503,6914-6916) Approval for AHR (for the duration of one assignment and no longer than 36 months) can be granted by CM. Any application where it is suspected a deviation from policy may be occurring is not to be approved without consultation and agreement from WFPM (for further details see paras 6648-6653).

i. **Extensions of Service.** Approval of 'Full EoS' (for the duration of one assignment and no longer than 36 months) can be granted by CM. Any application where it is suspected a deviation from policy may be occurring is not to be approved without consultation and agreement from WFPM. Such activity will be captured by Professions Managers in preparation for Workforce Modelling.

j. **Re-entrants.** Recruitment and Attraction (R&A) will process all officer and rating/OR re-entrant candidates to both the Trained and Untrained Strengths. Staffing will include relevant Professions Manager input. The individuals' experience and rank will be considered together with the state of the specialisation which they wish to re-enter.

k. **Voluntary Outflow.** Voluntary Outflow (VO) through early termination to leave the Service is a regulator over which Professions Managers have little control, but which is nevertheless closely monitored and projected forward, to inform the planning models. It is most influenced by Conditions of Service, career expectations, domestic pressures and civilian employment conditions. Personnel policy can therefore exert an influence on the rates of uptake, generally in an un-targeted manner, but CMs may decide not to approve requests for VO withdrawal, drawing on advice from Strategic Workforce Planners. When necessary to avoid exceeding funded personnel levels, approval of requests for VO withdrawal may be restricted to those requests that would help relieve Workforce Capability Gaps *(WCG*) or for specialisations that are predicted to be significantly under borne.

l. **Financial Retention Incentives (FRI) and Re-Joining Bounties (RJB).** FRI and RJB measures are available for selective use, with necessary higher approval - normally Ministerial or PPO - and last for a clearly defined, short period. They aim to encourage personnel to continue serving or to re-enter the Service, respectively, where a severe and damaging shortage exists. Strict controls are placed on eligibility for such an award, and individuals are targeted in very discrete groupings by age, seniority and/or length of service to offset the precise area of shortage. The introduction of each measure will be announced by signal and DIN and full details may be found in JSP 754 Chapter 5 Section 21.

m. **Redundancy and Directed Early Retirement (DER).** In the event of the Trained Strength exceeding the requirement and when all other means of regulation have been unable to contain the surplus, redundancy may be considered. Due to the cost, loss of expertise and the detrimental impact upon Service cohesion, redundancy is only ever considered as a last resort. Approval at Ministerial level will always be necessary before initiating a programme. Details of compensated compulsory retirement, known as Directed Early Retirement, may be found in JSP 764 Part 6 Chap 1.

0308. Factors Affecting Target-Setting in Personnel Planning

a. It is recognised that personnel generally ‘flow’ up through the Service rank structure. Furthermore, growth and development of suitably qualified and experienced personnel (SQEP) is a medium-to-long-term activity. Therefore, changes in target numbers must be carefully judged to ensure that their effect meets the required timescale.

b. **Smoothing.** To maintain a spread of personnel lengths of service within the Trained Strength, it is necessary to maintain a certain level of recruiting, even when the outflow is being increased by suppression of EC or by Directed Early Retirement/redundancy.

c. **Time in Rank.** The rate of flow up the system, determined by length of time in a particular post or rank can be adjusted. The shorter the time in rank, the fewer posts in that rank are required to be filled in a sustainable system.

d. **Reserve Service.** Full Time Reserve Service (FTRS) and Additional Duties Commitment (ADC) (the part time equivalent of FTRS) are filled by ex-regulars (RFR) and Royal Naval/Royal Marines Reserves (RNR/RMR). FTRS and ADC can be used to relieve Workforce Capability Gaps or where a specialisation is significantly under borne (subject to constraints from FTRS Authorised Numbers (AUN). The decision on whether to approve an FTRS request will draw on advice from other Professions Managers and the Strategic Workforce Planners. An AUN may be applied by Dir P&T, planning for a set amount of FTRS/ADC usage to ensure that the combined total of personnel on FTRS and in the (Regular) Trained Strength is affordable and does not exceed the WFR. Personnel Planning targets will take any FTRS AUN and decisions on the award of FTRS commitments into account but will ultimately aim to meet the full WFR with regular personnel. More details on FTRS and ADC are contained in Chapter 59 and BRd 3(2) Chapters 18 and 19.

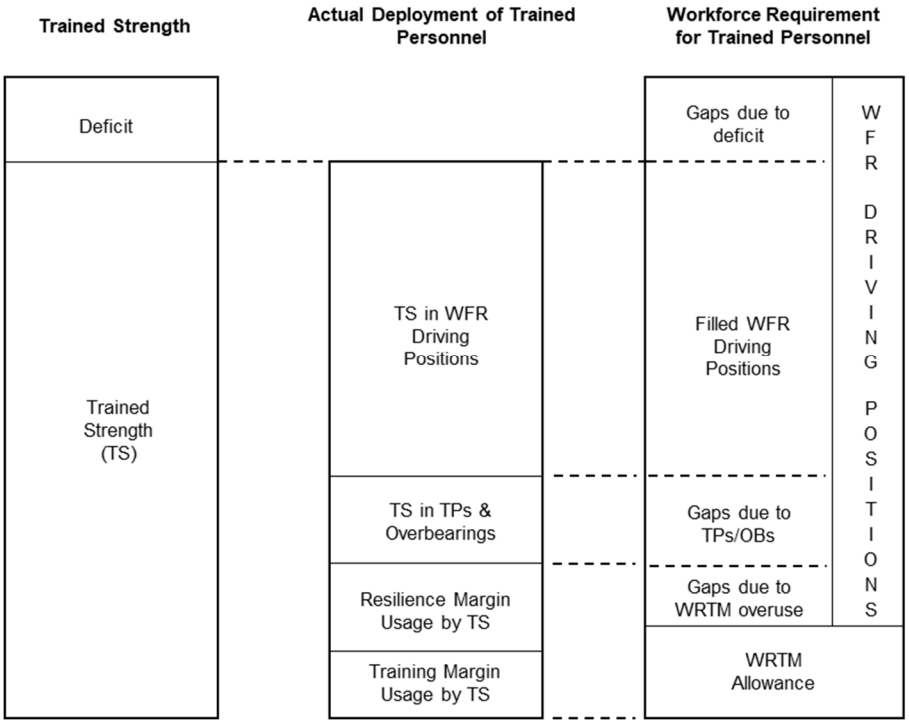
e. **Wastage Other Than Through Notice.** Rates of discharges for reasons outside the control of the Service are carefully monitored and placed as an assumption in the Planning Models. These rates are consistent and low. Medical discharge may be directed by RN Medical Employment Boards (RNMEB), following RN Medical Boards of Survey (RNMBOS). Run monthly, except in August, December and April, these boards assess the suitability of permanently downgraded personnel for further employment in the Service. A detailed description of regulations and procedures may be found in BRd 1991 Chapter 8.

f. **Return of Service.** A return of service applies for many courses in recognition of the investment made in the individual. Promotion does not carry any return of service. Chapter 53 contains detailed regulations. In view of the relatively frequent changes, it is recommended that recent DINs and RNTMs are also scrutinised.

0309. Gapping and Workforce Capability Gaps (WCG) (*formerly known as Pinch Points*)

a. **Gapping.** Despite the provision of personnel to meet the WFR, gaps will usually still occur. Firstly, there may be a shortage of Trained Strength compared with the WFR. Secondly, allowance is not made for all Margin usage, so total Margin usage will nearly always be larger than Margin allocation. Thirdly, there will always be a mix of surpluses and deficits, reflecting a mismatch at rank and specialisation level between the actual deployment of trained personnel and WFR. Finally, personnel filling Temporary Positions (TP) (see Para 0203.b(4)) or engaged on Augmentation tasks are not allowed for in the Workforce Requirement. Figure 3-3 illustrates - but not to scale - how these elements might contribute to overall gapping levels.

Figure 3-3. Gapping in the RN and RM



b. **Usable Strength.** The usable strength is “The number of individuals in the military workforce who are trained and capable of performing a role in some capacity” and is a function of the number of the trained strength minus those who are not employable in any capacity owing to their status at the time. This is the definition that should be used in the formulation of Workforce Capability Gaps and other centrally reportable products.



Usable Strength = Total Full time Trained Strength - Non-Employable Personnel

c. Non-Employable Personnel is strictly defined as:

(1) Personnel who are MND or MLD where they cannot work in any capacity. (This pertains to personnel within the MA7 medical margin within Navy Command).

(2) Personnel on Terminal Leave.

(3) Personnel on Statutory Maternity Leave

(4) Personnel Absent without Leave (AWOL)

d. **Deployable Strength.** Whilst usable strength defines those who are directly non-employable, deployable strength is “The number of individuals in the military workforce who are immediately deployable and employable on the front line”.



Deployable Strength = Usable Strength – Non-Deployable Personnel

e. Non deployable personnel are defined as personnel with:

(1) Non-deployable margin positions (Training/Post Operational Tour Leave (POTL) etc);

(2) A medical category equal to or less than L3(RM)/M3(RN);

(3) Personnel restricted shore by Sea/Shore ratio;

(4) Shore based Person in Dual Parental Service Couples (previously SWDC);

(5) No longer suitable for branch medically (e.g. TMU Diving);

(6) Within the last 6 months of service;

(7) On a Career Intermission.

f. **Workforce Capability Gaps (WCG).** The WCG process is a key component of SWP Gap Analysis following Baselining and Demand / Supply analysis. This process is used to provide a systemic understanding of where there are mismatches in the supply and demand for workforce capabilities that are, will or may impact on the delivery of Defence Outputs (now or in the future); or where outputs are being maintained but with a detrimental impact on the people in that cadre.

g. The WCG process seeks to understand the likelihood and severity of both current issues and/or future risks and helps us to understand and to mitigate Defence people risks as part of the Defence governance process.

0310. Costing Personnel and the Strategic Planning Cycle Process

a. Under Defence Reform the Annual Budgetary Cycle (ABC) has been replaced with the Strategic Planning Cycle (SPC). The key outcome being that Workforce Cost Envelopes (WCE) are no longer in use. Defence Workforce Planning Instructions (DWPIs) will continue to be issued at an appropriate cadence, providing guidance on Workforce Control mechanisms. It is imperative that accurate and realistic forecasts are maintained for costing returns. To maintain overall control of Workforce numbers, particularly for transfers between Areas/Mil Commands, the Workforce Requirement Baseline (WRB) will be maintained and stringently adhered to.

b. The Workforce Requirement Baseline (WRB) is Defence's single version of the truth for the size and Service distribution of the regular military in each Military Command (and Area). Prior to Defence Reform, it reflected the MoD's assumption for the level of regular military workforce required to deliver the force structure. It also enabled the FMC and Strat Fin to arbitrate over the inter-Military Command (and Area) supply vs demand conflicts. Changes that increase the size of Defence's structure/requirement have historically been agreed and formalised through the SPC Option/FCR process and ratified, or not, through sentencing panels; this process will remain until further notice managed by MSHQ (FD).

c. Under SPC process, each Military Command reassesses its personnel costings for the forthcoming SPC period. Bids are made based on the actual personnel that the Military Command expects to have (i.e. the Forecast Strength) and not the Workforce Requirement. To do this, the Military Command needs information on the personnel costs associated with each of the employers. The information required to assemble realistic costings for financing its uniformed personnel includes:

(1) The level of personnel detailed in the Establishment (Permanent positions on the Military Command's Trained Strength), noting how this changes throughout the SPC period as new positions start and existing ones are end-dated - i.e. the Live Workforce Requirement.

(2) The anticipated Strength, by judging how much the unit expects to be gapped or overborne over the period (Military Command costs include all those in Temporary Positions, donated as temporary augmentees and over bearings.)

(3) The Margin Usage associated with its personnel for which the Military Command expects to be charged. This covers the Margin Workforce Requirement which is planned for and costed.

(4) The capitation rates associated with the above personnel. These are dependent upon rank, arm, Profession and specialisation. They will also vary with Military Command not least because of relative seniority of personnel and the likelihood of RRP.

c. The personnel numbers forecasting process, and its accuracy, is essential in determining the personnel costs for the Forecast of Outturn (FOO), monthly Accounting Period (AP) and the SPC bid/baseline. The PL plays a key function in this, which in turns feeds into setting both GTS targets and hence UTS numbers. By applying UTS capitation rates to the numbers, the UTS costs can also be calculated.

d. The PPO plays a key part in the costing process in three ways:

(1) Ensuring that the individual bids from all employers of RN personnel, including the Workforce and Resilience Training Margin, when added together, match the forecast of total Trained Strength. This is achieved through the SPC process (IY personnel balance is achieved by Military Command Strategic Workforce Planners using like-for-like personnel compensators to ensure no growth in personnel numbers or costs).

(2) Estimating the size and distribution of gaps, surpluses and Margin usage between Military Commands, by using historical records and forecast trends. This information is passed to the Military Commands in order to assist in the compilation of their personnel costings.

(3) Ensuring Professions structures are sustainable, both structurally and numerically.

e. The PPO recognises the need to provide information to Military Commands on the probability of their personnel requirements being met, the degree to which they may be gapped and their probable Margin costs.

f. Individual Military Commands play a key role in costing personnel during the SPC process, using locally derived methods, and taking account of a number of factors that will determine the cost/savings profile over the SPC. The factors are like those used by PPO staff for personnel planning.

SECTION 2

MARITIME RESERVE PERSONNEL

0311. Personnel Considerations in the Maritime Reserve

The following factors determine the personnel requirements for the RNR and RMR:

a. **Personnel Ceiling.** The Reserves Personnel Ceiling for the RNR/RMR is agreed and authorised by Parliament. The ceiling represents the total number of Naval Volunteer Reservists that may be borne on the Active List (Officers) or serve on RNR/RMR Engagements and Extensions of Service (Other Ranks) at any one time, both Trained and Untrained.

b. **Personnel Requirement.** The total requirement (Workforce Requirement) for trained personnel is based on the following:

(1) **Operational Task Requirement (OTR).** The OTR is determined by Functional Employers based on personnel requirements.

(2) **Margin.** A margin which is added to the OTR to reflect the fact that, in the event of call-out, a proportion of personnel will inevitably seek exemption or deferral.

(3) **Volunteer Contingency Quotient (VCQ).** VCQ is added to the OTR and Margin to enable Capability Managers to meet the additional personnel requirements for exercises and other contingencies where compulsory call-out cannot be expected and where the numbers defined as OTR plus Margin are insufficient.

(4) **Trained Strength.** The total number of trained officers and ratings considered able to meet the Operational Performance Statements set by Functional Employers. Ideally, the Trained Strength should match the Personnel Requirement in each category, by rank/rate and branch/specialisation.

(a) In the RNR this is normally Lieutenants and above, and Able Ratings who have completed Initial Branch Training.

(b) In the RMR this is normally all ranks who have successfully completed Royal Marine Phase 1 and 2 training.

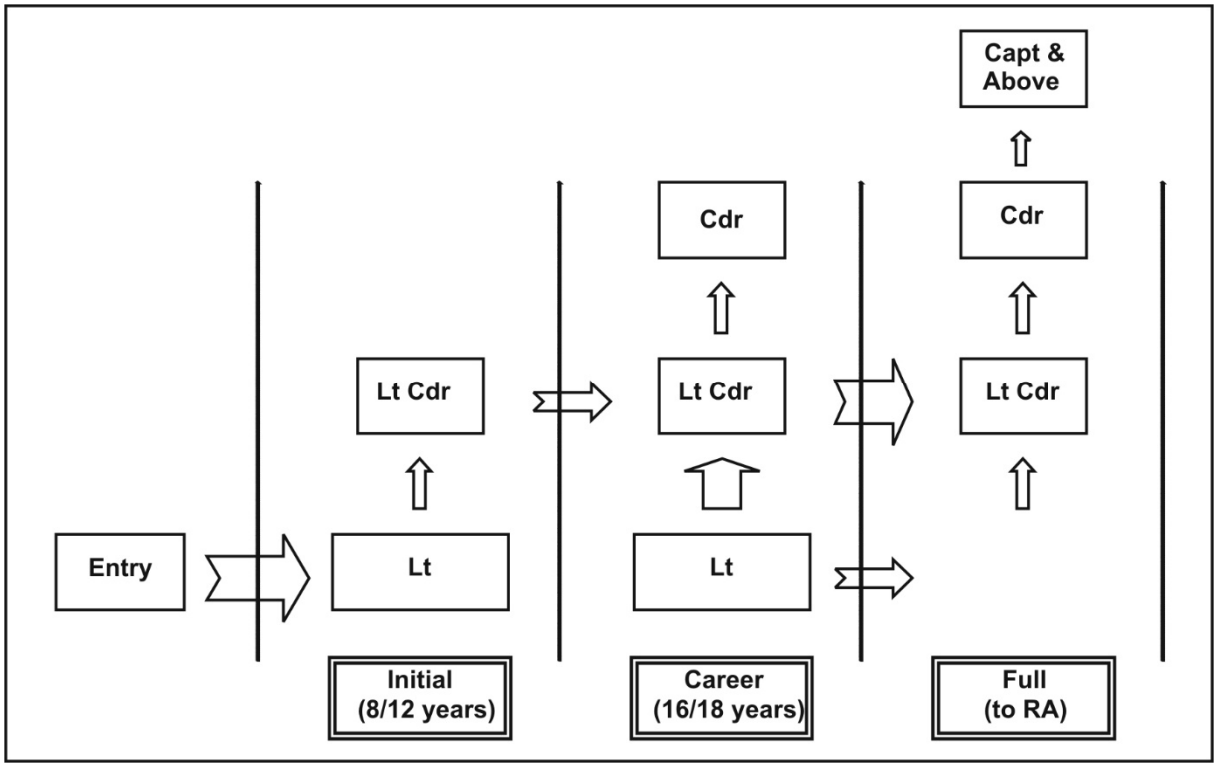
(5) **Untrained Strength.** The total number of personnel in the training pipeline necessary to maintain the Trained Strength at a satisfactory level. The combined Trained and Untrained Strength must not exceed the authorised Reserves Personnel Ceiling.

ANNEX 3A

COMMISSION STRUCTURES

The following diagram illustrates an Officer Commissions structure and transfer paths (RM equivalent ranks are assumed). There are variants of this structure that use different lengths of Initial Commission.

Figure 3A-1. Commission Structures



Note. *Bigger arrows indicate the major flow routes.*

ANNEX 3B

PERSONNEL MARGINS AND COSTING

1. Margin Definitions

a. Care is needed in work concerning the Margin, to identify whether the issue concerns Workforce Resilience and Training Margin (WRTM) Workforce Requirement, (which was previously known as Manning and Training Margin (MTM)), WRTM usage or both. Workforce Requirement (WFR) is considered as a single entity - the WRTM, while usage is sub-divided into two categories: Training Margin (or, previously, Higher Training Quota (HTQ)); and Workforce Resilience Margin. All usage is defined in Tri-Service agreed Margin Area (MA) numbers to which personnel are assigned. The MAs currently used are listed at the end of this Part, in Table 3B-1 and Table 3B-2.

b. **Margin Requirement.** Previously calculated as separate Workforce Resilience and Training components, WRTM is now representative and based on analysis of all Margin usage. The WFR is defined in a number of separate Establishment Lists that are currently managed by Dir P&T staff externally to JPA, and the WRTM allowance totals are added to the Planning Workforce Requirement (PL); these aim to provide some of the extra numbers needed in the Liability to compensate for those who are removed from Unit Positions for a number of discrete reasons. The WRTM allowance is shown for each Profession and specialisation at each rank/rate level. It is calculated on the broad basis that a relief for an individual should be provided if there would otherwise be an absence to an agreed minimum of at least three months or where absences of less than three months consistently and predictably place an ongoing demand on personnel within a category. WRTM numbers take account of the aggregate demand. The size and breakdown of the allowance is recalculated periodically. Reasons for WRTM include pre-joining training for sea service (PJTs), Post Operational Leave, career training, educational training such as MBAs, long term sickness and Terminal Leave.

c. **Margin Usage.** When personnel are placed in the Margin for any reason, they may be assigned or Move and Tracked to an MA. Margin usage is broken down in three ways: by type of absence (Workforce Resilience or Training Margin); by type of position; and by funding authority (PPO or employer). MAs differentiate between each of those components and in further detail, as listed at Table 3B-1 and Table 3B-2. Dir P&T monitors margin usage and applies the agreed WRTM to the Planning Workforce Requirement (PL). The following example may help to illustrate the thought process involved. If an individual is too ill to remain in their unit, the CM decides whether to arrange a relief or to leave the position gapped. This determines into which MA the individual should be placed. If the individual is likely to be absent for less than three months, unless in a critically important operational position, benefit to the gapped unit would normally be insufficient to justify finding a suitable replacement. A replacement might need to be assigned at short notice (possibly leaving a position gapped), provided with any necessary training, moved to the position, and moved away again within three months. However, if the individual is likely to be absent from their position for more than three months, it is reasonable to expect that a relief should be provided.

2. Margin Size and Shape

a. The number, rank and specialisation of those 'in the Margin' at any given time varies considerably and is very difficult to forecast with certainty, although total usage is usually stable; a toolset providing the previous 24 months of usage and the allowance is updated periodically. To attempt to provide a reserve of people of exactly the right match for every such occasion would neither be sensible nor practical. Agreeing the appropriate size of the WRTM Workforce Requirement is important, as it creates a funding overhead and, also, it may cause the system to grow people that do not match Margin usage, resulting in both deficits and surpluses at different rank/rate/Profession/specialisation levels even though the total WRTM allowance is less than the total used. The rationale differentiates between those events which are measurable and predictable and over which the Personnel Planner has no control and those events which are theoretically subject to management control and do not create an authorised and funded overhead.

b. From the MAs that are counted for Margin Workforce Requirement, it is possible to calculate or estimate from experience, with reasonable accuracy, the numbers in each rank and rate that should be added to the Workforce Requirement.

c. **Seagoers Leave (SGL).** SGL is an example over which Dir P&T has no control (it is a condition of service), but it is reasonably predictable and consistent over time, so it legitimately contributes to the Margin Workforce Requirement. To calculate, for example, the SGL Margin for POET(ME)s, the total number of POET(ME)s serving at sea can be determined from JPA; then, knowing the average length of a sea assignment and the entitlement to SGL, it is comparatively simple to calculate how many additional POET(ME)s are required in the Service to compensate for those on SGL at any one time; this number contributes to the Margin Workforce Requirement. While this appears straightforward, even with something as predictable as SGL, there are complications, as the requirement for additional people is not evenly distributed throughout the year – for example, traditionally the requirement peaks around the school holiday periods when the bulk of turnovers occur and individuals take their outstanding leave.

3. Funding and Paying for the Margin

Unlike occupied positions in Establishments, which are paid for entirely by the owner of the UIN specified against the organisation concerned, some elements of the Margin are paid for by the employer and some by Navy Command on behalf of the PPO (2SL). The breakdown of 'who pays for what' is also shown in Table 3B-1. Because Margin usage is the most volatile component of the workforce equation it is therefore the most difficult to estimate and cost by TLB and by category. Excessive use of the Margin can incur costs to one TLB while leading directly to gapping in another; this may necessitate a re-distribution of (rather than additional) resources. Whilst TLBs cost the workforce resources required by their programmes on the basis of forecast average strength during the scrutiny process, towards the end of each ABC planning round it is necessary for Dir P&T and Dir Fin to reconcile the TLBs' costings in order that the total of all the individual bids matches Dir P&T's global estimate. Cash allocations and risk assessments are then made based on this reconciled count.

4. Margin Efficiency

Improvement of the efficiency and effectiveness of Margin allowance and usage helps to maximise the number of filled Positions. This can be achieved by concentrating on two aspects: by improving the 'match' between the planned Margin and those in the Margin most likely to require reliefs; and by reducing usage of the Workforce or Training Margin. This twin track approach is illustrated in Figure 3B-1.

Figure 3B-1. The Approach to Reducing 'Margin-Derived' Gapping

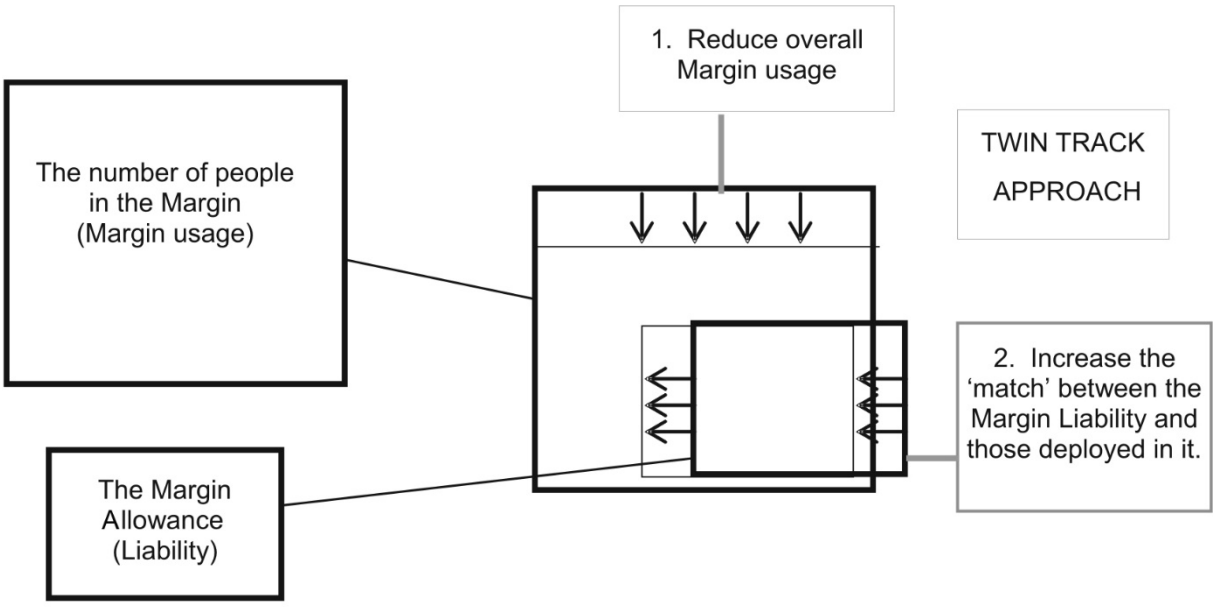


Table 3B-1. Royal Navy WRTM Assignment Categories

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA1	Career Courses	N0079A	WRTM for a Service Person on a Career Course that in duration meets or exceeds the single Service trigger point for assignment.	30 days	Day 1 of course	PPO	Pool position per course type in each Naval and joint training unit
MA2	Non-Career Courses	N0079B	WRTM for a Service Person on a non-Career Course that in duration meets or exceeds the single Service trigger point for assignment.	30 days	Day 1 of combined courses over 30 days	PPO except where activity occurs within current unit without reassignment, then individual should be Move and Tracked and paid for by parent TLB. Note: the margin only funds courses for sea service.	Pool positions per training school in each Naval Base and joint training unit
MA4A	Maternity Leave	N0079D	WRTM for a Service Person on authorised maternity leave having met the qualifying criteria as defined in JSP 760 Chapter 24.	One day	Day 1	PPO except where activity occurs within current unit without reassignment, then individual should be M&T and paid for by parent TLB.	At each of three NB PSGs,
MA4B	Adoption Leave	N0079D	WRTM for a Service Person on authorised adoption leave having met the qualifying criteria as defined in JSP 760 Chapter 25	One day			
MA4C	Shared Parental Leave	N0079D	WRTM for a Service Person on authorised unpaid leave having met the Parental Leave qualifying criteria as defined in JSP 760 Chapter 27.	One day			

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA5	Terminal Leave	N0079E	WRTM for a Service Person on authorised paid leave, in their last 28 days of service in the UK, having met the Terminal Leave qualifying criteria as defined in JSP 760 Chapter 19.	One day	Day 1	PPO (see Note 3)	PSGs, RNRC Hasler and RM Cdo units
MA6A	Awaiting Assignment	N0079F	WRTM for a Service Person who is awaiting assignment	30 days	Day 1	PPO	PSGs only
MA6B	Miscellaneous - Short Project/Study Diversion	N0079F	WRTM for a Service Person employed on a project or a study.	30 days			Not in use
MA6C	Miscellaneous - Display Team	N0079F	WRTM to enable a Service Person to take to take a specified period of time away from their mainstream duties in order to undertake duties on a specified display team.	30 days			Only at TEMERAIRE
MA6D	Miscellaneous - Elite Sports Diversion	N0079F	WRTM for a Service Person who is not employable as they have an authorised full-time commitment to training for sport (at present special paid or unpaid leave is used for this activity as defined in JSP 760 Article 2.026).	30 days			Only at TEMERAIRE

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA6E	Miscellaneous – Missing in Action	N0079F	WRTM for a Service Person that is Missing in Action (MIA).	The Service Person will be assigned to the WRTM once they have been declared as MIA.			Only at NELSON
MA6F	Detainee	N0079F	WRTM for a Service Person that is a Prisoner of War (PW) and or a detainee (legal and illegal).	The Service Person will be assigned to the WRTM once it is assumed/ known that they are a detainee as judged by the chain of command.			Only at NELSON

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA7A	Medical - Long Term Sickness.	N0079G	WRTM for a Service Person who for medical reasons cannot be employed in their current job and are not able to be assigned to another position; the absence duration is expected to meet or exceed the single Service trigger point for assignment. Unable to be assigned to workforce requirement driving role due to medical reasons i.e. Temp JMES M3/5/6 or L3/4/5/6 for more than 3 months (or likely to be more than 3 months). ALL personnel with PERM JMES M6 to be assigned to MA7A as soon as possible after RNMBOS. ALL personnel with Temp JMES M6 likely to remain so for more than 3 months, strongly recommended assignment to MA7A.	Three months	Three months	PPO except for squadded JRs and personnel where activity occurs within current unit without reassignment: individual should be M&T and paid for by parent TLB. (see Note 4)	At each of three NB PSGs, two Air Station PSGs, RNRC Hasler and each RM Recovery Troop
MA7B	Welfare Diversion	N0079G	WRTM for a Service Person who for welfare reasons (as defined in JSP 760 Chapter 22) cannot be employed in their current job and are not able to be assigned to another position, and the duration is expected to meet or exceed the single Service trigger point for assignment.	There are no fixed rules for assignment thresholds; it is an individual career management issue as the CM will try to employ the Service Person within their welfare limitations			

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA7C	Discipline - Under Sentence Retained	N5370J	WRTM for a Service Person who is not employed due to being formally held under custody at the Military Correction Training Centre Colchester, and who is to be retained upon completion of their period of custody (JSP 760 Chapter 18), and their custody duration meets or exceeds the single Service trigger point for assignment.	One day	Day 1	TLBH	Only at Military Correction Training Centre Colchester
MA7D	Discipline - Under Sentence Discharged	N5370J	WRTM for a Service Person who is not employed due to being formally held under custody at the Military Correction Training Centre Colchester, and who is to be discharged upon completion of their period of custody (JSP 760 Chapter 18), and their custody duration meets or exceeds the single Service trigger point for assignment.	One day			
MA7E	Discipline - Case Pending	N0079G	WRTM for a Service Person who is categorised as Discipline - Case Pending who is unable to be assigned to another position.	There are no fixed rules for assignment thresholds; it is an individual career management issue to liaise with the PSG.	Three months	PPO except for squadded JRs and personnel where activity occurs within current unit without reassignment: individual should be M&T and paid for by parent TLB. (see Note 4)	At each of three NBs PSGs

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA10A	Miscellaneous - Exercise Diversion	Own Unit's UIN	WRTM to enable a Service Person to take a specified period of time away from their mainstream duties in order to meet the requirements of a specific exercise.	30 days	Day 1	TLBH	Pool position at all units employing RN personnel
MA10B	Miscellaneous - Event Diversion	Own unit's UIN	WRTM to enable a Service Person to take a specified period of time away from their mainstream duties in order to meet the requirements of a specific event.	30 days			
MA11A	Unpaid Leave	N0079L	WRTM for a Service Person on authorised unpaid leave for an exceptional absence as defined in JSP 760 Chapter 4.	One day	Day 1	TLBH	At each of three NB PSGs
MA11B	Miscellaneous - Career Breaks	N0079L	WRTM for a Service Person to take authorised unpaid leave for a specified period of time out of their Service career to meet personal objectives or to deal with personal circumstances which they would otherwise be unable to do using leave entitlements.	One day			
MA12	Discipline – AWOL	N0079M	WRTM for a Service Person that is absent from their place of duty without their line manager's approval and where they have not informed the unit of their reason for non-attendance, and they are not employed due to being formally categorised as AWOL (as defined in JSP 760 Chapter 17), and the absence duration meets or exceeds the single Service trigger point for assignment.	One day			

(Continued)

Table 3B-2. Other Tri-Service WRTM Categories (Absence Types)

Category	Term	Definition	Remarks
MA4	Paternity Leave	WRTM for a Service Person on authorised paid leave having met the Paternity Leave (paid) qualifying criteria as defined in JSP 760 Chapter 26.	This is a JPA absence type and there is no assignment to the WRTM.
MA6	Post Tour Leave - Sea Goers Leave	WRTM for a Service Person on authorised paid leave having met the Post Tour Leave/Sea Goers Leave qualifying criteria as defined in JSP 760 Chapter 12.	This is a JPA absence type and there is no assignment to the WRTM.
MA6	Post Tour Leave - Foreign Service Leave	WRTM for a Service Person on authorised paid leave having met the Post Tour Leave/Foreign Service Leave qualifying criteria as defined in JSP 760 Chapter 10.	This is a JPA absence type and there is no assignment to the WRTM.
MA6	WRTM Post Tour Leave - Post Operations Leave.	WRTM for a Service Person on authorised paid leave having met the Post Tour Leave/Post Operations Leave qualifying criteria as defined in JSP 760 Chapter 11.	This is a JPA absence type and there is no assignment to the WRTM.
MA6	Post Tour Leave - Relocation Leave	WRTM for a Service Person on authorised paid leave having met the Re-engagement Leave qualifying criteria as defined in JSP 760 Chapter.	This is a JPA absence type and there is no assignment to the WRTM.



Notes:

1. Revised WRTM (formally MTM) categories were introduced in June 2010, following a tri-Service requirement to accurately capture WRTM usage in greater detail, (Reference 2010DIN01-100 Tri-Service Workforce and Training Margins).

2. There are two types of WRTM Category, those in which individuals will be assigned into (Table 3B-1), and those in which the individual will be recorded as absence (on leave), by their unit HR Team, whilst in their current assignment (Table 3B-2).

3. Individuals are only to be assigned into the WRTM if they are expected to remain there for a period equal to or greater than the Assignment Trigger Point. For shorter periods the individual should be move and tracked only.

4. An assignment, but not a Move and Track (M&T), drives costs. Therefore, personnel costs remain with the UIN of the assigned Position, even after an M&T into a MA that is shown above as being funded by the PPO.

5. Personnel on Resettlement will remain assigned to their existing Positions, irrespective of whether reliefs have been provided to undertake the Positions' tasks.

6. Need to capture medical downgrades etc. less than three months from other JPA data e.g. MEDCAT. Service Person remains in unit or M&T to hospital, for example, so costs remain with parent TLB. The three-month threshold will be reviewed by Dir P&T after further experience with JPA.

7. Untrained strength does not count towards the Workforce Resilience and Training Margin.

ANNEX 3C

WORKFORCE (WF) PLANNING MODELS ASSUMPTIONS SETTING – DESK INSTRUCTIONS

1. Overview. This Annex provides Desk Instructions for Workforce Planners when setting Workforce Assumptions based on the available levers articulated in Para 0306 and Para 0307. Assumptions for Workforce Modelling are applied to both Supply (Trained Strength) and Demand (Planning Liability). It is essential to recognise that Workforce Modelling is designed to show the highest probability outcomes and will almost certainly differ from the 'tactical' picture over time as uncertainty of behaviours and programme maturity affect supply and demand calculations. Nonetheless, the products ensure that growth of SQEP to fit Defence Outputs are considered in sufficient time to deliver the 'Right People at the Right Time with the Right Capability.'



Both Supply and Demand values are 'snapshots' in time, usually April each year, to provide the baseline for long term planning; to which assumptions are then applied.

2. Supply. By default, Workforce modelling applies strength behaviours based on historical trends (usually 5-years) and overlaid with the last endorsed set of assumptions applied by Professions Managers. All assumptions **MUST** be recorded in the extant Assumptions Record including those amended at subsequent modelling meetings.

a. **Trained Strength (Starting Point).** Defence (Analysis) will take an extract of the Trained Strength on or around the 1 Apr annually in order to establish the baseline from which assumptions are applied. The extract is done by Paid Rank in order to be compliant with the pan-defence modelling approach noting that one of the key outputs from WF modelling is to inform strength costing.



The principle for Defence Workforce Planning is 'Plan to Requirement cost to Strength.'

b. **Inflow – Gains to Trained Strength (GTS).** There are numerous ways in which personnel reach the Trained Strength (TS); Direct Entry and Accelerated Apprenticeship schemes are the ones likely to generate the greatest volume. Although, Lateral Entry and Professions/Specialisation transfers can also be factors for consideration when Assumptions setting.

(1) At regular intervals, the Training Pipeline Management team will provide Professions Managers with a 6-year forecast of GTS achievement v target. Dependant on the length of a training pipeline the 'early' years will be based on the size of the population 'in the Training system' and subsequent year being based on the forecast number of recruitments. Any follow-on years will be based on an assessment of performance against Target of a rolling 5-year average. This methodology ensures that there is high accuracy in early forecasts based on 'actual' pass rates with future years more reliant on predicted attrition rates throughout the entire training pipeline.



Typically, a training pipeline from INT(R)/INT(O) to TS will be 18 months. This means Years 1 will be based on those currently 'in the system' with Year 2 being a combination of those in training and those forecast to arrive through recruitment. Years 3 onwards will almost certainly then be based on the historical performance.

(2) Assumptions can be set based on evidence that GTS will change but must factor in reality for such things as historic performance and/or capacity within the system to absorb the change without recourse to funding approval or impact on other areas including Infrastructure.

(3) For some cadres' personnel are streamed to a specialisation after Phase 1 training, it may be necessary to state in assumptions setting what percentage of a larger population will be streamed to a particular Specialisation. In some cases this may be a 'straight' mathematical split, but the opportunity exists to demonstrate how streaming can deliver TS to cadres that are in shortage with minimal impact to other specialisations.

c. **Throughflow – Profession and Specialisation Transfers.** These assumptions can be set to show where personnel are predicted to flow from one grouping of TS to another. In most cases it is recommended to consider whether there is sufficient volume to impact on the overall stability of a cadre. Furthermore, some cadres do not have Direct Entry Inflow streams and therefore recording assumptions of volume coming into a Specialisation is critical.

d. **Throughflow – Commission Transfers and Engagement Transfers.** Changes to engagements directly impact on assessments of predicted outflow and therefore it is important to consider the impact of assumptions setting:

(1) **Commission Transfers (Officers only).** In most cases Commission transfers are policy driven, Ch 49 Sect 1, relying on transfers from initial career stage to career stage and then onto full career stage automatically done based on meeting the criteria. There will be occasions, and in some Specialisations, where it is not an automatic transfer requiring an assumption to be made as to what a Transfer Board Maximum Authorised Number (MAuN) would be.

(2) **Engagement Transfers (Ratings only).** Transfers to ES2 are purely based on promotion policy, Ch 49 Sect 2. When setting ES3 assumptions a number of factors should be considered. Initially it is prudent to see at what rank the expected shortfall will occur and whether bottom feed levers will generate the necessary volume by the time it is needed. In most cases the shortfalls at the higher ranks cannot be grown sufficiently and there is a risk of losing valuable SQEP. In these cases consideration for offering ES3 should be considered to cover the target period. Subsequently, an assumption can be set on the length of ES offered.



1. All ES assumptions should reflect 'Acceptances' not offers.
2. When considering length of ES, the PM should indicate what percentage of the options will be used e.g. 50% will be at ES3(5), 25% at ES3(10) and 25% as ES3(15).

e. **Throughflow – Promotions.** In terms of assumptions setting the modelling algorithms have some in built functionality that will promote to requirement within a set of predetermined constraints. It is rare that a Promotion profile should be left to apply the necessary flows 'unconstrained' by Professions Manager assumptions:



Where strength exists at the lower rank the required volume will be 'pulled through' from the donor rank. However, in order to protect that lower rank, the system has an in-built constraint to fix throughflow, for most cadres this is set to highlight at no more than 20% from the lower rank in any one year.

(1) **Training Pipeline Capacity.** In most cadres' promotion is determined by attendance on a Professional Qualifying Course, setting a promotion assumption above this annual capacity would be nugatory, unless there is evidence of an uplift in training capacity. In which case credible assumptions could be applied.

(2) **Pipeline Streaming.** For some engineering cadres, in particular, there is a requirement to constrain the promotion profiles in order to sustain the required specialisation demand. In this case the assumption can be set as to what the maximum number that can be apportioned to a specified cohort.

(3) **SQEP Shortfalls/Lower Rank Protection.** There are circumstances where historical promotion profile assumptions need to be altered in order to retain SQEP at a certain rank or not undermine sustainability at lower ranks by pulling through too many/too quickly. It is a fine balance between stifling promotion (potentially stimulating VO) and retaining SQEP at the most appropriate point of need.

(4) **Minimum value setting.** In most cases, assumptions setting will involve articulating the maximum number to be promoted. However, it may also be necessary to demonstrate that regardless of requirement, a minimum number assumption must be applied. Routinely this would be applicable to smaller cohorts or cadres who have a split of comparable SQEP across General Service and Submarine fighting arms.

(5) **Realism.** Modelling algorithms can apply a 'boom or bust' profile if left unconstrained and therefore it may be prudent to smooth some profiles by applying values. Additionally, when setting assumptions it is important to consider how previous Promotion Boards have fared.



There is little value in setting a high promotion value if historically MAuNs are not being met. Equally, if the modelling products demonstrate a consistent need to hit a Maximum value, it could be prudent to look at increasing the value if the training system and lower ranks can sustain it.



*It is important to note that the modelled Promotion outcomes **are not the MAuN**, mainly due to the level of anticipated but unauthorised demand within the requirement. However, they do represent a credible 'starting point' from which to calculate and monitor long term MAuN requirements.*

f. **Throughflow – Promotions to Officer.** As with ES this is an opportunity to set assumptions for flows from OR to OF cadres; modelling algorithms will not apply historical trends. On request, Defence (Analysis) are able to provide 5-year historical trends to help inform assumptions should they be required.

g. **Throughflow – Extensions of Service.** Applicable only to Officers this is an opportunity to set assumptions of the volume of EoS being offered across Professions and Specialisations. In most cases, this assumption has minimal impact on WF modelling outcomes if Commission Transfers have been set appropriately.

h. **Outflow – (Voluntary Outflow – VO).** The starting point for all VO outcomes is application of the historical 5-year profile. It may be that that five-year profile is accurate and good enough to be used without alteration noting that the 'first year' within the modelled product will represent the actual VOs in the system on the day the strength was extracted with subsequent years using the historical profile. The key to setting the VO assumption different to the profile is to identify:

(1) **Who.** Which Profession, Specialisation and Rank will be affected by the assumption?

(2) **When.** Over what time period will the assumption apply. For example should an FRI be in place for 3 years when will the impact influence the historical profile.

(3) **Impact.** What is the impact on the historical profile? At the subsequent modelling meetings an agreed level of impact (by application of Defence Analysis scaling) will be determined and then applied for review.



Any previous VO assumptions used in WF modelling will have been applied prior to any future adjustments; they do not need to be reapplied.

i. **Outflow – (Other Wastage – OW).** For most Professions and Specialisations a common OW assumption will be applied based on the historical profile. However, where considerable evidence exists specific assumptions can be applied.



Some cadres with high medical wastage e.g. Divers do have separate OW assumptions applied rather than the 'blanket' Warfare GS value.

3. Demand. Whilst at first it may appear that Demand setting is subject to less uncertainty than Supply assumptions; this is not necessarily the case. All Demand used for Workforce modelling will have been endorsed at 2* level in order that any embedded uncertainty (risk) is aligned with Strategic Direction and Guidance.

a. **Future Live Extract.** On or around 1 Apr annually an extract of 'JPA Future Live' is taken. The data consists of the Workforce Programme of Record (PoR) and includes all Workforce Driving Positions based on validity over time. All amendments to the PoR will have been actioned by the Workforce Change Management (WCM) team either through the Workforce Amendment System (WAS) or Establishment Amendment Form (EAF) process, of which Professions Managers and Finance are part of the approvals process.



Navy TLB uses WAS to update position data via SCIO whereas Other TLBs use EAFs to update position data via SLIM. All data is then held centrally in JPA (DefHRs from 2027).

b. **Workforce Resilience and Training Margin (WRTM).** The numerical allowance is determined for each profession and specialisation at each rank/rate level based on apportionment values. It is calculated on the broad basis that a relief for an individual should be provided if there would otherwise be an absence to an agreed minimum of at least three months or where absences of less than three months consistently and predictably place an ongoing demand on personnel within a category. (See Annex 3B for WRTM management detail). The number, rank, and specialisation of those 'in the Margin' at any given time varies considerably and is exceedingly difficult to forecast with certainty, although total usage is usually stable; the allowance is updated periodically with 2* endorsed Options (Measures) employed to provide agility and address periods of significant over occupancy.

c. **Options (Measures).** Para 3a and Para 3b could be described as the mandatory or more static elements of the Demand. However, there are some scenarios that due to long lead times for WF or programme maturity are '***anticipated but not necessarily fully endorsed'***. The are captured in the Demand as Options or sometimes referred to as Measures.



Measures are normally applied in one of three forms:

- ***Specified*** *- Where the detail of the WFR is known in entirety (or almost) including 'Who' (Profession/Spec/Rank), When (Position validity), What (Organisation)*
- ***Bulk*** *– Where the details would largely be known but due to the number of cadres involved the Demand is updated in 'Bulk'.*
- ***Wedge*** *– Where detail is scarce, but apportionment can be applied to provide a placeholder to the requirement.*

(1) **Options (Measures) – Not at Risk.** These measures will have most likely been subject to a Strategic Planning Cycle (SPC) approvals process that considers Cost/Structures/Feasibility. Normally they will have had a higher degree of engagement. SPC options will have been scrutinised by Finance and SWP to confirm feasibility and affordability. In some circumstances the Option will be applied over a number of years and at each modelling round the SO1 (Demand) will need align any WF PoR updates with the outstanding balance contained within the option. It is routine for SPC options to remain in the Demand values outside of the WF PoR for a number of years.

(2) **Options (Measures) – At Risk.** Typically these may be at the early stage of development/approval but long lead times mean that we must begin planning now even if finite detail is not known or financial approval has yet to be given. These amendments to the Demand represent TLB choices and will require the greatest scrutiny at any endorsement activity. For example, new build profiles need to be a balance of providing a placeholder for a crewing profile (including uncrewed/unmanned/autonomy/remote controlled) against the feasibility and affordability of the Strength to be grown to meet this demand. Furthermore, At-Risk measures offer the TLB opportunity to apply dynamic, prudent planning by introducing demand in sufficient time to grow SQEP, address fluctuations in WRTM occupancy or strategic bulk policy decisions.



Routinely 'At-Risk' measures will be sub-categorised as Enhancements (Uplifts) or Savings (Reductions) to provide granularity of the demand. 'Not at Risk' measures are not usually sub-categorised due to the maturity of their approvals process

ANNEX 3D

COMMON APPOINTMENTS (CAPPS) AND CAREER FIELD – WORKFORCE POLICY AND PLANNING GUIDELINES

1. Common Appointment Rationale

a. Common Appointments (CAPPS) and Career Fields (CF) offer employers the opportunity to create a demand for workforce that is not limited to one specific cadre of personnel rather it allows for articulation of the SQEP necessary to fulfil the role. Subsequently, the workforce planning teams are then able to agilely appoint the most suitable person to a role based on skills and, during times of strength supply challenges, where capacity amongst certain cohorts can absorb the Demand. Further pan-Defence guidance on CF is available in JSP 755 Pt 1.



Notes:
1. *CAPPS Demand is identified from JPA Establishment Data based on CAPPS Profession values RN EL (OF), RN WE (OF), RN WEL (OF), RN WELRM, RN WELRM (OF), RN WERM (OF), and RN WRM (OF) and RN WERM (OF) or combinations thereof.*

2. *In this naming convention RN WELRM equates to a role suitable for any **W**arfare, **E**ngineering, **L**ogistics or **R**oyal **M**arine rating. By adding '(OF)' indicates for Officers*

b. **Apportionment/Allocations.** For long term workforce planning this 'day to day' agility offers some challenges to forecasting future Demand and thus subsequently driving the levers that can be applied to deliver the required Strength. The apportionment method employed in generating Demand seeks to distribute CAPPS requirement in accordance with the ability for each spec to fill its share of the liability. This approach seeks to maintain structural integrity and to provide equal opportunities for individuals to gain the broadening experience that CAPPS positions may offer. Apportionment to individual specs, rather than just to professions, is required as the WFR is modelled by specialisation and rank.

c. In most cases, CAPPS demand is shared proportional to each specialisation in Establishment Data ("Future Live") for the month at which the share is calculated (routinely as part of Annual Workforce Modelling activity). The exceptions to this comprise:

(1) **Aircrew and Submariner Officers.** There are enduring needs to limit the number of OF2 – OF4 aircrew officers released to fill CAPPS positions and to ensure sufficient CAPPS opportunities for submariner (SM) officers. Accordingly, set percentages of CAPPS Demand are first allocated to the aircrew and SM specialisations before sharing the remaining Demand proportionally to the other recipient specifications.

(2) **Two-stage Calculations.** For officer CAPPS, calculations are undertaken in 2 stages: The first stage (CAPPS Profession) calculation shares liability to individual professions based on the Future Live for all specs in each profession; the second stage (CAPPS Spec) calculation shares liability to some but not all specs in the respective profession. For example, ATC and AV liability is used to determine the Warfare profession's CAPPS Profession share, but, in the CAPPS Spec calculation, ATC and AV received no share of it.

(3) **OF5/OF6 CAPPS.** A substantial proportion of OF5/OF6 positions are CAPPS and some specialisations have little liability that is 'specialisation-specific'. Accordingly, basing CAPPS apportionment on the relative proportions of OF5/OF6 specialisation/rank liabilities would not reflect the specialisation's ability to fill the CAPPS positions. Given this, OF5/OF6 CAPPS is shared using OF4 liabilities.

c. **Re-allocations.** In preparing Demand Plans, requirement can be 're-allocated' following completion of the CAPPS calculations. Such re-allocations, defined for specific years, provide the means to:

(1) To reflect temporary deficits/surpluses and hence individual professions' abilities to release people to fill CAPPS positions.

(2) To provide small specs, which would otherwise receive little or no CAPPS share, some additional liability. This is especially at relevant at OF5/OF6.

2. Professions and Career Management Application (the 'End to End' process)

a. Apportionment/Re-allocation of CAPPS demand provides the sustainable structures from which Strength levers can be applied, by adjusting Promotion/Extension Career Maximum Authorised Numbers (MauN). However, it only provides the baseline from which Professions Managers (PM) and Career Managers (CM) can assess the impact of applying 'day to day' levers to Workforce resource allocations. To that end the following process should be followed:

(1) Strategic Workforce Plans (SWP) provide PM/CM with the annual apportionment values, based on Workforce Modelling outcomes, by Profession/number, rank, and specialisation.

(2) CM apply values when determining the most suitable person to fill roles. NAVY PEOPLE-CM COMD POLICY SO2 will use the apportionment/reallocation values to inform any internal routine Hold to Account activity.



Note. *In order to provide the appropriate SQEP, CMs further refine CAPPS to Career Fields (CF). This provides the level of granularity and agility needed on a daily basis but is not necessary for medium/long term planning forecasts currently. JSP 755 Pt 1 provided pan-Defence guidance of CF principles.*

(3) When an allocation is exceeded, a CM should initially consult with the PM to determine if the overuse/under use by a particular cadre is sustainable. For example, overuse by a cadre may increase the use of Acting Higher Rank, impacting on future MAuNs for both the cadre in 'surplus' and 'deficit'. Where the change is sustainable the CM is authorised to allocate the SQEP accordingly. For long term planning purposes, only Workforce Driving positions are considered for MAuNs however it is acknowledged that demand from Non-Workforce Driving can influence day to day management of Cadres. Subsequently, CM/PM engagement is crucial in monitoring levels of CF occupancy.

(4) Unsustainable CAPPS use does not prevent the CM from assigning an individual into a CAPPS role, but the second order effects must be assessed. The PM should track CAPPS/CF use, particularly the cumulative effect of small change. Where changes significantly impact on a Profession/Spec, the PM should discuss with the SWP team how the change will be applied to long term planning lever setting. Deviations from the modelled allocations will be reviewed at annual modelling where each cadre's occupancy will be reviewed on a case-by-case basis.

(5) Significant changes that warrant adjustment of Workforce levers should be recorded as part of the Annual Workforce modelling process to provide the necessary feedback loop. NAVY PEOPLE-PSP Plans Demand SO1 should be contacted for apportionment/reallocation considerations, when setting Workforce Requirements. NAVY PEOPLE-PSP Supply SO1 (for Officers) or NAVY PEOPLE-PSP Supply SO2 (for Other Ranks) should be used to assess CAPPS usage impact during the Assumptions setting phase of the Annual Workforce modelling process.

CHAPTER 4

INTRODUCTION AND OVERVIEW

(Sponsor: NAVY RA-DHd RA)

CONTENTS



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

Please see Chapter 15 for Recruiting Glossary.

Para

0401. Application of Recruiting Rules
0402. Recruiting Requirements
0403. Royal Navy Recruiting Policy
0404. Head of Recruitment and Attraction - Functions and Responsibilities
0405. Recruitment and Attraction Organisation
0406. Candidate Definitions
0407. Legislative Exclusions
0408. Proposals for Change to Recruiting Process
0409. Recruiting Operations Manual (ROM) - Function and Referencing
0410. Recording of Candidates Complaints About the Recruiting Process

Important Note from Head of Recruitment and Attraction on Recruiting Instructions

It is often necessary to implement Recruitment and Attraction policy changes outside of BRd 3(1)'s routine updates. This is done via Recruiting Instructions (RIs), which are provided to inform and direct the Recruitment Force, Careers Advisers (CAs) and Specialist Attract Teams (SAT) prior to being subsumed into this BR. Consequently, RIs should always be consulted in conjunction with this publication and other related RN and tri-Service policy.

CHAPTER 4

INTRODUCTION AND OVERVIEW

0401. Application of Recruiting Rules

All guidance outlined in this part of BRd 3(1), unless otherwise stated, apply to all candidates regardless of application to Regular Service (Royal Navy (RN), Royal Marines (RM) the Royal Fleet Auxiliary (RFA)) or the Maritime Reserve (MR). Any changes to recruiting policy will be announced via Recruiting Instructions (RI) or RNTMs and are to be adhered to until included in the next revision of this BRd. A plan of the structure of part 4 is here:



Structure Diagram – Form 4-1. *(Downloadable version available in Forms Section at the Homepage)*

0402. Recruiting Requirements

In order to achieve Navy Command HQ objectives through delivery of the Director People and Training's Effects, the Royal Navy requires the ability to identify, attract and recruit sufficient eligible, motivated and capable Service personnel from the UK and Commonwealth societies, to join the Trained Strength.

0403. Royal Navy Recruiting Policy

Royal Navy Recruitment and Attraction (R&A) is to:

a. Deliver recruits that reflect the eligible population of UK and Commonwealth societies, through the implementation of a recruiting process that is inclusive, fair and free of bias.

b. Deliver recruits that meet the quality requirements of the RN, through the operation of validated assessment and selection processes.

c. Ensure potential recruits, from initial contact to entering the RN, are well informed and aware of the loyalty, determination and personal commitment required of them to join the RN as a fighting Service; to enable them to make an informed career choice.

d. Ensure potential recruits are fully informed of the employment options available, whilst having their expectations managed appropriately and their eligibility assessed. Achieving realistic, appropriate and accepted employment in the role of their preference is paramount in motivating a potential recruit to persevere with the recruiting process; to succeed in their training and subsequently, be retained on the trained strength.

e. Provide effective support to candidates who are committed to joining the RN to prepare them for entry and initial training, and provide realistic expectations of life and employment in the RN.

f. Provide potential recruits with opportunities to interact with RN personnel. These contacts are a powerful tool that can: dispel misconceptions, convert awareness into a desire to find out more, and may be the final motivator that leads an applicant to join. These constitute an integral part of RN outreach marketing activities and will be supported by the Fighting Arms.

g. Provide the 'gatekeepers' of potential recruits (the families, friends, and community leaders) with sufficient information to enable them to support their young peoples' choices and understand the commitment necessary to undertake a career in the RN.

h. Conduct research to determine that the recruiting message reaches the target audiences in an appropriate and acceptable manner, whilst complying with HM Government, MoD and Navy Command standards for media and public engagement.

i. Develop and utilise appropriate media to distribute the RN recruiting message to target populations and to ensure regular revision of this to recognise technological development, research findings and marketing initiatives.

j. Comply with all relevant legislation of MoD and Navy Command.

k. Ensure that media messages / activity raise awareness of the RN in pools of potential recruits, and are:

(1) Included in Navy Command strategic communications and engagement plans.

(2) Provided to DDC (Public Relations) to influence and enable coherence of their activity.

(3) Reflective of Navy Command Work Force priorities.

(4) Co-ordinated with Navy Command Youth and Cadets strategy, to ensure a coherent approach is taken to encourage this important pool of potential recruits.

(5) Distributed through appropriate communication channels for targeted marketing campaigns.

(6) Compliant with Cabinet Office, MoD and Navy Command direction.

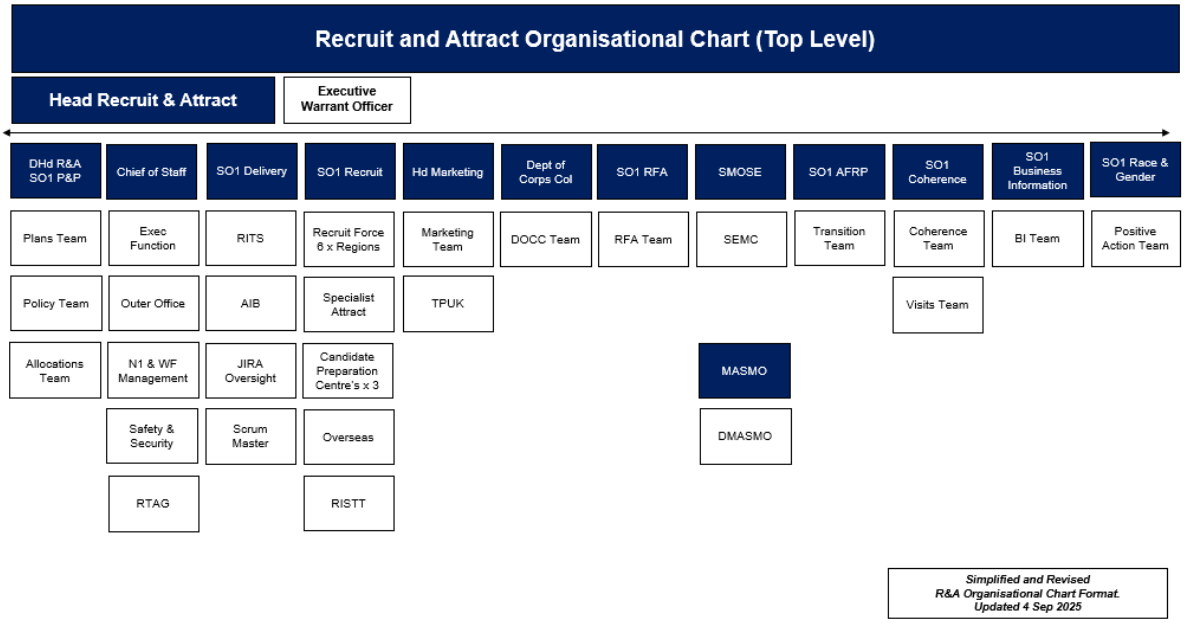
0404. Head of Recruitment and Attraction - Functions and Responsibilities

Head of Recruitment and Attraction (Hd R&A) is responsible for interpreting tri-Service recruiting policy to design and implement a recruiting strategy to deliver RN recruiting targets. This is achieved through the provision of a validated recruiting process and its key enablers (training, information systems, marketing tools, visits), advising on resource issues, coordinating national and cross-regional boundary matters, the conduct of market research, and providing enabling contracts for Engagement and Outreach activity. R&A also provides a specialist recruiting role for RFA and medical personnel.

0405. Recruitment and Attraction Organisation

Figure 4-1 below illustrates the composition of RN R&A:

Figure 4-1. R&A Organisation



0406. Candidate Definitions

a. **Candidate.** A generic term for any individual in the recruitment process, irrespective of where they are in the recruitment journey.

b. **Contact.** A member of the target audience who seeks information about a Service career. They become a contact once personal details, to enable future correspondence, have been recorded to an electronic database and they have agreed to correspond in the future.

c. **Applicant.** An individual who has successfully submitted an application form.

d. **Potential Entrant.** An individual who has successfully completed the selection process (assessment, medical, fitness, interview etc.) and has accepted an offer to join the Service.

e. **Entrant.** A candidate who has entered the Service.

f. **Re-entrant.** A candidate who has former service in the UK Armed Forces (UKAF).

0407. Legislative Exclusions

a. There are some exemptions to the Equality Act 2010 that apply to the Armed Forces. Most pertinent to recruitment, is that Service in UKAF is excluded from the Equality Act employment provisions (Part 5) for the protected characteristics of disability and age (footnote Schedule 9 paragraph 4(3) of the Equality Act 2010). (Employment as a Ministry of Defence civilian, without a rank, should still fall within the Equality Act). Other qualified exemptions also exist, as do exemptions on the basis of national security. If in doubt legal advice can be sought from NLS SO1 Employment Law (NAVY LEGAL-EMPLOYMENT LAW SO1).

b. RFA recruiting is not exempt from the law that allows the RN to legally discriminate and exclude candidates for certain protected characteristics. The criteria and entry standards for the RFA, is detailed in chapter 14.

0408. Proposals for Change to Recruiting Process

Any changes to the Recruitment policy are co-ordinated centrally under the oversight of Deputy Head R&A (DHd R&A), to ensure coherence. Guidance on how to propose changes to the recruitment process, including changes that will result in the generation of Recruiting General Memorandums (RGM), Recruiting Instructions (RI), amendments to the Recruiting Operations Manual (ROM) or changes to BRd 3(1) part 4, are to be directed to NAVY R&A Policy SO2, who will liaise with the relevant Subject Matter Experts within the R&A organisation, to review the proposal and include any approved changes into extant recruitment policy.

0409. Recruiting Operations' Manual (ROM) - Function and Referencing

a. The ROM augments BRd 3(1), part 4 chapters, to provide the extant mandatory desk level instructions for R&A processes and procedures to the Recruitment Force, Attract Teams and Royal Naval Careers Service (RNCS) personnel, to achieve R&A's objectives.

b. The ROM is maintained by the Recruiting Force HQ team (RF HQ), to provide a standardised governance structure and processes to support Recruiting Staff to meet the operational intent. The document is developed against a process of 'learning from experience' and continuous improvement and is therefore directly influenced by input from the RF, RNCS and assurance visits completed by the Recruiting Training Assurance Group (RTAG).

0410. Recording of Candidates Complaints About the Recruiting Process

Complaints against RF personnel or the R&A process should be managed at the lowest level, where feasible. Any complaints should be recorded in individual Complaints Logs for each region. and escalated via the chain of command and directed to SO1 Recruitment as the CO RF via the XO RF as appropriate, noting that some information could be sensitive. The escalation process does not remove the autonomy of the Senior Recruitment Officer (SRO), Recruitment Officer (RO), Recruitment Manager (RM) or Team Manager (TM) to deal with issues whenever possible.

The process to record formal candidates' complaints that cannot be addressed at lower level is:

a. The candidate is to write to R&A to state their complaint by either:

(1) A formal written letter posted directly to:

R&A Complaints and Feedback
Recruitment and Attraction
Room 202
Building 1 / 180
JAGO Road
HMNB Portsmouth
Hampshire
PO1 3LU

(2) An Email addressed to:

navyra-recruitmentcomplaints@mod.gov.uk

b. R&A HQ to issue confirmation of receipt via a holding letter within 5 working days of receipt.

c. The complaint is to be addressed within 20 working days. By exception, if a complaint cannot be addressed in this time, a further holding letter is to be provided to the candidate explaining the reason for delay**.**

d. Correspondence is to be sent via mail (signed for 1st class delivery), unless the complaint was received by email without a postal address, the relevant postal address in RITS is considered inaccurate, or a rapid response is essential.

e. All complaints are to be centrally recorded on a Limited R&A HQ SharePoint folder including dates of despatch.

f. All received correspondence is to be uploaded to SharePoint for historical capture.

CHAPTER 5

CAREERS COUNSELLING

(Sponsor: NAVY RA-DHd RA)

CONTENTS



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Para

0501. Initial Commission Periods (Officers)
0502. Initial Engagement Periods (Ratings and Other Ranks)
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0505. Ratings and Other Ranks Statutory Right of Discharge
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0508. Religion and Religious Observances
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0514. Financially Supported Education Schemes and Awards
0515. Accelerated Apprentice (AA) Scheme

CHAPTER 5

CAREERS COUNSELLING

0501. Initial Commission Periods (Officers)

a. **Initial Commission Stage.** Following the New Employment Model, from 1 Apr 15, all Royal Navy officers join on a 12-year Initial Commission Stage (ICS), with the exception of:

(1) Direct Entry Medical, Dental and QARNNS Officers - 6 years.

(2) Medical and Dental Cadets - 7 years.

(3) Chaplains - 6 years. RN Chaplains hold the Sovereign's Commission but no Naval rank; their status is defined in BRd 2.

b. **Career Commission Stage (CCS).** For those joining on or after 1 Apr 15, or transferring from an ICS (or equivalent commission) after this date, transfer to a CCS. This automatically extends an officer's career through to 20 years' service from the date of entry or until age 40, whichever is the later (subject to retirement age).

c. **Full Commission Stage (FCS).** Full Commission Stage (FCS) further extends an officer's career to a retirement age of 55.

d. See chapter 48 for more detail.

0502. Initial Engagement Periods (Ratings and Other Ranks)

a. Ratings and Other Ranks join the Royal Navy on a 12-year Engagement Stage 1 (ES1), with the possibility thereafter of transferring to an Engagement Stage 2 (ES2) - to 20 years' service or age 40, whichever is later – and then to Engagement Stage 3 (ES3). See chapter 48 for more detail.

b. All MR join for an Initial Engagement of 5 years with subsequent re-engagements every 5 years. Ratings/ORs over 40 will normally only be re-engaged until their 45th birthday. A separate application for an extension of service is required to serve beyond the normal retirement age of 55. More detail is at BRd 3(2), chapter 2.

0503. Profession and Role - General Guidance

a. Some candidates will be unaware of which professions and roles are available to them and may have limited knowledge of what they would like to do. These candidates will need specific and considerate counselling towards an appropriate profession/ role. All roles are outlined in the Careers' section on the Royal Navy website.

b. It is essential that, at the time of application, candidates are made aware of the full range of possibilities for which they are eligible and suitable. The Defence Aptitude Assessment will provide guidance on suitable roles, dependent on the candidate's achieved scores.

c. During career counselling, CAs must advise their candidates that not all roles may be available in every entry. If a candidate's first preference role becomes unavailable or is over-subscribed during their recruitment, the CA must advise them of this. CAs must not advise candidates that they will be able to transfer from their streamed role once in the Service.

d. Candidates who may be considered by Careers Staff to be more suitable for a profession/role other than the role chosen, based on eligibility and aptitude assessment, are to be carefully counselled and have alternative opportunities explained to them.

e. The final choice of profession/role must be left to the candidate. It must be a role for which they are eligible, suitable, and qualified. Waivers should not be authorised for over-subscribed roles.

f. RNR candidates are recruited to the Naval Service and only allocated on completion of Phase 1 Training – approximately 9 to 12 months after attestation. They may express a preference for a particular specialisation, but they are allocated as directed by the MR BM.

0504. Careers Advisers - Candidate Relationship Management (CRM)

a. In order to improve conversion rates of Expressions of Interest, enquirers will be initially categorised as per their Request For Processing (RFP) status. This categorisation will enable enquirers who have already decided on a role to have early interaction with Careers staff to start their recruiting journey without delay.

b. **Categorisation.**

(1) An 'Active' enquirer is an individual who is actively seeking a career in the RN; this could be online, a walk-in at an AFCO or at an event.

(2) A 'Passive' enquirer is an individual who has a latent interest in joining the RN, they too could be online, a walk-in at an AFCO or at an event.

(3) An 'Informed' enquirer is an individual who has researched their job choice and considers themselves to be eligible.

(4) An 'Ill-informed' enquirer is an individual who needs further careers guidance and should not yet submit an application.

c. It is vital to ensure that all eligible 'Active' enquirers are handed off as soon as they have made their RITS application to a CA for immediate processing. Enquirers who are confident they want to join the RN but are uncertain of their preferred profession, should be offered early interaction with a CA.

d. It is vital to ensure all 'Passive' and 'Ill-informed' enquirers are nurtured throughout the process and sufficiently engaged by the Contact Management Centre (CMC) and Recruiting Staff to make an informed career choice prior to commencing the application process.

e. Failure to make contact with enquirers is a main reason for loss of potential recruits. The CMC is contracted to adopt a multi-communication approach over a number of days to maximise success. This involves a combination of e-mail, text, and telephone contact. Specific effort is made to contact potential candidates for Recruitment Priority Group (RPG) roles.

f. **Withdrawal of Application.** If attempts to contact the candidate are not successful, or the candidate fails to respond to confirmed contact, iaw ROM the Recruiting Information Technology System (RITS) record is to be withdrawn three days after the final contact attempt[1].

g. **Medical Advice.** Should the potential candidate, during discussion, disclose further medical information relating to a specific condition, the CA must clearly state that they are not medically trained and cannot offer advice on medical conditions that could be a bar to entry. The CA must halt the conversation and refer the Candidate to the relevant Annex in JSP 950 6-7-7 Section 4. SEMC can be contacted for advice associated with this Reference.

h. The CA is to advise the candidate that they will be able to discuss all medical issues and concerns in detail during the Face to Face medical at their CPC or MedFit, which are conducted by qualified medical staff.

0505. Ratings and Other Ranks - Statutory Right of Discharge

a. Ratings/OR enlisting in the RN for the first time have a statutory right to claim discharge within their first 6 months of service, subject to completing 4 weeks of effective service (excluding leave periods and any forfeited service) from date of entry. Recruits who exercise this right will be entitled to release no later than 14 days after giving notice in writing to their Commanding Officer (see paragraph 5404). Ratings/ORs who re-enter the same service e.g., ex RN re-entering the RN, do not have this statutory right. Former RN ratings entering the RM and vice versa have this right of discharge.

b. Ratings/ORs whose 6 month option point has passed, but who are still under the age of 18 years, have a statutory right to end their service up until their 18th birthday by giving notice in writing to their Commanding Officer. In such cases, individuals may leave after a 3 month 'cooling-off period', or earlier if agreed between the recruit and Service authorities (see paragraph 5404).

[1] Number of attempts will vary according to candidate circumstance but must be at least 5 over a period of no less than a month. Attempts to contact the candidate should be made over all mediums available.

0506. Ratings and Other Ranks - Early Termination (Following End of Phase 1 and Phase 2 Training)

Having completed 6 months of service, or reached the age of 18 (if this comes after the end of the 6 month period), ratings and ORs must complete a minimum of 2.5 years' service from the point of becoming Gained to Trained Strength (GTS) before they are eligible to exercise their right to give 12 months' notice to leave the Service. Naval Nurse (Student) personnel must complete 3 years' Return of Service before they are eligible to apply for Early Termination (as outlined in chapter 53).

0507. Dietary Requirements (Health/Religion)

The RN aims to cater for all special religious dietary requirements where possible; generally, vegetarian options or halal / kosher meat is provided. Preparation of kosher food in strict observance of the Jewish faith cannot be guaranteed. Coeliacs and gluten intolerant sailors can be provided gluten-free options in many working environments (in line with medical limitations), but the possibility of minor cross-contamination cannot be excluded. Vegetarian, halal and kosher Operational Ration Packs are available when deployed on operations and exercises.

0508. Religion and Religious Observances

a. The RN places great importance on the spiritual development of Service personnel and is committed to giving individuals the opportunity to practise their religious observances wherever possible. A number of religious leaders act as advisers to UKAF on matters of Christian and non-Christian religious requirements. Every reasonable effort is made for personnel to have contact with their religious leaders and visit places of worship (e.g. a church, synagogue, mosque, temple etc.). Wherever practicable, areas for worship will be made available at all Service establishments, including in HM ships and submarines at sea.

b. Every effort is made to allow the celebration of religious festivals/holidays. In most circumstances, arrangements can be made for daily prayer, although this may not always be practicable. Muslims will normally be allowed to fast during Ramadan. In operational conditions or when the physical demands on an individual are high and fasting may prove hazardous, adherence may not be permissible.

c. For more details see Chapter 31.

0509. Specific Religious Dress

a. **General.** The RN recognises the need to observe specific codes of dress in accordance with a number of religious beliefs. Specific rules are detailed below. In general, no exceptions are made to standard Naval uniform regulations (see chapter 38, section 2). R&A HQ should be contacted in the event of any doubt regarding what can and cannot be worn.

b. **Sikhs.** In the RN, Sikhs are permitted to wear the 5 K's[2]; male Sikhs may also wear a turban. Some constraints regarding the wearing of a turban and keeping facial hair uncut do exist, and are as follows:

(1) **Turbans.** Some trades require specialist headgear to be worn, especially under operational circumstances. Examples of this are Commanders' helmets in armoured fighting vehicles, combat helmets, breathing apparatus (full hood) for fire-fighters, and flying helmets for aircrew in some types of aircraft. Turbans are incompatible with specialist headgear which must be worn on health and safety grounds. Male Sikh personnel may normally wear a patka under specialist headgear, however, this is not possible under a flying helmet which must be closely fitted to the contours of the head. Any aircrew with long hair may be required to have their hair cut short in order to achieve a satisfactory fit of an aircrew helmet.

(2) **Facial Hair.** For occupational or operational reasons, where a hazard clearly exists, personnel authorised to wear beards on religious grounds will have to be prepared to modify or remove them to such an extent as to enable the correct wearing of a respirator or breathing apparatus.

(a) **Aircrew.** It is unlikely that a male Sikh will be able to obtain an effective seal on his oxygen mask without trimming his beard.

(b) **Respirator.** An effective seal on a respirator can only be achieved when the skin is clean shaven. In an operational environment where there is a Chemical Biological Radiological and Nuclear (CBRN) threat, all personnel with beards will be required to shave. When practicing CBRN drills or damage control drills, however, male Sikh personnel do not need to shave their beards.

(3) Candidates attending a R&A acquaint or pre-joining courses will be required to wear protective headgear, but if a candidate refuses on religious grounds, they must be allowed to sit out that particular element of the exercise. It should be explained to any attendee who refuses to wear protective headgear that, were they to join the RN, there will be circumstances where they would be required to wear protective headgear. These pre-courses include but are not limited to:

(a) Candidate Preparation Course; RM (OR only) and RN (rating only).

(b) Officer Selection Course RM.

(c) Royal Marine Band Service (RMBS) Audition

(d) Any RN Look At Life courses.

[2] Kara (steel bangle), Kesh (uncut hair), Kanga (small comb), Kaccha (special design knee length underwear) and Kirpan (small sword).

(4) Certain RM selection activity mandates the wearing of helmets to comply with Health and Safety standards, with some elements being mandatory completion by all candidates. Additionally, non-completion of all activities may give an unfair advantage as that candidate would be able to rest between activities. Other areas of RM selection mandates full immersion in water in a confined space; long or loose hair could pose a safety risk if not fully tied up or covered.

c. **Muslim Men - Facial Hair.** For occupational or operational reasons, where a hazard clearly exists, personnel authorised to wear beards on religious grounds will have to be prepared to modify or remove their beards to such an extent as to enable the correct wearing of a respirator or breathing apparatus.

(1) **Aircrew.** It is unlikely that a male Muslim will be able to obtain an effective seal on his oxygen mask without trimming his beard.

(2) **Respirator.** An effective seal on a respirator can only be achieved when the skin is clean shaven. In an operational environment where there is an CBRN threat, all personnel with beards will be required to shave. When practising CBRN or DC drills, however, male Muslim personnel will not be required to shave their beards.

d. **Muslim Women.** Muslim women are allowed to wear uniform trousers, rather than a skirt and may wear a hijab except when operational or health and safety considerations dictate otherwise. Long sleeve shirts may be worn with all forms of Service dress. Tracksuit bottoms may be worn for sport. All RN personnel are required to achieve a basic swimming standard as part of their training. Although every effort will be made to ensure that these tests take place in an all-female environment, it should be stressed to female Muslim personnel that this may not always be possible.

e. **Jewish Men.** A male member of the Jewish faith may wear a dark plain patterned yarmulke whenever he removes another head-dress.

0510. Childcare Provision During and After Initial Training

a. Providing care for a child or children as a married, single or lone parent is not incompatible with Service life, nor is it a bar to entry into the RN. Life in the RN, however, makes unique demands upon all Service personnel and their families. All serving personnel are required to serve away from home for extended periods of time, often at short notice and no guarantees can ever be given about the pattern of working hours or the amount of time that will be spent away from home.

b. Provision for full time care of children, which does not depend on the presence of the primary parent, must be made. If both parents are serving personnel, this will usually mean that a third person will have to be ready to take responsibility for childcare, since either or both parents might be required to serve away from home at the same time and at short notice (see part 7, chapter 58, paragraph 5807).

c. During Phase 1 Training, accommodation for families is not provided.

d. Candidates who are parents will need to demonstrate their ability to provide full-time childcare, if required, at the interview stage of the recruitment process. There are many ways in which this might be provided. The following list is not exhaustive, but provides guidance over typical arrangements:

(1) Child cared for by spouse/civil partner/partner/other relative.

(2) Child living with grandparents.

(3) Either of above supported by part-time childcare.

(4) Full-time nanny employed.

(5) Full-time boarding school (but arrangements during holidays must be made).

e. Single or lone parents must also think seriously about the provision of childcare during and after Phase 1 training. Although family accommodation is available after initial training, no special arrangements can be made for working hours or assignments for single or lone parents, and there will be many occasions when 24 hour childcare is essential on a long-term basis.

0511. Disabilities and Specific Learning Difficulties (SpLD)

a. SpLDs are not a bar to entry, nor do they have to be declared. If a SpLD is declared, the candidate will not be entitled to more time or assistance to complete aptitude tests or other recruitment activities.

b. Careers Staff must not attempt to diagnose SpLDs themselves or make reference to claimed SpLDs in recruiting documentation. The severity or impact on RN entry standards will be assessed during the medical process.

c. As a general rule, if an applicant's level of literacy is not adequate enough to cope with completion of application forms and complete the DAA (in accordance with the normal conditions and standards) then it is unlikely that their performance will improve sufficiently for them to complete training and deal successfully with the demands of a Service career.

d. RFA recruiting is not exempt from the employment law that allows the RN to legally discriminate and exclude candidates with certain protected characteristics. RFA candidates who declare disability or learning difficulties will receive no adjustment to the assessment process or recruiting standards and will be required to meet the basic criteria. No additional allowance is to be made during the recruiting process for any declared disability or learning difficulties, and each candidate’s suitability for employment in the RFA is measured against the current standards.

0512. Sexual Orientation

Candidates are not to be asked about their sexual orientation by the Recruiter. Sexual orientation is regarded as a private matter for the individual. If at any stage during the recruiting process a candidate discloses the fact that they are heterosexual, lesbian, gay, bisexual or transgender, this fact is not to be recorded by the Recruiter.

0513. Transgender

a. Candidates identifying as transgender are to be processed and treated in the same manner as any other candidate. They must meet the same entry criteria for their chosen role as other applicants.

b. Individuals who are receiving medical counselling or treatment towards gender re-assignment should have their entry deferred until all treatments are complete. For those who have undergone gender re-assignment and continue to require hormone replacement therapy, this is not a bar to entry once they have affirmed gender (JSP 889, part 1).

c. In cases where there are additional concerns, from either the candidate or the CA, candidates can be referred to the SMO SE. The candidate must provide confirmed consent for this line of referral.

d. All personnel are to be reminded of the right to privacy and prohibition of disclosure of 'Protected Information'. Section 22 of the Gender Recognition Act 2004 establishes a right to privacy for the transgender person; it is a criminal offence for another person to disclose information that they have acquired in an official capacity about an individual's application for a Gender Reassignment Certificate or about the gender history of an applicant.

0514. Financially Supported Education Schemes and Awards

a. A range of financially supported education schemes and awards are available to candidates considering a career in the Service in certain roles, including:

(1) A-Level Scholarship Scheme: eligibility, selection and progression to DSUS or UCE possible. For engineer officer candidates only.

(2) Defence STEM Undergraduate Scheme (DSUS) commenced in Sep 22 and replaced DTUS in supporting engineer officer candidates through universities.

(3) UCE is a scheme for high achieving A-Level students, which enables them to enter BRNC on completion of A-Levels and then conduct an engineering degree while salaried.

(4) Cadetships for medical and dental students (final three years).

b. Further explanatory detail regarding these schemes and awards may be found at Annex 10A.

0515. Accelerated Apprentice (AA) Scheme

a. Eligibility criteria for the AA Scheme are documented in chapter 9, para 0916.

b. **Terms of Service.**

(1) **Length of AA Career.** Due to the predicted future requirement within the engineering role, an Engagement Stage 1 (ES1) standard career of 12 years will be made to Accelerated Apprentices. Candidates will be transferred to NEM Engagement Stage 2 (ES2) on completion of their probation requirements – this will take them to 20 years' length of service or age 40, whichever is later.

(2) **Maximum Age at Joining.** The age ceiling for applicants is 39 years of age.

(3) **Minimum Time to Serve Before Eligible to Submit Notice.** A period of 30 months must have elapsed from achieving GTS before a successful applicant can submit their notice.

(4) **Gains to the Trained Strength.** Candidates will be considered as GTS on completion of INT(R), LRLC, LETQC/LAETQC and subsequent streamed training. Under normal conditions without back-classing or other delay, this is approximately 24 months after joining the RN.

(5) **Entitlement to Role Transfer.** Successful applicants are not entitled to role transfer whilst UTS or during their MTS period. But thereafter, subject to normal transfer rules, i.e. need for staffing clearance/needs of the Service, they may do so. Note - Achievement of staffing clearance is considered unlikely as they are joining as specialists to a shortage category.

CHAPTER 6

SERVICE CONSTRAINTS

(Sponsor: NAVY RA-DHd RA)

CONTENTS



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

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CHAPTER 6

SERVICE CONSTRAINTS

0601. Undischarged Bankruptcy, IVA, or Significant Debts

a. Financial problems may, through worry and other pressures, seriously reduce an individual's efficiency. Moreover, if an individual is financially irresponsible, particularly if it leads to dishonesty, it will affect future advancement, the award of higher security clearances, and may ultimately lead to discharge from the Service. The examination of personal finances is therefore an important part of the recruitment process. CAs must assess the candidate's suitability in terms of financial responsibility. In particular, information must be obtained about the candidate's debts, assets, monthly outgoings and income and any unpaid County Court Judgments (CCJ), which can be a bar to entry.

b. Candidates who are declared ‘Undischarged Bankrupt’ are not eligible for entry into the RN until they can produce proof of ’Discharge from Bankruptcy’.

c. Candidates who declare significant debts are offered the opportunity to demonstrate their ability to cope with the repayment of the debts.

d. Independent Voluntary Agreements (IVA) (or Trusted Deeds in Scotland) are themselves not a bar to entry. A candidate who has entered into an IVA will automatically get a financial check as part of the SC, which may or may not result in the candidate being given an SC. Being given a SC means such candidates are not a security risk from a financial viewpoint, but it does not mean they are eligible from an employment point of view. When processing candidates with an IVA, consideration should be given to the time to run before expiry, time before entry, past performance in maintaining IVA payments, and the candidate’s attitude to debt.

e. Following the SI, an assessment must be made of the candidate's likely trustworthiness and ability to survive financially on future Service pay, without becoming an administrative burden. In making this assessment the primary concern must be whether the candidate is financially responsible, alongside their attitude towards incurring debts.

f. It is not possible to define a figure which represents an unacceptable level of debt: a mortgage (or other secured loan) or student loan are a totally different level of risk to monies owed to a debt agency or credit card. Careers Staff must use their judgement and experience but, in all cases, when total outgoings exceed 50% of the candidate's expected rate of pay on entry, the candidate must demonstrate that their outgoings will not present any undue pressure during training. They should also be offered the opportunity to assess and articulate their financial situation by completing a financial summary.

0602. Credit Reference Checks

a. As part of the SC, UKSV carries out a credit reference check for all candidates aged nineteen or over. The check may reveal serious financial difficulties and the existence of any unpaid CCJs against a candidate.

b. Candidates must be informed that a credit reference check forms part of the SC.

c. CCJs, when declared, must be cleared before a SC can be applied for. This may be achieved by the candidate obtaining a 'Certificate of Satisfaction' from the Court which made the Judgement. Records of CCJs are maintained on a central register and once a judgement is registered there are only two ways it may be removed:

(1) By application to the issuing court with evidence that the debt has been paid in full or,

(2) By providing sufficient evidence to the issuing court that the original judgement was entered against the debtor in error.

0603. Political Activities Within the Royal Navy

a. Regular personnel are not to take an active part in the affairs of any political organisation, party, or movement. They are not to participate in political marches or demonstrations and are not permitted to participate in industrial action or in any form of political activity organised by civilian trade unions or professional associations.

b. No restriction is to be placed upon attendance at political meetings so long as uniform is not worn, Service duties are not impeded, and no action is taken which could bring the Service into disrepute.

c. More detailed regulations regarding political activities within the RN are at BRd 2, Chapter 66.

0604. Membership of Political Parties

a. As described above, Service personnel are not permitted to take an active part in the affairs of any political organisation, party or movement.

b. There is, however, no restriction on the membership of a political party or trade union and there is no restriction on the attendance at political or trade union meetings where attendance at such a meeting is intended to enhance trade skills or knowledge. Uniform is not to be worn at such meetings.

0605. Membership of Extremist Groups

a. Service life precludes membership or support for extremist groups or organisations whose purpose includes incitement to racial hatred or violence.

b. There are numerous such groups and organisations with frequently changing names and objectives. Candidates who, during the recruiting process, declare themselves a member of such groups, or who have unspent convictions for racially motivated offences, or who express extreme racial views, are to be interviewed and rejected on grounds of personal qualities contrary to Royal Naval values.

c. R&A SO2 Policy is to be contacted for clarification if Careers Staff have any doubt about such a group or organisation.

0606. Police Cautions and Fixed Penalties

a. The civil police in England, Wales, and Northern Ireland, may use discretion and not put a case to the Crown Prosecution Service but instead award a Police Caution (PC) (formerly known as a Formal Police Caution) or, for those under the age of 18 years, a Reprimand or Final Warning. In Scotland, the sanction which corresponds to the PC is the Fixed Penalty.

b. PCs, Reprimands and Final Warnings are held on Police records for up to 5 years but are not subject to the Rehabilitation of Offenders Act 1974. There is no requirement for Careers staff to ask questions relating to PCs, Reprimands, Final Warnings or Fixed Penalties. Candidates must declare, in confidence, however, all convictions to UKSV when application is made for SC. The rehabilitation period is taken as expired when the PC is given.

0607. Penalties for Anti-Social Behaviour

a. Although still applicable in Scotland, the Anti-Social Behaviour Order (ASBO) was replaced in England, Wales, and Northern Ireland in 2014 by a Civil Injunction, Community Protection Notice (CPN) or Criminal Behaviour Order (CBO). Technically, these sanctions are not punishments in their own right, but may be ordered in conjunction with punishment, e.g., a fine. Any sanctions listed in this section should be considered ‘spent’ once they cease to have effect, but where the sanction has been joined with a punishment, the rehabilitation period is the period associated with the punishment.

b. Candidates with an ‘unspent’ sanction for anti-social behaviour are not to be processed.

0608. Care and Restraining Orders

a. Candidates who are the subject of Care or Supervision Orders which have been made for reasons other than for the committing of a crime, e.g., because of parental neglect or any need of care and protection, may be considered for entry before the Court Order has run its full course, provided they are suitable in all other respects. Application is to be made to the relevant local authority for a letter of recommendation for military service for the candidate. The local authority letter of recommendation must be uploaded to documents on MIS for visibility by the NETE.

b. Candidates who are subject to restraining orders are not to be processed until the Order has passed its expiry date.

0609. Custodial Sentences

All enquiries received from those serving custodial sentences are to be referred to R&A Policy WO1.

0610. Police Involvement - Future and Prior to Entry

a. All candidates, whether they have declared criminal convictions or not are, on completion of interview, to be given a verbal caution relating to future Police involvement, as stated on the post-interview caution paperwork available on the MIS.

b. Those who declare Police involvement prior to entry are not to be entered into the RN until the outcome of the Police investigation or court appearance is known. Those who are subsequently sentenced are to be processed in accordance with these instructions.

0611. Declared Criminal Convictions - Spent and Unspent

a. The lives of those in the RN depend on the reliability and integrity of each and every member of the Service. Those recruited into the RN may operate complex machinery and work in independent teams. They will also handle weapons and explosives. It is the duty of the RN to preserve the safety of all, and to ensure that young, impressionable personnel are not corrupted by those lacking in integrity.

b. The assessment of the reliability and suitability for employment in the RN is the responsibility of R&A Policy SO2. Certain criminal convictions, while they may be acceptable and tolerated in civil society, are not acceptable in the RN. As a general rule, candidates with criminal convictions that are ‘unspent’ will not be eligible for entry. Where the ‘unspent’ conviction meets certain conditions laid down in Chapter 7 and the ROM Chapter 14, however, a waiver, or dispensation, may be sought from R&A DHd. Each application will be considered on its merits. The gravity and nature of the offence(s) are the main factors when considering dispensation.

c. CAs may openly discuss ‘unspent’ convictions with the candidate to establish suitability for entry on completion of the Selection Interview (SI); ‘spent’ convictions must not be discussed (see sub-paragraph d. below for exceptions).

d. Candidates applying for medical roles and Royal Navy Police (RNP) are excluded from the Rehabilitation of Offenders Act 1974 and are not afforded protection from it (Note 6 MoD Form 493). Accordingly, candidates for medical roles may be questioned about 'spent' and 'unspent' convictions. These candidates must comply with the requirements of the Disclosure & Barring Service (DBS). Refer to R&A Policy WO1 for roles currently requiring DBS clearance prior to entry.

e. Only 'unspent' criminal convictions need be disclosed to CAs, unless the candidate is applying for entry into a medical/dental role (or QARNNS) or RNP, in which case **all** convictions must be disclosed. All criminal convictions (including Police Cautions) must be declared, however, in confidence and by all candidates, to the UKSV when an SC application is made. Candidates must also inform CAs of any Police involvement, including the requirement to attend court as a witness, prior to their entry.

f. Candidates who have declared 'unspent**'** criminal convictions (and 'spent' for medical/dental, QARNNS and RNP candidates) must meet the requirements shown above. If there is a mandatory rehabilitation period required for a specific offence or sentence, then the candidate must not be processed until that period is complete, unless a waiver can be applied.

g. CAs are to question the candidate and establish details of convictions after the SI. On completion, if the candidate is considered suitable, an application for a waiver should be made by email to R&A Policy WO1, explaining the circumstances, dates of offences, dates and details of convictions, in accordance with ROM, chapter 14.

0612. Criminal Convictions - Failure to Declare

a. On receipt of the UKSV 001, the UKSV will compare the criminal conviction declarations made with those revealed during the Security Check.

b. Except in the most serious cases, those candidates who fail to declare 'spent' convictions will be sent a 'second chance letter' by UKSV requesting them to reconsider their criminal convictions' declaration. If the candidate further refuses to admit convictions, UKSV would normally refuse a SC on the grounds of 'dishonesty during the vetting process' and inform the sponsor. A rejection letter is to be sent by the sponsor directly to the candidate giving the reason for rejection as "dishonesty during the recruiting process". If appropriate, the letter may state a waiting period, which must elapse before the candidate may reapply.

0613. Drugs

a. Drug misuse may be tolerated in some walks of life, but the lives of those in the RN depend on the reliability of each and every member of the Service. Drug misuse is not only illegal, but also incompatible with the duty of the RN to preserve the safety of all personnel. More detail is at Chapter 21. Correspondingly, candidates with certain drug-related unspent convictions are ineligible to join the RN; see Chapter 7.

b. **Compulsory Drug Testing (CDT).** All RN personnel are subject to CDT; a positive test result may lead to Administrative Discharge:

(1) **Ratings/Other Ranks.** Discharge SNLR (CDT) - see part 7, para 5448.

(2) **Officers.** Administrative Discharge (Misconduct) - see part 7, para 5441.

c. Both Discharge categories are a bar to re-entry into the RN. Personnel discharged from the Army or RAF after a positive CDT test result are also ineligible for entry into the RN.

0614. DBS/Disclosure Certificate

a. Government legislation requires people working with children and vulnerable persons to be subject to checks by the Disclosure and Barring Service (D&BS) and issued with a Disclosure Certificate (DC). D&BS administer the application process for the MoD, and all MoD clearances are conducted at the 'enhanced' level.

b. The requirement to comply with this legislation includes all Careers Staff, members of presentation teams and Candidate Preparation Centre Staff. The DC procedures for members of R&A Staff are contained within R&A Standing Orders.

c. A DC that is acceptable to the MoD may only be obtained from the D&BS when application is made on a Disclosure Application Form (DAF) through Defence Business Services (DBS), which is the MoD focal point for processing requests for DCs.

d. **DC Requirements for Specific Roles.** This procedure applies only to candidates for the following roles[1]:

(1) Chaplain.

(2) Dental Officer and Dental Officer Cadet.

(3) Medical Officer and Medical Officer Cadet.

(4) Dental Hygienist, Dental Nurse (Qualified) and Dental Nurse (Student).

(5) Nursing Officer Qualified (Adult), and Nursing Officer Qualified (Mental Health).

(6) Medical Assistant, Medical Technician (Qualified)[2], Medical Technician (Student)[3].

(7) Naval Nurse Qualified (Adult), Naval Nurse Qualified (Mental Health), Naval Nurse Student (Adult), Naval Nurse Student (Mental Health).

[1] Although D&BS clearance is not required to join, CAs should inform candidates who have applied for RNP or PTI roles that there may be a requirement to obtain this whilst in-Service.
[2] Biomedical Scientist, Operating Department and Radiographer roles.
[3] Biomedical Scientist, Operating Department and Radiographer roles.

e. During initial discussions, Careers Staff must inform candidates that, for the roles listed above (including RNR), there is a legal requirement for their application to undergo disclosure checking by D&BS and the production of an acceptable DC. A statement to this effect will be included on all appropriate Careers Information.

f. The following roles may require a DBS depending on assignment following Phase two training and will be initiated by the Career Manager.

(1) Physical Training Instructor

(2) Royal Navy Police

g. **D&BS Appeals.**

(1) The CA is to ensure the following rights must be explained.

(2) In the event that a candidate believes that the information listed in the DC is in error, the candidate has a right to contact D&BS on the Disclosure Dispute line 0300 0200 190, or complete an online form[4] to challenge disclosure information.

(3) Disputes must be raised within 3 months of a certificate's issue date.

h. **DAF - Disposal of Unused Forms.**

(1) Each DAF is uniquely numbered by the D&BS.

(2) CAs are to inform Navy People Discipline[5] of any candidates who have withdrawn from the recruitment process so their D&BS application can be cancelled.

[4] https://www.gov.uk/report-problem-criminal-record-certificate/dispute-a-mistake.
[5] navypeople-pspexecdisc@mod.gov.uk

CHAPTER 7

ELIGIBILITY AND ENTRY STANDARDS

(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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CHAPTER 7

ELIGIBILITY AND ENTRY STANDARDS

0701. Job Eligibility Matrix (JEM) - RN, RM, RFA and Maritime Reserves

The JEM contains the eligibility requirements for entry into the RN, RM, RFA and MR in the capacity of Officer or Ratings/Other Rank. It is a living document that is regularly amended to reflect eligibility changes for each role. The JEM is available via Defence Intranet - JEM Link[1].

0702. Eligible Candidates - Entry into Recruiting Procedure

Once eligibility has been confirmed at the online application and initial CRM (Chapter 5, paragraph 0504) has commenced, the candidate will be asked to complete the Medical RFI, a Tattoo Proforma and MoD Form 493 (and Parental Consent Form where applicable), and unless exempt from it, will be invited to sit the DAA, either remotely or in person in an AFCO. On successful completion of DAA they will continue with the selection process depending on their chosen pathway, iaw RoM.

0703. Ineligible Candidates

a. During the CRM process it is essential that the proper procedure for ineligible candidates is followed. Candidates who are not eligible to continue with their application are only to be rejected after careful consideration. It is most important that any reason for rejection is explained and conveyed as sympathetically as possible. Rejections are to be made by R&A careers staff only (not including re-entrants).

b. **Maritime Reserves.** Candidates in certain occupations are ineligible to join the MR, as follows:

(1) Serving members of UKAF or Volunteer Reserve Forces (including Sponsored Reserves), Commonwealth or foreign equivalents – including members of the Naval Careers Service without reckonable regular-service prior to entry.

(2) All members of the Sponsored Reserves including RFA personnel who have accepted Sponsored Reserve status.

(3) Serving members of a URNU including Honorary Midshipmen and Training Staff.

(4) Other candidates in receipt of any form of sponsorship detailed in Annex 10A.

c. Whilst there are no longer any Reserved Occupations, employees are to be strongly encouraged to verify their employer's local policy for employment of Reservists.

[1] https://modgovuk.sharepoint.com/:x:/r/sites/IntranetNavy/_layouts/15/Doc.aspx?sourcedoc=%7B3BB95ABC-ED6B-4D2A-9FAF-078D8519DB0A%7D&file=JEM_15Nov24-O.xlsx&action=default&mobileredirect=true

d. Officers with an existing liability for call-out as officers on the Retired or Emergency Lists must inform the Naval Secretary of their intention to join the RNR. Once they have joined, call-out will normally be in their capacity as an RNR, as opposed to RFR officer.

e. Former Regular Service ratings with an RFR liability are required to sign a declaration acknowledging that they will be re-enrolled into the RFR to complete remaining RFR time, should they be discharged from the RNR before their RFR liability is fulfilled. This declaration is administered by the parent RNR unit during attestation.

f. **Criminal Convictions**. Candidates are not to be processed into Regular or Reserve service with any of the following unspent convictions:

(1) Hospital order.

(2) Sexual offences.

(3) Offences involving loss of life.

(4) Arson.

(5) Terrorist activities.

(6) Offences involving explosives.

(7) Misuse of drugs:

(a) Any offence relating to trafficking or supply of drugs.

(b) Any offence relating to the use of Class A drugs.

(c) More than one conviction for 'possession for personal use' of a Class B or C drug (see drugs classifications[2]).

(8) Three or more offences against persons, property, dishonesty or serious motoring offences.

g. Offences under schedule 2 of the Road Traffic Offenders Act 1988 attract a rehabilitation period of 5 years. This includes speeding, driving without a licence etc. Minor driving offences, such as those attracting penalty points only, may be considered for a waiver and so will not usually be a bar to entry; see ROM Chapter 14.

h. Candidates with 'spent' or 'unspent' convictions for sexual offences, drugs related offences, violence or dishonesty, or those who have been subject to a custodial sentence or hospital order are not eligible for entry into Medical, Dental or Nursing roles/specialisations.

[2] https://www.gov.uk/government/publications/controlled-drugs-list--2.

i. Candidates are also not eligible to be processed if they:

(1) Are on bail or awaiting criminal prosecution.

(2) Have unpaid fines or compensation orders.

(3) Have unexpired conditional discharge, bound over or curfew orders.

(4) Have probation, community service or combination orders which have not been completed.

(5) Are subject to a supervision requirement/order; community supervision order, care order, or fit person order for committing a criminal offence.

j. Candidates subject to the notification requirements of Part 2 of the Sexual Offences Act 2003, because they have been convicted, cautioned, reprimanded or warned for a relevant sexual offence, will not normally be awarded a security clearance, even if any associated conviction is spent. Failure to gain a security clearance will mean such candidates are ineligible to join.

0704. Rejecting Candidates

a. It is R&A policy that candidates who are rejected may, at the discretion of the CA, be either verbally rejected or rejected by letter. A rejection reason is to be entered on MIS and the AFCO Form 101. The reasons for their removal from the recruitment journey and the minimum time to re-apply are to be iaw RoM and clearly and sensitively explained by the CA to encourage the candidate to address their issues and re-apply when appropriate.

b. Previously rejected Candidates may be re-interviewed provided they meet the DAA requirement for the new profession. The timescale for the re-interview is at the discretion of the CA, and the appropriate MIS letter sent.

c. It is essential that details of any candidates who refuse to attest or engage at the NETE are recorded in RITS by New Entry Training Establishment staff.

0705. Appearing as a Witness

Candidates who will be required to appear as a witness in a criminal or civil court may be processed, however they should be counselled that given the tempo of Phase 1 Training they may wish to defer entry until after their appearance in court.

0706. Age Requirements and Restrictions

a. **Age Requirements on Application.**

(1) An application for entry to the RN may be accepted from an individual provided that:

(a) **Ratings/Other Ranks Entry.** The candidate is aged at least 15 years and 9 months before application can be accepted. Note: candidates are not to be forwarded for selection boards or auditions which commence before they are 16 years of age. Candidates entering either intelligence roles cannot enter until 17 years old as they cannot achieve DV.

(b) **Officer Entry.** The candidate is aged at least 15 years and 9 months other than potential scholars who may become enquirers at age 14 years, but may not apply until they are 15 years and 9 months. If required, the first year's A-Level scholarship payment may be backdated.

(c) The candidate will be eligible to leave school under the Local Education Authority rules prior to joining the RN.

(d) **Sixth Form Scholars.** Sixth Form scholars may apply to join via the A-Level Scholarship scheme from 15 years and 9 months old but can become an enquirer from age 14 to support payment in Year 12. The scheme is open only to Engineer officer candidates who will go onto study for a degree via the DSUS or UCE scheme.

(2) Conditions of Service and Reserve liability are to be fully explained to all candidates at the enquiry stage. It is essential that Career Staff evidence that candidates under the age of 18 understand the full implications of the undertaking they are considering entering into.

b. **Age Restrictions on Entry - Ratings/Other Ranks.**

(1) **Minimum Age.** Candidates must not enter INT any earlier than their birthday on which they reach the minimum age for the role/specialisation as directed in the JEM.

(2) **Maximum Age.** All candidates must be entered into INT before they exceed the 'Max to join' age as published in the JEM. Therefore, candidates for most RN roles must enter before they reach 40 years of age, however, some roles have now extended to a higher age threshold, and others having a lower threshold due to physical demands. Careers Staff must use discretion when considering processing candidates who are approaching the upper age limit. Consideration must be given to the requirement to complete the DBS, obtain SC and enter the candidate before the upper age limit is reached.

c. **Age Restrictions on Entry - Officers.**

(1) **Direct Entry.** Officer entrants must be over 18 on the first day of the month of entry to BRNC or CTCRM.

(2) **Sixth Form Scholars.** All candidates will be a minimum of 18 years old on joining BRNC and entering the RN.

(3) **Defence STEM Undergraduate Scheme.** Candidates must be under 23 at the commencement of their degree course and under 26 on entry to the RN. Candidates are usually accepted for a 3-year course but can be exceptionally selected for a 4-year course. Candidates may have been A-Level Scholarship candidates and as such will commence the DSUS immediately after Year 13.

d. **Maritime Reserves Recruiting Process - Age Limits and Waivers.**

(1) Age limits are detailed in the JEM. P&T WF CM, may approve age waivers for candidates who do not meet the age criteria.

(2) **Age Waivers.** If the candidate falls outside the MR age limits, Careers Staff are to take the following actions:

(a) Make a formal application for an age waiver to R&A MR RECRUIT SO2 using the standard approval to process method. Once received, the application will be forwarded to the RNR BM for RNR candidates and RMR CM for RMR candidates.

(b) If approved, eligible and recommended candidates are to be processed in the normal way.

0707. Statutory School Leaving Ages (Age of Participation)

a. Students must stay in some form of education or training until their 18th birthday. Their options are as follows:

(1) Full time education.

(2) An apprenticeship or traineeship which may include the UKAF.

(3) Part time education or training – as well as being employed, self-employed or volunteering for twenty hours or more a week.

b. It is illegal to employ a child full-time until the laid down statutory school leaving age is reached. This requirement is binding on all children, their parents and guardians, whether or not the child is enrolled in a school. Children educated outside school, whether under arrangements made by the parent or by a local authority, are also prohibited from taking full-time employment until the relevant date.

c. The specific limitations are as follows:

(1) **Schools in England and Wales.** Pupils may leave school on the last Friday in Jun in the school year in which they reach the age of 16. The school year normally ends on 31 Aug.

(2) **Schools in Northern Ireland.**

(a) Pupils whose 16th birthday falls between 1 Sep and 1 Jul may leave school after 30 Jun.

(b) Pupils whose 16th birthday falls between 2 Jul and 31 Aug may leave school after 30 Jun the following year.

(3) **Schools in Scotland.**

(a) Pupils whose 16th birthday falls between 1 Oct and the last day of Feb inclusive, may leave school at the Christmas holiday.

(b) Pupils whose 16th birthday falls between 1 Mar and 30 Sep may leave school after 31 May.

0708. Parental Consent for Candidates and Enquirers Under 18

a. Parental Consent to Process must be obtained for those under the age of 18 before any processing can take place. This is sought when the initial Request For Information (RFI) is sent via MIS.

(1) The candidate may undertake the DAA prior to receipt of the Parental Consent form.

(2) RFI Parental Consent Form (Process) must be received and checked prior to the candidate conducting SI.

(3) This consent will remain valid for the remainder of the candidate's recruitment journey.

(4) The Parental Consent Form (Process) is to be uploaded to RITS for visibility.

b. Parental Consent to enter Service is required for all candidates under the age of 18 on entry.

(1) Parental Consent Form ModForm486 is to be sent as an RFI using RITS as soon as the service entry date has been given.

(2) The form is to be signed by hand by the candidate's parents/guardian which is also to be signed by a witness as directed on the form.

(3) The ‘Notes’ relating to parental consent are to be explained to the candidate and it must be stressed that the ‘witness to signature’ is to be signed by a person with some standing in the community.

(4) The Parental Consent Form MoD Form 486 is to be uploaded to RITS for visibility.

0709. Under 18 and Active Service - UN Convention on the Rights of the Child

a. The purpose of this complex legislation is to strengthen the rights of children by prohibiting their participation in armed conflict.

b. The legislation has no direct impact on R&A but, should a query be raised by a candidate, parent or member of the general public concerning this subject, the following points may be made:

(1) Those aged under the age of 17 will not be assigned to HM ships, submarines, or an RM operational unit.

(2) Those few personnel under the age of 18 serving in HM ships, submarines or with an RM operational unit will, wherever feasible, be removed from situations in which the Fleet Commander or Chief of Joint Operations deem there to be a "greater than low risk of direct involvement in hostilities".

0710. Sighting of Certificates and Qualifications

a. Candidates applying for any form of entry requiring educational qualifications are to produce certificates, during initial CRM unless awaiting results, when they are required to complete RFI from MIS; these certificates must be uploaded to RITS by the candidate.

b. Qualifications that have been obtained overseas are to be presented by the candidate translated into English accompanied by a Certificate of Translation Accuracy by a professional translation service.

c. CAs are to verify academic qualifications by sighting original certificates over the Shine Video platform and comparing against the copy the candidate has uploaded to RITS. Detailed educational qualifications are outlined in the JEM and found in the entry matrices at paragraph 0716 and paragraph 0717.

d. Candidates may be processed whilst awaiting results of examinations but are not to be entered until qualifications are confirmed. If any doubt exists about the acceptability of educational qualifications, guidance is to be sought from R&A Policy WO1.

e. In the absence of original educational certificates, Statements of Academic Results issued by the examining boards are acceptable. Provisional Statements and letters from educational establishments are not acceptable. For roles that require a degree as a pre-requisite, only an original degree certificate is acceptable.

0711. Educational Requirements - Ratings/Other Ranks

a. Entry into most rating/other rank roles in the RN does not require any formal educational qualifications.

b. All candidates, unless eligible for a waiver[3], must, pass the DAA. There are minimum DAA scores required by each role. The candidate and the CA will receive a report on which roles the candidate has passed the DAA for on completion of the test.

c. In tandem to the DAA, the following roles also require GCSE or equivalent grades as detailed in the JEM:

(1) Cryptologic Technician.

(2) Medical Technician (Radiographer).

(3) Medical Technician (Biomedical Scientist).

(4) Medical Technician (Operating Department Practitioner).

(5) Dental Nurse.

(6) Dental Hygienist.

(7) Naval Nurse (Adult or Mental Health).

(8) Medical Assistant.

(9) Aircrewman.

(10) Royal Navy Police.

(11) Accelerated Apprentice Scheme.

(12) Fast Track Engineering Technician

d. **Qualified Medical Experience.** For individuals wishing to join the RN as Medical Professionals who have not trained in the UK healthcare system, 2 years (full time equivalent) of UK NHS experience is preferred, working in the professional role for which they are applying. Waivers will be considered on an individual basis and can be applied for through R&A-SAT MED SO3.

e. **Registration.** Several of the roles listed below may require registration to the appropriate UK governing body. The candidate may be in the process of gaining the listed registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO.

[3] Further guidance regarding DAA waivers can be found within Chapter 8.

f. **Medical Technician Student (Radiographer).** The educational eligibility standards for Medical Technician Radiographer (Student) are set by Birmingham City University (BCU). They are as follows:

(1) A minimum of 120 UCAS Tariff points or equivalent are considered on an individual basis.

(2) Education criteria and other equivalent qualifications can be found at this web address:

http://www.bcu.ac.uk/courses/diagnostic-radiography[4].

g. **Medical Technician Student (Biomedical Scientist).** The educational eligibility standards for Medical Technician Biomedical Scientist (Student) are set by Aston University, Birmingham. They are as follows:

(1) Three A-Levels at minimum BBB; including Biology or BBC; including Biology and B in either Core Maths or Extended Project Qualification (EPQ).

(2) Education criteria and other equivalent qualifications can be found at this web address:

http://www.aston.ac.uk/study/courses/biomedical-science-bsc[5]

h. **Medical Technician Student (Operating Department Practitioner).** The educational eligibility standards for Medical Technician Operating Department Practitioner (Student) are set by BCU. They are as follows:

(1) A minimum of 112 UCAS Tariff points or equivalent are considered on an individual basis.

(2) Education criteria and other equivalent qualifications can be found at this web address:

https://www.bcu.ac.uk/courses/operating-department-practice-bsc-hons-2026-27#entry_requirements[6].

[4] https://www.bcu.ac.uk/courses/diagnostic-radiography.
[5]http://www.aston.ac.uk/study/courses/biomedical-science-bsc
[6] https://www.bcu.ac.uk/courses/operating-department-practice-bsc-hons-2026-27#entry_requirements

i. **Naval Nurse Student (Adult or Mental Health).** The educational eligibility standards for Naval Nurse (Student) are set by BCU. They are as follows:

(1) A minimum of 120 UCAS Tariff points or equivalent are considered on an individual basis.

(2) Education criteria and other equivalent qualifications can be found at this web address:

http://www.bcu.ac.uk/courses/nursing-adult[7].

(3) Evidence of study within the last 5 years.

(4) Evidence of clinical experience/exposure in adult health care.

j. **Dental Nurse Student.** Eligibility standards are as follows: Educational qualifications: 2 GCSEs at Grade 4 or above (formally C), including English Language.

k. **Medical Technician Qualified (Radiographer).** Eligibility standards are as follows:

(1) Educational qualifications: BSc in Diagnostic Radiography.

(2) Registration: Candidates must be registered prior to entry with Health Care and Professions Council (HCPC) as Radiographer.

l. **Medical Technician Qualified (Biomedical Scientist).** Eligibility standards are as follows:

(1) Educational qualifications: Institute of Biomedical Science (IBMS) accredited Degree in Biomedical Sciences. Non-accredited degrees will be considered; guidance from R&A-COHERENCE SR-MED PO is available, as not all are acceptable.

(2) Registration: Candidates must be registered prior to entry with HCPC as Biomedical Scientist.

m. **Medical Technician Qualified (Operating Department Practitioner).** Eligibility standards are as follows:

(1) Educational qualifications: Dip He or BSc Degree in Operating Department Practice.

(2) Registration: Candidates must be registered prior to entry with HCPC as Operating Department Practitioner.

[7] https://www.bcu.ac.uk/courses/nursing-adult.

n. **Naval Nurse Qualified (Adult).** Eligibility standards are as follows:

(1) Educational qualifications: BSc/MSc or BN in Adult Nursing.

(2) Registration: Candidates must be registered prior to entry with Nursing and Midwifery Council (NMC) as an Adult Nurse.

o. **Naval Nurse Qualified (Mental Health).** Eligibility standards are as follows:

(1) Educational qualifications. BSc/MSc or BA in Mental Health Nursing.

(2) Registration: Candidates must be registered prior to entry with Nursing and Midwifery Council (NMC) as an Mental Health Nurse.

p. **Dental Hygienist Qualified.** Eligibility standards are as follows:

(1) Educational qualifications: DipHe or BSc in Dental Hygiene & Therapy.

(2) Registration: Candidates must be registered prior to entry with GDC.

q. **Dental Nurse Qualified.** Eligibility standards are as follows:

(1) Educational qualifications: Diploma in Dental Nursing.

(2) Registration: Candidates must be registered prior to entry with GDC.

r. **RNR Nurse (Officer and Rating) Candidates.** Candidates must meet the following criteria:

(1) Registered General Nurse (RGN) or Registered Nurse (RN) (Adult) on sub-part 1 (RN1, RNA) or alternatively sub-part 2 (RN2, RN7) of the NMC.

(2) Officer candidates must hold a Nursing degree in Adult Nursing and be registered with the Nursing and Midwifery council (NMC) without restrictions.

(3) Ratings must hold a Nursing degree in Adult Nursing and be registered with the Nursing and Midwifery council (NMC) without restrictions.

(4) Currently working in an acute clinical setting, within a hospital.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(6) RNR Nurses are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

s. **RNR Medical Technician Qualified (Radiographer).** Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: BSc in Diagnostic Radiography.

(3) Registration: Candidates must be registered prior to entry with Health Care and Professions Council (HCPC) as Radiographer without restrictions.

(4) Currently working in an acute clinical setting, within a hospital.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(6) RNR Radiographers are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

t. **RNR Medical Technician Qualified (Biomedical Scientist).** Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: IBMS accredited Degree in Biomedical Sciences.

(3) Registration**:** Candidates must be registered prior to entry with HCPC as a Biomedical Scientist without restrictions.

(4) Currently working in an acute clinical setting, within a hospital.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(6) RNR Biomedical scientists are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

u. **RNR Medical Technician Qualified (Operating Department Practitioner).** Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: Dip He or BSc Degree in Operating Department Practice.

(3) Registration: Candidates must be registered prior to entry with HCPC as an Operating Department Practitioner without restrictions.

(4) Currently working in an acute clinical setting, within a hospital.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(6) RNR Operating Department Practitioners are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter

v. **Accelerated Apprentice Scheme.** Candidates for the Accelerated Apprentice Scheme must meet the following criteria:

(1) A minimum of 3 GCSEs (or Scottish equivalent) at Grade C (4 on the new grading system) or higher including Maths, English Language and at least 1 science-based subject.

(2) The AA scheme requires applicants to hold specified Level 3 qualifications which provide a minimum of 48 UCAS points. There are two options available to applicants:

(a) **Vocational.** A vocational qualification in an engineering discipline at Level 3, generally carrying the title 'Level 3 Diploma in Engineering'. There are many sub-disciplines or 'pathways', including mechanical, electrical/electronic, manufacturing or aeronautical engineering as required by the individual specialisation.

(b) **Academic.** 2 GCEs (A-Levels or equivalents – Mathematics (or further Mathematics)) and a STEM based subject from the list below.

i. Physics.

ii. Chemistry.

iii. Physical Science.

iv. Electronics.

v. Engineering.

vi. Computer Studies/Science.

vii. Design and Technology.

(c) Applicants who have a combination of A/A2 Level Maths and a STEM vocational course from the subject table above at the following level or higher (minimum 24 UCAS points):

i. Diploma - minimum Grade PP.

ii. Subsidiary Diploma - minimum Grade M.

iii. 90 Credit diploma - minimum Grade PP.

iv. Certificate - minimum Grade D.

(d) DAA – Overall Score of 60 for AA AE, 55 for ME, SM, WE & CIS. No discretion is to be applied unless service need dictates.

w. **Fast Track Engineering Technicians** must meet the following minimum criteria:

(1) 2 x GCSEs at grade A-C (9-4) in English Language and Mathematics

And

1 x GCSE at grade A-C (9-4) in a STEM subject: Physics, Chemistry, Physical Science, Electronics, Engineering, Computer Science or Studies.

Or

(1) Level 2 Diploma in Engineering at a Pass or higher in: Mechanical, Electrical or Electronic, Manufacturing, Aeronautical, Computing.

0712. Educational Requirements - Officers (Non-Graduate)

a. The JEM shows the educational standard for non-graduate officer entry. Candidates must demonstrate they have achieved, or are expected to achieve, the required standards in GCSEs or equivalent and the required UCAS points. Level 6 or above higher degrees are acceptable as alternatives for candidates applying for non-graduate officer roles that do not have evidence of the required A-Level or UCAS points.

b. If unsure of overlapping subject areas, CAs should seek advice from Specialist Recruitment Teams or R&A Policy WO1.

c. Officer candidates must have passed the DAA, unless exempt or eligible for waiver iaw policy. No discretion is to be applied by CAs; waivers can be sought from R&A Policy WO1.

0713. Educational Requirements - Officers (Graduate)

a. All graduate candidates will be required to hold a suitable UK degree, or equivalent, and they must satisfy the non-graduate standard above (except Chaplains who only require only a Chaplaincy degree). In exceptional cases this condition may be waived, but only at the discretion of the appropriate BM (if a waiver is granted, CAs are to annotate RITS to this effect). Degrees need not be of honours standard.

b. **Degree Requirements.** Degrees are required only for Engineer Officer, Medical Officer, Dental Officer, Nursing Officer, Environmental Health Officer, Medical Services Officer and Submarine Health Physicist Officer entrants, and Chaplains. While the experience and education gained at university may be beneficial to other officer entrants, the degree qualification is not a requirement.

c. **Engineer Officer - Degree Requirements.** Within the Engineering Branch, each engineering specialisation will have its own engineering degree requirements. Relevant engineering degrees, as detailed at sub-paragraph e. are to be accredited by the UK Engineering Council[8] [9] to IEng or CEng. This is aimed to attract, recruit and subsequently train individuals with the most suitable educational background to each individual engineering specialisation. This in turn should minimise training risk and deliver optimum Gains to Trained Strength (GTS). Furthermore, this should lead to enhanced professional developments as people will be recruited to the most relevant engineering specialisations in accordance with their educational backgrounds.

[8] https://www.engc.org.uk/.
[9] An accredited course search facility is available on the Engineering Council Website.

d. **Engineer Officer - Broader accepted Degrees.** Subject to approval by the relevant Engineering BM, candidates with broader STEM degrees, and/or outside the criteria described above, may be considered. Positive attributes of the candidate such as motivation to learn, leadership capability and previous experience should also be considered. Candidates should be made aware that degree accreditation is critical in some specialisations, due to the regulatory environment within which Service engineering is conducted; candidates given approval to join with non-accredited or broader STEM degrees may be ineligible for some specialisations and this will influence their streaming under Recruit by Profession.

e. **Individual Engineer Specialisation Educational Requirements.** The educational requirements for each engineering specialisation are stipulated as follows:

(1) **WE/WESM.** Requirement for UK-Recognised Degree accredited by the IET, BCS, RAeS, IMechE, IMarEST, IOP, IM or Nuclear Institute with fundamentals based in Electronic Engineering, Computer Systems Engineering, Applied Maths or Physics. Additionally, completion of a degree in one of the subjects listed below is also permitted. If the number of applicants exceeds the number of places available, then primacy will be afforded to those holding degrees in engineering/computing disciplines.

Aero-Mechanical Systems Engineering	Aeronautical & Electronic Engineering	Aeronautical Systems Engineering
Artificial Intelligence & Mechanical Engineering	Automation & Control	Computer Science
Computer & Robotic Systems	Computational Intelligence & Robotics	Digital Systems Engineering
Electronic Control & Robotics Engineering	Electrical Power Engineering	Embedded Systems & Robotics
Engineering Management	Engineering Physics	Mathematics
Mechanical & Marine Engineering	Mechanical Engineering	Mechanical Systems Engineering
Mechatronics & Robotics	Robotics	Robotics & Automated Systems
Robotics & Cybertronics	Robotics, Cybernetics & Process Automation	Robotics & Electronic Engineering
Physics	Physics & Maths	Mechanical Engineering

(2) **ME/MESM.** Requirement for UK-recognised degree in Mechanical or Marine Engineering accredited to CEng or IEng level. Degrees outside this remit will be subject to consideration by the ME/MESM BM.

(3) **AE.** Requirement for UK-recognised degree accredited to CEng or IEng level in Electrical, Electronic or Mechanical Engineering, or an Aeronautically-related degree similarly accredited. Degrees outside this remit will be subject to consideration by the AE BM. If the number of applicants exceeds the places available, however, primacy will normally be afforded to those holding aeronautically related qualifications.

(4) For WE/WESM, ME/MESM and AE the route to Incorporated or Charted status is clearly defined. Provided that the degree studied is recognised by the UK Engineering Council, the RN's training package for Engineer Officers meets their requirements for corporate membership. For those Engineer Officers joining with non-UK Engineering Council recognised qualifications, a route to IEng and CEng status remains, but it is not as clearly defined and may need additional experience-based evidence to fulfil the requirements for membership.

f. **Educational Waivers (EW) - Engineer Officers.** There are two waivers which can be granted to Engineer Officer candidates in relation to educational qualifications. Primarily, candidates will be put forward for shortfalls in one area/competency only. Only in the most exceptional circumstances will a waiver be considered for those falling short across multiple areas. Waivers can be issued in the following circumstances:

(1) **UCAS.** Less than 96 UCAS points held. If 64 or more points are held in maths and an engineering-based science the candidate may be granted an EW following referral to, and approval by ESAT.

(2) **Degree.** Not accredited by the relevant approving body or compliant with Engineering BM guidance. Any EW issued for a non-compliant degree **must** be granted by the relevant BM via the ESAT. The candidate is then limited to the role that approved the EW.

g. **Medical and Dental.**

(1) **Medical Officers.** DGE Medical Officers require a medical degree and full General Medical Council registration (no conditions), and 4 months foundation training in Emergency Medical and General Practice.

(2) **Dental Officers.** DGE Dental Officers require a dental degree, full General Dental Council registration (no conditions), and are to have completed Dental Foundation Training.

(3) **Nursing Officer (Adult).** Nursing Officers need to have a BSc/MSc or BN in Adult Nursing and be registered with the Nursing and Midwifery Council (NMC).

(4) **Nursing Officer (Mental Health).** Nursing Officers need to have a BSc/MSc or BA in Mental Health Nursing and be registered with the NMC.

(5) **Environmental Health Officer.** EHOs are required to hold a BSc or MSc in Environmental Health from an accredited institute and be registered (or working towards registration) with the Environmental Health Registration Board (EHRB).

(6) **Medical Services Officer Submariner Health Physicist.** MSO SM are required to hold a 2.2 of higher degree in Maths, Physics, Chemistry or Biological Sciences.

(7) **RNR Pharmacist Officer.** Pharmacist officers are to hold a pharmacist degree and are to be GPC registered.

(8) **RNR Physiotherapist Officer.** Physiotherapist officers are to hold a physiotherapist degree and are to be HCPC registered.

(9) **Educational Waivers (EW).** Where a qualified candidate has obtained a qualification that is higher than the GCSE results required for officer entry, an EW can be applied for through the Medical Branch Manager. The Specialist Medical Recruitment Team must be contacted to facilitate this.

(10) **Qualified Experience.** For individuals wishing to join the RN as Medical Professionals who have not trained in the UK healthcare system, 2 years (full time equivalent) of UK NHS experience is preferred, working in the professional role for which they are applying. Waivers will be considered on an individual basis and can be applied for through R&A-SAT MED SO3.

0714. UCAS Points Requirement

a. The JEM lists the minimum UCAS point requirement against each role.

b. UCAS points requirement: Unless specified higher in the JEM, i.e., for Engineer, some Medical or sponsored education roles, every officer entrant must have at least 72 UCAS points. These can be accrued from either GCE A/AS Levels (or equivalent), National Diplomas (e.g., BTEC), a variety of other Level 3 educational qualification (see para 0714.e.) or replaced by a level 6 degree or above for non-graduate candidates that do not have evidence of the required A-Level or UCAS points (see 0712a).

c. Overlapping subjects may be counted as two qualifications for the purpose of assessing UCAS points, e.g. Mathematics/Further Mathematics. For other potentially over lapping subjects, clarification is to be sought from the R&A Policy WO.

d. UCAS points attained at AS Level are overridden by UCAS points gained at A Level in the same subject. Only the higher tariff is to be counted.

e. For qualifications other than A/AS/H Level; all accepted UCAS qualifications can be found on the UCAS calculator[10].

f. Level 4 and Level 5 qualifications do not carry UCAS points and will not be found in the UCAS calculator.

[10] https://www.ucas.com/undergraduate/applying-university/entry-requirements/calculate-your-ucas-tariff-points.

0715. Educational Equivalency - General Guidance

a. Educational equivalency is a complex area, and the GCSE and UCAS tables below provide only limited guidance. Any qualification which is not covered by these tables should be referred to the R&A Policy WO1 or the appropriate Specialist Attract Team.

b. Queries must be accompanied by a copy of the certificates of qualifications in question, when issued, and details of all qualifications held including those in question.

c. Level 1/Level 2 Certificates are regarded as being the equivalent of GCSEs and are acceptable where GCSEs are required for education eligibility. Level 1 Certificates will be comparable to GCSE grades 1-3/G-D and Level 2 Certificates will be comparable to GCSE grades 4-9/C-A*. The certificate should state the grade attained although does not in all cases.

0716. Convertibility of New Scottish Qualifications

a. The new Scottish qualifications can be mapped to the current qualifications using the equivalence table below:

SCQF Level	New Scottish Qualifications	Previous Scottish Qualifications	QCF/NQF Level	BRd 3(1) Eligibility Matrix Qualifications
1 and 2	National 1 and National 2	Access 1 and Access 2	Entry Level	Entry Level Certificates
3	National 3	Access 3 Standards Grade (Foundation Level)	Entry Level	Entry Level Certificates
4	National 4	Standard Grade (General Level) Intermediate 1	1	GCSE Grades D-G Level 1 Qualifications, Foundation Certs/Diplomas etc
5	National 5	Standard Grade (Credit Level) Intermediate 2	2	GCSE Grades A*-C Level 2 Qualifications Certs/Diplomas etc
6	Higher (New)	Higher	3	AS/A Level
7	Advanced* Higher (New)	Advanced Higher	3/4	A Level HNC

b. Within a National 5, a student will receive a Grade A to D. There is no A* however Grades A to C map across to the equivalent GCSE grade (A to C). Therefore, where the matrix currently stipulates that a candidate must hold a GCSE A* to C, this will equate to a National 5 Grade C or above.

0717. Acceptable Alternatives to GCSE Mathematics and English Grade 4/C

	Accept	Do Not Accept
Mathematics	SCE Ordinary Grade: A, B, C *	CSE Grade 1 in Arithmetic
	SCE Standard Grade: 1, 2, 3 *	CSE Grade 1 in Applied Mathematics
	Irish Leaving Certificate Ordinary Level; 01 – 04 or A – C/A1 – C3 *	SCE pass in Arithmetic
	For Maths equivalence a candidate must present a full Mathematics level NII unit passed at a minimum of Merit level or a pass at the Higher level (indicated on certificates as NIII or H).	GCSE/SCE pass in Statistics
	Relevant Open University Credits	'Application Of Numbers' Key Skills
		GCSE pass in Computer Studies
English Language	A pass in a full unit of General and Communications studies at BTEC NC, ND, HNC or HND.	CSE Grade 1 in English and Business Communication
	Irish Leaving Certificate Ordinary Level; 01 – 04 or A – C/A1 – C3	A compensatory award in SCE H Grade English
	SCE Ordinary Grade: A, B, C *	'Communications' Key Skills
	SCE Standard Grade: 1, 2, 3 *	

0718. Medical Standards for Candidates - General

a. CAs are not, in any circumstances, to comment on or advise candidates on potential outcomes related to their individual medical conditions.

b. All candidates must be medically fit to serve world-wide. In general, physical defects of the body, impediment of speech, defect of sight or hearing, and pre-disposition to constitutional or hereditary disease or illness may cause rejection if these conditions are considered to be of such a nature as to render the candidate incapable of performing general duties in the RN ashore and afloat.

c. Automatic rejection may apply to those suffering from active asthma, epilepsy, diabetes, the majority of childhood cancers (even if successfully treated), colitis, Crohn’s Disease or any other long standing bowel disorder or removal of spleen, rheumatoid arthritis, or other major bone or joint disorders. An application may be rejected due to other medical conditions which are not listed but which are subject to the discretion of the examining doctor or Service Medical Authorities in accordance with JSP 950 6-7-7 Section 4. Selected medical appeals will be examined by a board chaired by SMO SE, or a delegated Registered Medical Practitioner and should be submitted directly to SEMC Medical Appeals Inbox. Medical appeals will be conducted dependent on the needs of the Service, no candidate is entitled to a medical appeal.

0719. Physical Standards for Candidates - Height

a. The minimum height standards for candidates are:

(1) RN General Service, RM and Reserves: 145cm.

(2) Submariner: 157 cm.

(3) RN aviation: 151.5 cm.

(4) RFA personnel are not required to meet a minimum height standard.

b. Candidates must, without exception, meet the minimum height criteria.

0720. Physical Standards for Candidates - Weight

a. Candidates should have a Waist Circumference to Height ratio of between 0.4 and 0.49. Candidates with a Waist Circumference outside this range will be considered on a case-by case basis by the Service Entry Medical Cell / Pre-Entry Medical Employability Board (PMEB) JSP 950, Leaflet 6-7-7, Section 3 Annex C contains further information. [11]

b. Candidates who are deferred for weight should be advised to contact their GP for support and referred to the pre-joining fitness programme, available on the RN Careers Website and Navy Ready App. Candidates should also be advised that height and weight will be measured at CPC and on joining Phase 1 training.

c. **RM (excluding RMBS).** All RM officers, OR and RMR candidates must weigh at least 65kg; or have a minimum BMI of 23 before commencing New Entry Training. Weight is to be measured during the F2F medical. Candidates must be guided to maintain this minimum eligibility weight/BMI between the F2F medical and joining; a candidate who is underweight during the entry medical check at CTCRM will not be accepted for RM entry. No waivers are to be issued to those who fall short of these metrics.

0721. Sickle Cell Trait (SCT)

a. During the CRM process candidates will be issued with a Family Origin Questionnaire (FOQ). The completed FOQ will be used to determine if the candidate is either low SCT risk or high SCT risk. If high risk, the candidate requires further screening. In addition, and attached to the FOQ, each candidate will receive a SCT/Exercise Collapse Associated with Sickle Cell Trait (ECAST) information document.

b. The candidate's FOQ will be processed by the pre-entry medical service provider, if determined high risk, they will be referred for a SCT blood test to determine their SCT status.

[11] RNTM 01-133/24 contains the RN's interim policy in this area, which will be incorporated into BR 1750A in due course.

c. Candidates who decline to consent to the blood test are to inform the pre-entry medical service provider immediately so that advice can be sought from SEMC.

d. The MME will discuss the results with the candidates during the F2F medical at the CPC.

e. SCT Positive blood test result. The criteria to determine the fitness of a confirmed SCT positive candidate is detailed in JSP 950 6-7-7 Section 4 Annex N para 4. Candidates determined as FIT by the MME will have their medical records annotated with an E2 Marker (FIT for unrestricted duties but with a medical risk) for onward inclusion in the MOD integrated health record by the NETE.

f. SCT Negative blood test result. If candidates are found not to have SCT they will have their medical records annotated as negative at the F2F medical and proceed with the medical process.

g. Overseas Candidates. Overseas candidates who are considered high risk on review of their Medical FOQ will require Blood Tests on arrival in the UK. The CA is to inform the pre-entry medical service provider when the date of arrival is known and include where the candidate will be residing. The candidate will be contacted to book a suitable appointment prior to their CPC and F2F medical. The CA is to ensure the candidate understands the SCT blood test process and is to set reminders on MIS to ensure the blood test is complete before the F2F medical.

0722. Eyesight Standards for Candidates - General and Corrected Vision

a. Eyesight standards are promulgated in JSP 950 to be read in conjunction with BRd 1750A, Chapter 6. Individual role VA and CP standards are shown in the JEM.

b. There are a large number of abnormalities of the eye or visual system (congenital, traumatic or pathological) which may be a cause of rejection regardless of visual acuity. These are detailed in JSP 950 Lft 6-7-7, section 4, Annex A, and include those candidates who have monocular or uniocular vision, or who have suffered a detached retina or undergone lens implantation or corneal grafting.

c. Candidates who have undergone certain types of surgery for correction of refractive errors may be acceptable for service subject to certain criteria and following specialist assessment as detailed in JSP 950 6-7-7, Section 4,Annex A. Candidates seeking advice on corrective laser surgery should be given a copy of the letter available on the MIS which encompasses eye surgery. Aircrew candidates should be assessed against the specific aircrew standards for refractive surgery.[12]

d. There is no general restriction to the wearing of spectacles or contact lenses to improve visual efficiency provided the eyesight standards, aided and unaided, are met. Candidates must not wear contact lenses for a minimum of 48 hours prior to the eyesight test, or 10 days in the case of hard contact lenses.

[12] AP 1269A Leaflet 05-14 paragraph 10

0723. Eyesight Standards for Candidates - Colour Perception (CP)

a. CP testing will be conducted during the Service entry medical using the Ishihara 38 Plate Booklet iaw JSP 950, Leaflet 6-7-7, Section 3, Annex G.

a.

b. Candidates who are graded 'Not CP2' at F2F medical will be required to undertake a further CP test using the Colour Perception Trade Wire Test (TWT) iaw BR1750A, Leaflet 6-05.

c. Candidates who are graded CP4, but for profession require CP3 after CRM can be referred to SEMC for Colour Assessment Diagnosis (CAD) testing.

0724. Dental Standards for Candidates - General and Orthodontics

a. Candidates may be rejected for excessive dental decay or other oral conditions that are identified during the recruiting medical examination (see JSP 950 Lft 6-7-7, Section 4Annex M).

b. Due to the proven difficulties of continuing orthodontic treatment during the initial training period, recruits who are undergoing active orthodontic treatment with fixed or removable appliances must complete the course of treatment prior to entry. If orthodontic treatment cannot be completed prior to entry, the entry date may need to be deferred (with the exception of DTUS/DSUS/UCE and joining URNU). Career staff are to seek advice from SEMC for these candidates.

0725. Food Allergies and Related Conditions

a. Generally, a history of serious food allergy (e.g. peanuts) and inborn errors of metabolism are incompatible with military Service. Exceptions to this general guidance may be permitted under certain circumstances and will be determined by the Service entry medical process, referring to SMO SE as required.

b. Coeliac disease, gluten enteropathy, gluten sensitivity and lactose intolerance will be considered on a case-by-case basis on medical and employability grounds (PMEB), and candidates may be enlisted in a restricted medical category.

0726. Pregnant Candidates - Acceptance for Training, Deferrals and Cancellations

a. To refuse or defer an offer of employment to a candidate solely on the grounds that they are pregnant constitutes unlawful discrimination. Careers Staff are not to ask candidates if they are, or intend to become, pregnant.

b. If during the recruiting process, a candidate reveals that they are pregnant, in accordance with the RN's duty of care obligations, their application may be deferred to allow the requisite selection tests to be taken at a later timescale to protect the health and safety of the candidate and their unborn child. Following the birth however, the candidate is free to continue their application and should be referred to SEMC as part of the normal recruiting process. The requirement for the provision of childcare should be explained at the earliest opportunity. Refer to Chapter 5, paragraph 0510 (Childcare provision during and after initial training).

c. If a candidate declares themselves to be pregnant after they have received an Offer of Service date, their entry into the Service must be allowed to proceed providing the conditions are met. Legal advice must be sought from NAVY-LEGAL EMPLOYMENT LAW SO1 (through **R&A Policy WO1**) on **all** occasions this paragraph applies. If the candidate gives birth whilst awaiting entry, the candidate is free to continue their application after childbirth and should be referred to the medical contractor using the Change of Medical Circumstances process. The requirement for the provision of childcare should be explained at the first opportunity via a bespoke SHINE interview, which must be recorded.

d. Should a pregnant candidate wish to defer or cancel their entry to the Service, this is to be recorded on RITS with all subsequent actions outlined, including Medical re-assessment and the intent for deferral or withdrawal. The candidate should not, however, be forced to do so.

e. A candidate who requests advice on possible health and safety risks should be referred to their own GP. Careers Staff must not offer medical advice.

f. Advice on maternity, paternity and adoption in the RN is at chapter 35. Prior to a candidate's entry into the RN, legal advice may be sought from NAVY LEGAL-EMPLOYMENT LAW SO1 (through **R&A Policy WO1**).

0727. Body Piercing and Wearing of Jewellery

a. The risk of injury, infection and the requirement for an individual's bearing to be neat, discreet and have a restrained personal appearance when in uniform, combine to make body piercing inappropriate within a Service environment.

b. No jewellery is to be visible with uniform other than the following items:

(1) Signet and wedding rings for men.

(2) Signet, engagement, wedding rings and small plain gold sleeper or stud earrings for females.

(3) All medical personnel (MOs, NOs, NNs, Dental Officers and MAs) must follow current clinical guidelines when in a clinical environment or clinical uniform.

c. **Flesh Tunnels.** Should a candidate elect to remove a flesh tunnel spacer, the hole resultant of the piercing must be resolved to enable eligibility on health and safety grounds.

d. No other form of jewellery will be allowed to be worn on the body even where a part of the body has been pierced or prepared, whether for any ring, stud or sleeper. Body piercing does not include a piercing of the ear lobe for the wearing of a stud or sleeper.

0728. Tattoos

a. Individuals applying for entry into the RN are to be rejected if they have any tattoo, whether visible or not, which is obscene or offensive (e.g., racist, anti-religious, crude, overtly sexist, drugs-related or of an extreme political nature). RN tattoo policy is stated in Chapter 38, paragraph 3819.k. and only repeated here. The Service Entry Medical Examiner is to bring to the attention of Careers Staff any applicant with a tattoo which is considered unacceptable.

b. The interpretation of whether a tattoo is offensive is an executive function. It is not the responsibility of the Service Entry Medical Examiner to make such a decision but they are to highlight the existence and description of any tattoos to the CA who is empowered to make a judgement as to whether it is offensive. If there is doubt, advice should be sought via R&A Policy WO1.

c. Tattoos to the hands, neck and face are no longer an outright bar to entry, noting para a. above. Tattoos to the face (above the jawline/below the hairline/forward of the ears) are to be referred to R&A Policy WO1 for approval by Dep Hd R&A. Where further doubt exists as to the eligibility of a tattoo, referral may be made by DepHd R&A to Navy Exec SO3.

d. On no account are Careers Staff to advise candidates to have tattoos removed, but should state that the candidate cannot join the RN whilst wearing the non-compliant tattoo.

e. In cases of doubt, advice is to be sought from R&A Policy WO1.

0729. Option for Medical Discharge During Phase 1 Training

a. During Phase 1 Training, Ratings and other ranks who are found to be unfit due to a pre-existing medical condition which has materially worsened as to render the recruit unfit to continue training, or due to a medical condition which was not diagnosed/disclosed prior to entry, will be discharged from the Service on medical grounds. Phase 1 is interpreted as the first 10 weeks of training for RN recruits, and the first 18 weeks for RM recruits. For any individual, this method of discharge period may cover periods of back-classing, rehabilitation and leave, but with an absolute upper limit of 12 months of joining NETE. The following administrative action will be taken by the NETE:

(1) A letter will be sent to the recruit (or parents/guardians if under 18), explaining the reasons underlying the decision and indicating whether they can re-apply in the future and, if so, what conditions will have to be met prior to that re-application.

(2) A discharge letter will be forwarded to the recruit's GP as part of transferring primary care. The FMed 133 will normally suffice but PMOs may provide additional information as appropriate.

(3) A letter will be forwarded to the appropriate CA indicating that the recruit has been medically discharged and whether they may re-apply in the future.

(4) A letter will be forwarded to SMO SE providing full medical details of the condition leading to the discharge and indicating whether this was pre-existing and could reasonably have been expected to have been identified at the initial medical. Information on any prior treatment or specialist assessment should also be provided.

(5) For officers and recruits from Commonwealth and non-UK countries, who are granted exemption from UK Immigration Control while in Service, reference should be made to Chapter 54, paragraph 5465.

b. Candidates who, prior to entry, deliberately withhold information concerning a pre-existing medical condition will be discharged as 'Fraudulent Entry'.

0730. Baseline Personal Security Standard (BPSS)

The Baseline Personnel Security Standard (BPSS) is the mandatory pre-employment control required for all Civil Servants, members of the Armed Forces (including Reserves and Cadet Instructors), temporary staff and government contractors. It is not a National Security clearance, but its rigorous application underpins National Security Vetting. BPSS is a collective term for 4 pre-employment checks; identity, right to work, employment history, and criminal convictions. The BPSS is an essential part of the MoD's system of protection against risks from terrorism, espionage and crime by providing assurance about the identity and integrity of individuals.[13]

0731. BPSS - Use within Recruiting Process

a. BPSS checks should be completed at the earliest possible opportunity. Vetting can be applied for once identity and right to work checks have been completed, however all four BPSS checks should be completed before vetting is awarded. If either a candidate's references or basic DBS (the mechanism for checking criminal convictions) highlights issues, these should be referred to R&A Policy WO1 for discussion with PSyA.

b. All candidates are to upload copies of their identity documents prior to SI or AIB. Other Ranks candidates' identity and right to work checks are conducted over SHINE by the CA during the recorded SI. Officer candidates' checks are conducted following hand-off via the 'Officers BPSS Check', also recorded over SHINE. For information regarding the BPSS process at SI refer to Chapter 8, paragraph 0813.

c. Candidates requiring attendance at RAF Cranwell for CBAT must have fully completed BPSS checks beforehand.

d. Further information and guidance on Security and Vetting policy is located in BRd 3(1) Chapter 63.

[13] https://www.gov.uk/government/publications/government-baseline-personnel-security-standard.

0732. Nationality Eligibility Criteria for Recruitment into the Royal Navy

Up to date Nationality eligibility criteria is listed in the JEM.

a. For entry into the RN, a candidate must satisfy one of the following nationality criteria:

(1) **Sole British Citizen**[14]**.** An individual who was:

(a) Born in the UK (including the British Crown Dependencies of the Channel Islands and Isle of Man) and has been a British citizen at all times since birth.

(b) Born outside the UK but qualifies for British citizenship from birth by descent e.g., parent(s) who, at the time of birth, was employed on Crown Service in a country other than a Tier 1 Country and the birth was registered at a British Military unit or British Embassy / Consulate.

(2) **Sole Republic of Ireland (ROI) Citizen.** Someone who was born in the RoI and has been a citizen at all times since birth.

(3) **Sole Commonwealth Citizen.** Someone who was born in the independent Commonwealth country of which they are now a citizen and has been a citizen of the country at all times since birth. A full list of Commonwealth countries is shown at sub-paragraph f.

(4) **Dual Nationals**. The following individuals are also eligible to apply to enter the RN (subject to award of SC):

(a) Was born in the UK, retains UK citizenship, but has acquired nationality of another country with the exception of Tier 1 restricted countries

(b) Was born outside the UK and has retained the nationality of the country of birth with the exception Tier 1 restricted countries but has now also acquired British nationality through naturalisation.

(c) Is a Republic of Ireland citizen who holds nationality of another country, with the exception of Tier 1 restricted countries

(d) Is a Commonwealth citizen who holds nationality of another country, with the exception of Tier 1 restricted countries

(e) Dual nationals are not eligible for some roles as detailed in the JEM

[14] The following are **not** British citizens unless they qualify under historical nationality criteria: British Overseas Territories citizen, British Overseas citizen, British subject, British National (Overseas) or a British Protected person. All are classed as Commonwealth citizens. Refer to the website www.gov.uk/types-of-british-nationality or contact the Home Office/UK Visas and Immigration for further information if required.

b. Nationality: Additional Points of Guidance.

(1) An individual does not have to possess a passport of any country to have nationality of that country.

(2) An individual remains a national of the country where they were born throughout their life, unless they have formally rescinded their nationality and are in possession of a rescindment of nationality certificate.

(3) A birth certificate is satisfactory evidence of an individual's foreign nationality, unless superseded through possession of a rescindment of nationality certificate. A birth certificate is not satisfactory evidence of UK nationality in its own right; it should be accompanied by a parent's birth certificate where the candidate does not yet hold a British passport.

(4) If an individual is in possession of a rescindment of nationality certificate, they then need to provide evidence of their new nationality, e.g. naturalisation certificate or passport.

(5) Possession of an in-date passport is evidence of nationality, unless that nationality has been rescinded through a rescindment of nationality certificate.

(6) A foreign country's government may have policy that if an individual has taken nationality of a second country, then they are no longer regarded as a national of their country of origin. However, the British government might not recognise that status and still regard the individual as a national of their country of origin unless they have a rescindment of nationality certificate.

(7) To be eligible as a Dual National for recruitment purposes, the individual must have British, Commonwealth or ROI citizenship as one of their nationalities. Their other nationality can be any other country subject to restrictions placed against certain roles as detailed in the JEM with reference to the Countries of Concern in Vetting for Security Clearances list available in ROM Art 1318

(8) **Gurkhas.** The Armed Forces (Aliens) Regulations 2009 exempts citizens or nationals of Nepal, who joined before 2018, who serve or have served for not less than 5 years in the Brigade of Gurkhas, from the prohibition on aliens serving in the UKAF. This means that they are ineligible to join the RN before 5 years has elapsed. For those who joined after 2018 they have to have served for 7 years before they can join the RN.

b. **Asylum Seekers or Refugees.** Asylum Seekers or Refugees are not eligible for entry into the RN.

c. **National Service Liability.** Candidates who are citizens of a country other than the UK or the RoI (as indicated below) must present written confirmation from the Government of the nation(s) concerned that they are not required for national service (or military service), either now or at some future date. Documentation must be produced by the candidate before an application can be processed further. Due to the list of affected countries being updated regularly, Careers Staff should liaise with the Overseas Recruitment team to check the relevant affected Nationalities.

d. **Rescindment of Nationality.** For a previously Non-British or Dual Nationality candidate to be declared Sole British, they must have rescinded their former nationality. A Certificate of Rescindment issued by the country of origin government authority is to be presented by the candidate to their Careers Adviser.

e. **Promotion to Officer from the Ranks.** RN and RM candidates holding sole Commonwealth citizenship should be advised that, in most branches, they will not be able to be promoted to officer from the ranks (via the Upper Yardman/Corps Commission or Senior Upper Yardman/Senior Corps Commission schemes) due to nationality employment rules which stipulate the need to hold British citizenship.

f. **Full list of Commonwealth countries**.

Antigua and Barbuda	Australia	Bahamas, The	Bangladesh	Barbados	Belize
Botswana	Cameroon	Canada	Cyprus	Dominica	Fiji
Gabon	Ghana	Grenada	Guyana	India	Jamaica
Kenya	Kiribati	Lesotho	Malawi	Malaysia	Maldives
Malta	Mozambique	Namibia	Nauru	New Zealand	Nigeria
Pakistan	Rwanda	Saint Lucia	Samoa	Seychelles	Sierra Leonne
Singapore	Solomon Islands	South Africa	Sri Lanka	St Kitts and Nevis	St Vincent and the Grenadines
Togo	Tonga	Trinidad and Tobago	Tuvalu	Uganda	United Republic of Tanzania
Vanuatu	Zambia				

0733. UK Immigration Exemptions for Commonwealth Candidates

a. Under section 8(4) of the Immigration Act 1971 members of the UKAF are exempt from immigration control for the duration of their service. On discharge, however, immigration exemption is no longer valid and in these circumstances, reference should be made to Chapter 19. Commonwealth candidates with a valid UK visa, who pass all elements of the recruitment process, including SC, may be entered into the RN. The appropriate RITS Letter is to be raised by R&A Overseas Desk and must be included with Entry Papers when forwarded to the NETE. All candidates must hold a valid passport and visa/residency permit before entering the RN. Where a candidate comes from a non-visa country, then a flight boarding pass or airline ticket with date of entry to the UK must be provided.

b. Once engaged/attested, the NETE UPO/HR Admin Office is to forward the candidate's passport and the covering RITS letter to the Home Office, a template for which can be found at Annex A to Chapter 19. The letter must state that the candidate has now entered the UKAF, and request an exemption stamp to be placed in their passport.

0734. Residency Criteria

a. Generic information regarding Residency Criteria is in BRd3(1) Chapter 63 Annex A.

b. **Cryptologic Technicians, Warfare Specialist (Int), Warfare Specialist (SM), Cyber Reservist, Warfare Officers (Int).** Candidates for entry into the above roles require DV and must have resided in the UK for a minimum of 10 years continuously, immediately prior to making an application. A residency waiver will only be considered in exception. In addition to holding sole British citizenship, candidates considering these roles must satisfy the following requirements:

(1) Their parents must be sole British.

(2) Their spouse/cohabitant and their surviving parents must hold sole British nationality.

(3) Their immediate family, and any other person to whom the candidate is bound by affection or obligation, should not be subject to physical, mental, or other forms of duress by a foreign power.

0735. Residency Rules - Waiver Application

a. Refer to BRd3(1) Chapter 63 Annex 63A for full policy on Residency Waivers.

b. Personnel applying for a role that requires a DV, must have lived in the UK for the previous 10 years continuously. Residency waivers will only be considered on a case-by-case basis in exceptional circumstances. [redacted]Some roles require personnel to have a DV at a very early stage of their career, therefore any candidate requiring a residency waiver would not be eligible for any of the 5 DV roles or for WEO(SM) or X(SM) officer.

0736. Security Clearance and Travel Requirements for Overseas Candidates

Overseas candidates may be required to attend pre-selection courses, auditions or selection boards.

a. **Security Clearance (SC).** candidate cannot join the RN or RM until SC has been issued. Career staff are to advice candidates to confirm possession of an SC before making any travel arrangements to the UK for this purpose. If a candidate's joining date is known, they must be issued SC at least one month prior to this date to enable them to make appropriate travel plans. Of note, the candidate will also be required to complete a full F2F Medical and RN/RM Candidate Preparation Course in the UK.

b. **UK Resident Sponsor.** The candidate must provide details of a genuine sponsor who is resident in the UK. The candidate must understand, and confirm, that this sponsor will be able to, where required:

(1) Support the candidate's travel from the UK point of entry to the nominated sponsor's address. The MoD will not fund travel to UK. The MoD will fund travel only from the sponsor's address to the Phase 1 Establishment.

(2) Provide accommodation for the candidate from arrival in UK to commencing Phase 1 Training. The sponsor must be aware that the date of joining is subject to change due to factors outside MoD control and must be able to provide accommodation until the revised joining date. The MoD will not provide or fund accommodation for candidates.

(3) Provide the recruits with support to accommodation during main leave periods when the Phase 1 Training establishment is closed.

c. **Return Travel to Country of Origin.** The candidate must have sufficient funds in their bank account to support a journey back home if the career in the RN/RM does not work out for them at an early stage. Their visa will not support remaining in the UK on leaving the Service and MoD will not fund their travel home.

0737. Security Clearance - Applying to UKSV

SC is required for all Candidates, except for Cryptologic Technician (CT), Cyber Operative, Warfare Intelligence Specialist and X (INT) Officer Candidates who require Developed Vetting (DV). All SC and DV applications are to be initiated at the earliest opportunity on successful completion of BPSS and SI, or Officers' BPSS Check. If a candidate is withdrawn or is rejected from the recruitment process for any reason, the CA is to ensure the SC / DV application is terminated.

a. Once the candidate has passed the DAA, references are to be obtained and the BPSS check completed. The SC is to be initiated at the earliest opportunity.

b. DV applications are to be routine and raised to priority if required when a joining date is known[15]. Candidates requiring DV will not be permitted to enter Service unless they have been awarded a clearance[16].

[15] To raise the DV case to priority please contact NAVY PSYA Personal Security.
[16] Careers Advisor to liaise with R&A Plans Rating Allocator.

c. A record of the date of initiation of the UKSV 001 to UKSV is to be made on MIS.

d. Candidates may attend CPC, MedFit, AIB, OSC, Aircrew recruitment serials and selection boards in parallel with the SC application.

e. Security clearance is to be confirmed prior to entry. A check of SC applications is conducted on candidate successful completion of CPC. If there are any issues affecting timely award, Candidates are to be given the option to continue with allocation to entry or deferring their entry date according to their personal circumstances.

f. Careers Staff must inform UKSV, by cancelling on NSVS, of those candidates who are rejected or withdraw their application after submission has been made to UKSV for SC or DV.

g. Should the candidate already hold a National Security Vetting clearance (by checking NSVS portal) UKSV may transfer/share the clearance without a new NSV 001.

h. **Security Clearance Waivers.** Waivers will only be considered where a candidate's entry date is driven by a Phase 2 training date and/or delaying the candidate would significantly disadvantage them or lead to a very long holdover. Waivers must all be approved by Dir P&T. Administration to support a potential waiver should be considered as early as possible, within the 31 days to the allocated entry date, to allow time to seek the required higher command approval. A Risk Balance Case (RBC) is to be drafted by R&A Plans Officer Allocator in readiness to submit a waiver request at least2 weeks before the candidate's allocated entry date. The vetting application is to continue in these 2 weeks, and the waiver withdrawn if the clearance is confirmed prior to entry.

0738. Security Clearances for Scholarship and DSUS candidates

A National Security Vetting Security Clearance is required from the commencement of a Scholarship, UCE and DSUS, to ensure that no adverse security behaviours exist from the start of the process.

a. Once an SC is awarded, the SC remains valid; with a change of personal circumstance conducted, if required.

b. An SC must be in place prior to entry to INT in all cases.

c. If entry to the RN does not progress; an email is to be sent to NAVY PSYA-PERSONNEL SECURITY GRP (MULTIUSER) who will lapse any clearances as required.

d. Whilst Candidates are under the scholarship scheme, the individual needs to be mindful of their security behaviours. However, whilst DSUS are facilitated by BRNC Universities department, Scholars are not.

0739. UKSV Processing of Security Clearance Applications

a. The process is laid down in JSP 440 leaflet 2B.

b. Where overseas enquiries are needed and a residency waiver required, the vetting application is not to be submitted until the residency information has been gathered and submitted accordingly to the appropriate focal point.

c. In certain circumstances and in the interests of national security, Security Clearance may be denied. A reason for denial will not be given to the CA, however the candidate may be informed by UKSV. It is therefore vital that, on completion of successful interview, the candidate is cautioned using MIS-generated Post Interview Caution.

0740. UKSV Notification of Security Clearance

a. UKSV will forward notification of award of clearance to the sponsor electronically.

b. On receipt of clearance notification, the number and date of award is to be inputted into MIS. The notification is also to be uploaded to documents on MIS thus making it available to NETE.

0741. Security Clearance Validity Periods

a. A Security Check (SC) is typically valid for 10 years, provided that the candidate enters the Service within 12 months from the date of issue. The candidate's SC will lapse 12 months from the date of issue if the candidate has not entered the Service and an application for renewal will need to be made.

b. Applications for renewal of SC should not be made until 11 months from the date of initial applications. If an existing application has previously been awarded, then arrangements must be made to cancel the clearance in preference to the renewal (UKSV will cancel the review if they see an existing valid clearance on the basis that they are unaware if personnel are employed or not).

0742. UKSV Security Clearance Denial Procedure

a. Navy PSYA Per Sy will inform the CA when a candidate has been denied Security Clearance. UKSV additionally informs the sponsor.

b. UKSV will write directly to the candidate denying the Security Clearance application. The candidate has no right of appeal as they are not employed. Once it is apparent that the Security Clearance has been denied, a period of 7 days is to be allowed for UKSV to issue their letter, then reject the candidate on MIS. A further application is not to be accepted without permission from R&A HQ. Queries or complaints from the candidate must be forwarded to R&A HQ and a holding letter sent to the candidate to this effect, as per Chapter 4, paragraph 0410.

0743. Security Clearance Applications - Guidance to Candidates

a. Careers Staff must fully explain to the candidate the significance of the UKSV 001 and MoD Form 493 when they are issued. The candidate must be warned that failure to disclose relevant information when completing these forms is likely to be regarded as evidence of unreliability and an indication of a lack of integrity, and may result in rejection for entry into the RN.

b. Candidates are to be instructed to complete the UKSV 001 using identical data to that inserted by the CA when initiating the form. CAs may need to provide guidance or assistance to the candidate when they are filling out the form. Guidance notes for the applicant and sponsor are on the UKSV website.

0744. Disclosure and Barring Service (D&BS)

a. The medical roles listed below require enhanced D&BS prior to entry. This should be applied for immediately after a pass at the Selection Interview and the Candidate's identification has been verified.

(1) Medical Officer/Medical Officer Cadet

(2) Medical Services Officer Submarines Health Physicist

(3) Dental Officer/Dental Officer Cadet

(4) Nursing Officer - Adult/Mental Health

(5) Naval Nurse Rating - Adult/Mental Health (Qualified or Student)

(6) Medical Technician Radiographer (Qualified or Student)

(7) Medical Technician Operating Department Practitioner (Qualified or Student)

(8) Medical Technician Biomedical Scientist (Qualified or Student)

(9) Medical Technician Dental Hygienist (Qualified)

(10) Dental Nurse (Qualified or Student)

(11) Medical Assistant General Service/Submariner

(12) Chaplain

b. For any other roles that are believed to require D&BS prior to entry, refer to the R&A Policy team.

c. In the event of a D&BS having not been cleared by the time the Candidate is ready to be Bid for Allocation, R&A Policy team is to be consulted, and a waiver will be considered by Dep Hd R&A to permit the candidate to enter Initial Naval Training. The D&BS must be received prior to the candidate commencing a patient or client facing role.

0745. References

References are no longer routinely processed by the CA, with the following exceptions:

a. Candidates with residency issues.

b. Candidates who have gaps in academic or employment history of more than 6 months when establishing BPSS.

c. If the CA has any doubts.

d. The following are considered to be suitable referees:

(1) Is over the age of 18 and has known the individual for over 2 years.

(2) Is not related to the individual or who lives in the same household.

(3) Works in a recognised profession (or has retired from one), e.g. schoolteacher/tutor, medical professional, legal or financial professional, police officer, government employee, current or former serving armed forces SNCO or Officer, community leader, minister of religion, manager at candidate's place of work (list is not exhaustive).

(4) Has something to lose if they make a false declaration (i.e. it will have a negative impact on their life if they made a false declaration).

(5) Is able to identify the individual, have a knowledge of their background and vouch for their character, values and standards.

0746. Cryptologic Technicians, Cyber Operatives, Warfare Specialist (Int), Warfare Officers (Int)

a. Once candidates have passed SI, DV clearance applications are to be initiated by the CA.

b. On award, DV clearance will not exceed 7 years. There are certain circumstances when a clearance awarded will be for a shorter period; authority remains with NAVY PSyA. Clearance will remain valid until the candidate enters Service, regardless of how long the candidate is in the recruitment pipeline and will automatically be refreshed once the candidate joins SCU.

c. A candidate with full SC clearance may enter NETE prior to DV being confirmed as long as the DV process has been initiated. If the DV is not in place prior to the new entrant joining Phase 2 Training, this will be managed in-Service.

0747. Specialist Entry RNR Officers

a. **Medical Officer Reserves.** Candidates must meet the following criteria:

(1) All qualified doctors must be registered with the General Medical Council (GMC) without restrictions.

(2) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application

(3) Currently working in an acute clinical setting, within a hospital.

(4) RNR Doctors are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

b. **Pharmacist Officer Reserves.** Candidates must meet the following criteria:

(1) All qualified Pharmacists must be registered with the General Pharmaceutical Council (GPC) without restrictions.

(2) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(3) Currently working in an acute clinical setting.

(4) RNR Pharmacists are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter

c. **Physiotherapist Officer Reserves.** Candidates must meet the following criteria:

(1) All qualified Physiotherapists must be registered prior to entry with Health Care and Professions Council (HCPC) without restrictions.

(2) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(3) Currently working in an acute clinical setting

(4) RNR Physiotherapists are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter

d. **Nursing Officer Reserves.** Candidates must meet the following criteria:

(1) All qualified Nursing Officers must be registered prior to entry with Health Care and Professions Council (HCPC) without restrictions.

(2) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(3) Currently working in an acute clinical setting

(4) RNR Nursing Officers are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter

e. **RNR Chaplain.** Newly qualified and accredited clerics / practitioners can apply for Probationary RNR Chaplaincy. They will not enter INT until they have been endorsed by their relevant organisation. Eligibility advice is available from the Chaplain Specialist Recruiter - NAVY RA-Chaplain. Further information on Chaplaincy entry are provided in chapter 10.

CHAPTER 8

TESTING PROCESSES

(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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CHAPTER 8

TESTING PROCESSES

0801. RN Website

Candidates searching the Profession Finder are presented with two options:

a. **"Application Process".** EOI form sent to the Contact Management Centre (CMC) for basic eligibility checking.

b. **"Register Your Interest".** EOI form sent to the CMC outbound communications.

0802. Contact Management Centre Teleperformance (TP)

The RN CMC initial application support system:

a. **Inbound Calling.** Handling of all telephone Career Enquiries for RN, RM, RFA and Maritime Reserves, including providing application URL if candidate is ready to apply.

b. **Outbound Calling.** Contacting all priority roles as promulgated from HQ.

c. **Level 3.** Careers Advice. Potential applicants who request further information are offered a call from embedded Career Staff's.

d. **Webchat.** Provide information, advice and support on Royal Navy Careers Website via the webchat feature.

e. **Email Support.** Provide information, advice and support via email feature on Royal Navy Careers Website.

f. **Social Media.** Monitoring of all posts and comments on Royal Navy recruiting sites (Facebook, Instagram and Twitter) including replying to relevant queries.

g. **RITS Handoffs.** Candidates who register as a British National will be automatically handed to an Area Co-Ordinator via RITS. Career Staff embedded within TPUK will conduct basic eligibility checks on all other candidates who have stated they are not a British National, before assigning a candidate to the relevant Area Co-ordinator or team, via RITS. They are also able to reject the candidate if appropriate.

h. **Portal Support.** Embedded Career Staff email portal support for candidates experiencing technical issues on their recruiting portal.

0803. Recruitment Information Technology System (RITS)

a. A candidate completes an Expression of Interest via the Royal Navy Website link. They will receive an email from TPUK, which provides them a link to 'Apply Now'. Once a candidate selects the 'Apply Now' button, they are taken to the RITS Registration page (Day 0).

(1) Candidate receives an email with a link to the RITS registration page and completes their registration.

(2) Candidate receives an email with their Unique Reference Number (URN) and RITS temporary password.

(3) Candidate logs into RITS using their temporary password and is compelled to change their password using RITS two factor authentication process.

(4) Candidate completes a RITS application form.

(5) This above process can be completed in quick succession.

(6) Where a candidate fails to complete their application form within 12 months, RITS will automatically delete their account.

(7) Where a candidate completes their application form but fails to invest in the recruitment process, Career Staff will review their application and take the appropriate action.

b. If a candidate does not complete an application form within 12 months:

(1) Day 5 - Carpe Diem will send the candidate an email reminding them to apply via the link.

(2) Day 10 - Further reminder from Carpe Diem, with additional information to contact Specialist Recruiting Team who also have access to Carpe Diem (can commence eCRM).

(3) Day 15 - Carpe Diem will send the candidate a further communication reminding the candidate to apply via the link.

(4) Day 35 - Carpe Diem will send the candidate a survey email.

(5) Day 60 - Carpe Diem will send the candidate an email advising of closing of their enquiry. No further communications sent.

c. Upon receipt of a completed application form, RITS will automatically assess the application and where a candidate has registered as a British National, they will automatically be handed to an Area Co-Ordinator. Career Staff embedded within TPUK will conduct basic eligibility checks on all other candidates who have stated they are not a British National, before assigning a candidate to the relevant Area Co-ordinator or team, via RITS.

d. Once transferred to RITS, Career Staff have 7 days to contact the candidate and initiate the CRM procedure, which requires:

(1) Discussing role(s).

(2) Confirming eligibility for RN and selected role.

(3) Discussing application including process, fitness concerns and any questions etc.

(4) Arranging DAA.

(5) Confirming awareness of practice DAA facilities and recommending a completion timeframe.

e. All overseas candidates, apart from the Republic of Ireland (RoI), are to be processed by the Overseas Desk.

f. All RoI candidates are to be processed by the Northern Ireland component of the RF.

g. Re-entrant candidates select the option via the website that they have previously served and in all cases are initially processed by RISTT.

(1) If the candidate has achieved GTS and is returning to their original role, then RISTT will liaise with BM and check JMES, then process accordingly.

(2) For candidates that are UTS, the RISTT will process as per sub-paragraph (1) then hand to the RF for processing in addition to issuing the Approval to Process letter.

(3) For officers: forward those documents to AIB.

0804. Defence Aptitude Assessment (DAA)

The Defence Aptitude Assessment (DAA) is an assessment to predict a candidate's aptitude for a specific profession/ role. Whilst prior educational ability and acquired learning are important, the likelihood of a candidate to succeed in their RN training is best measured, and training risk reduced, by an aptitude assessment. The DAA offers a solution which enables objective testing of aptitude by either remote (unsupervised) or in-person (supervised) methods, to provide more agile accessibility to candidates. The DAA is to be conducted in accordance with ROM chapter 4 - DAA. It measures aptitude of all candidates (ratings and officers) across each of the 6 areas listed in the table below:

1	Verbal Reasoning (VR)
2	Numerical Reasoning (NR)
3	Spatial Reasoning (SR)
4	Work Rate (WR)
5	Electrical Comprehension (EC)
6	Mechanical Comprehension (MC)

a. A pass at the DAA as assessed against the DAA Threshold Matrix for the profession the candidate has applied for, is valid for 3 years.

0805. DAA - Waiver Process

a. DAA waivers will be considered on a case-by-case basis with the following considering factors:

(1) Preference role must be one for which waivers will currently be considered iaw the DAA Threshold Matrix, which reflects current recruiting priorities and requirements as directed by R&A Plans SO3.

(2) Score within 10 Percent of the Index Filter score.

(3) Score must be no more than 1 point below requirement in no more than two stanine scores.

(4) A combination of Index Filter Score and stanine shortfalls will not be accepted.

(5) For Engineering candidates, the minimum stanine scores for Numerical Reasoning, Verbal Reasoning, Mechanical Comprehension and Electrical Comprehension should be met. Waivers will only be considered where the candidate is applying for a Workforce Capability Gap (e.g. is a volunteer submariner) and must be agreed by the relevant Profession Manager.

(6) For Accelerated Apprentice (AA) roles, DAA waivers will not be considered or authorised.

b. A waiver request should normally only be submitted after the candidate has been unsuccessful at two DAA attempts. However, waivers of 1 stanine point will be considered after only one DAA attempt.

c. A waiver request will only be considered for the current role as set in the candidate's RITS 360 page regardless of the text written into the waiver request.

d. Requests will arrive as a 'TASK' to WO1 Policy and WO2 Ratings Allocations RITS Accounts.

e. **Career Staff Actions.** The DAA 'Waiver Request Button' is located in the Score card Tab in the candidate 360 but will only appear when the candidate has completed a DAA. Click on the Waiver Request button and complete the reasons for waiver adding any relevant comments for the R&A policy team and submit. Once the waiver has been submitted the details are available in the actions tab.

0806. DAA - Trial and Mock Test

A practice version of the DAA is hosted on the RN careers website. This allows candidates to practice the test and familiarise themselves with its layout, functionality and understand its flow. Immediately prior to the DAA, all candidates will need to confirm on their own device/tablet that the device is of an appropriate size and that they have attempted at least one mock test prior to undertaking the assessment. This is aimed at ensuring they are adequately prepared to enable them to perform to their best.

0807. DAA - Basic Administration Instructions

a. The candidate will be invited to complete the test on their own device, which should have a minimum screen size of 10.1 inches, as detailed in the supporting advice and guidance provided within the DAA invite. If this is not possible, the candidate can opt to complete the test at their local careers office on an RN provided i-Pad or another tablet.

b. The candidate will need to confirm the size of their device screen immediately prior to undertaking the DAA. This is to mitigate against the risk of potential under-performance by the candidate through attempting to complete the test on smaller devices e.g., smart phones. It is the candidate who accepts this risk if they complete the test on an inappropriate device, sufficient warnings are provided to inform the candidate of this.

c. On completion of an assessment, a candidate's scores are not to be disclosed to the candidate, or the candidate's representative e.g., family or schoolteacher etc until they have been appropriately reviewed by the Career Adviser.

0808. DAA - Careers Office Assessment

In the event that a candidate does not possess the necessary device to conduct the DAA as paragraph 0807 outlines, ROM chapter 4 provides guidance on preparing the test room for a candidate to sit the assessment within a Careers Office.

0809. DAA - Overseas Candidates

a. Eligible overseas candidates can now conduct the DAA before arrival in the UK. The process for administration of the DAA link to eligible candidates residing overseas is to be applied in accordance with Chapter 4 of the ROM.

b. **Non-Eligibility.**

(1) Candidates residing in Tier 1 or 2 countries are not to be issued DAA The recruiting process for these candidates is to continue IAW the ROM, with the DAA to be issued once the candidate is in the UK.

(2) Indian and Nigerian candidates are not eligible for a residency waiver and the DAA is not to be issued to candidates residing in either of these countries. Indian and Nigerian candidates must have resided in the UK for 5 years and be confirmed as legally entitled to live and work full time in the UK up to the date of entering Service.

c. **In-Person DAA.** There is currently no process to support in-Person DAA testing overseas. If overseas candidates are not able to complete the DAA remotely outside of the UK for any reason they will need to complete the DAA on arrival in the UK, remotely or in-person within an RN AFCO or CPC. Career Staff are to ensure these candidates are supported to sit the DAA once they arrive in the UK.

d. **Branch Transfers.** In the event a candidate fails to achieve the DAA score for their preferred profession or role, Career Staff are to offer a suitable alternative profession or role, depending on eligibility IAW the JEM.

0810. DAA - Candidates Failure Process

If the candidate does not achieve the required pass marks for the profession they have selected within their application, they will be provided with the following options:

a. Candidates can attempt the DAA three times. All 3rd DAA attempts must be conducted in-person at an RN AFCO. Candidates should wait 28 days between tests,[1] but staff are to advise the candidate they may re-sit the DAA earlier than 28 days if the candidate feels confident and requests to do so. Candidate Relationship Management (CRM) is to be given, reminding candidates that the score they achieve in the final attempt will be the score used in the score card to support their application.

b. Post CRM with a Career Staff, the candidate may change their profession to another that they are suited and eligible for based on their DAA result. This CRM is to be influenced by RPG priorities.

c. If a candidate does not achieve the required DAA score for their preferred profession/role, and does not wish to consider an alternative that is aligned to their DAA result, their application will be rejected. Their results will be held for 3 years within RITS, should they re-apply. The candidate can re-apply at any time for another profession for which they are qualified and have the requisite DAA score. Should a candidate wish to attempt the DAA again as part of a new application for a role they were previously ineligible for, they must wait at least 12 months since their last DAA attempt. Exceptions to this will be considered on a case-by-case basis by DHd R&A and are to be referred via WO1 Policy. Their DAA attempts are rest to zero. Rules of para a above will re-apply.

0811. DAA - Test Counter Compromise Measures

a. The nature of the online DAA makes it susceptible to potential compromise, most commonly by people using a calculator (or other electronic/computer based assistance) or by having someone else sit the test on a Candidate's behalf. There are a number of counter compromise measures that aid in the detection of someone attempting to 'game' the assessment or gain an unfair advantage. The DAA test, scoring and outcomes are audited by R&A HQ to monitor and highlight any suspect test results. R&A HQ also continually review the score thresholds to ensure they are appropriate to meet the recruitment requirement.

[1] Occupational Psychologists and test designers recommend 28 days elapse between tests, however a candidate may re-sit the DAA earlier than 28 days if they confident and request to do so.

b. Within the terms and conditions of the remote (non-supervised) test, the RN retains the right to subject those who have completed successful tests to a supervised confirmatory re-test, as part to the audit process. Additionally, the RN retains the right to re-test or reject anyone suspected of attempting to compromise the DAA. Any candidate suspected of compromising the DAA should be invited to conduct a supervised re-test; Careers Staff should look for cases where index scores in a second test are more than 20 points different to that in the first, across three or more employment categories, where the candidate does not provide justification for their initial poor performance.[2] If a Candidate declines to sit a supervised re-test, their application should be rejected.

c. If a candidate completes the supervised test, and their index score is:

(1) More than 20 points less than in the suspicious test across three or more employment categories, this is to be highlighted to R&A SO2 Plans for review.

(2) Less than 20 points difference compared to the suspicious test and are now no longer eligible for their preference role, R&A SO2 Plans is to be consulted before offering a role for which they have passed.

(3) Less than 20 points difference compared to the suspicious test, but still eligible for their preference role, proceed and inform R&A SO2 Plans.

d. Following review by R&A HQ, if it is felt that on the balance of probability the Candidate had compromised the integrity of the test on one of their attempts, they are to be rejected as per the DAA terms and conditions. Such Candidates are usually to be rejected for a minimum period of 12 months.

0812. DAA - Copyright Protection

a. The DAA is protected by Crown Copyright; any individual, or company, found to be attempting to record or publish the test online without the permission of the RN will be deemed to have breached its copyright. If a breach is detected, the RN will pursue the individual(s), or company concerned, using both civil and criminal legal means to protect the copyright and the integrity of the test. There are indicators embedded in the test that will allow the RN to identify video recording or stills taken of the test. If this happens, it will be treated as a breach and the RN will retain the legal means to redress this issue.

b. The DAA has over 75,000 question variants within the test battery. A candidate, therefore, has a 1 in 75,000 chance of having the same test as another candidate. As the test matures, more questions will be added to the battery. This reduces the impact of a test being recorded and published online.

[2] Justification might include using an incompatible device, connectivity issues etc. A very poor first test and normal-looking second test should not automatically require a 3rd supervised test - Career Staff are to exercise discretion based on their knowledge of the Candidate.

0813. Spare

0814. Eyesight Test - Booking

a. Careers Staff are to issue the candidate with an unused access code (depending on entitlement), authorising the candidate to have an optician's test carried out by the contractor. The candidate will be responsible for completing the online booking process, taking note of the eyecare voucher code as this will be required when attending their contractor eye test. For certain locations or roles, this process may be adapted to allow flexibility as to when the test is completed and outcome of results which may be given in hard copy and prior to full medical.

b. Where an eyecare scheme is not fully integrated into a candidate's local region, Careers Staff can issue the Candidate Miscellaneous Personal Payment Form RFI such that the candidate can reclaim reasonable travel costs.

0815. Initial Aviation Eye Examinations (IAEEs) for Aircrew Candidates

Aircrew candidate eyesight tests are to be conducted by Contractor Opticians prior to the Initial Aviation Medical Examination. See reference: ROM Chapter 1.

0816. Service Entry Medical Policy

a. Military Medical Examiners (MMEs) include RN MOs (General Practitioners (GPs) and other assigned MOs) and contracted Civilian GPs. They are authorised to conduct candidate pre-Service medical examinations using JSP 950 Leaflet 6-7-7, BRd 3(1) Chapter 7 and BRd 1750A.

b. All MMEs will be provided with RN-specific induction training on the medical examination process by Service Entry Medical Cell (SEMC). This will include the requirements of the examination and Candidate Preparation Centre (CPC) processes. Copies of training materials will be provided for the MMEs reference.

0817. Pre-Service Medical Examinations

a. Pre-Service Medical Examinations are to be conducted at CPCs. MEs are to assess candidates against RN and Joint entry standards. Candidates who meet entry standards are awarded an unrestricted Permanent JMES of Medically Fully Deployable MFD A4 L1 M1 E1. This remains valid for up to 3 years whilst the candidate awaits the start of Phase 1 training.

b. Candidates who do not meet entry standards are to be discussed with an RN Occupational Medicine (OM) Specialist who will decide whether the candidate is fit for entry (MFD), determine the best JMES for consideration of admission in a reduced JMES, or determine if the candidate is UNFIT. This is primarily assigned to Senior Medical Officer Service Entry (SMOSE) however authority is granted to other RN and Civil Service OM Specialists to conduct this activity.

c. **Royal Navy Pre-Entry Medical Employability Board (PMEB)**. Candidates who were not declared MFD at CPC can be awarded a temporary JMES (TJMES) and, in consultation with SEMC, can be presented to PMEB for an assessment against in-Service medical standards. This procedure for PMEB is as follows:

(1) The ME will complete the medical examination and award a TJMES, as agreed with the OM Specialist, then complete a Form 5A. The Form 5A will include all personal details of the Candidate and their selected profession/role, along with the proposed JMES and Medical Limitations (MedLims).

(2) A copy of the completed Form 5A is to be forwarded to the RNMEB Secretary (NAVYSEC-NSMEBADMIN@mod.gov.uk) by SEMC no later than 1000 hours each Thursday during a CPC week for every case requiring consideration. The forms will be stored in a limited access area so Board Members can pre-read as required.

(3) A formal letter detailing the TJMES and supporting MedLims will be given to the candidate on completion of their medical for their personal reference. This letter will detail the clinical reasons and outline the subsequent PMEB process (incl. the right to appeal). In addition to the formal letter, candidates will be provided with a JMES certificate by the CPC on completion of their medical.

(4) The PMEB will typically convene on the Thu afternoon of a CPC week to decide if the TJMES6 and limitations awarded provide sufficient employability in the relevant profession, from entry into Service, through Phase 1 training requirements and onto the end of their initial RoS.

(5) The PMEB will consider those cases referred to them and determine the following:

(a) ‘Accept’ on Employability Grounds.

(b) ‘Reject’ on Employability Grounds.

(c) ‘Deferred’ awaiting more information from relevant medical or employment area SMEs.

(6) The RN PMEB will forward results to NAVY RA-Policy WO1 for RITS notification and tracking and NAVYRA-CPCMEDICAL@mod.gov.uk for update to medical documentation.

(7) HQ R&A, DHd R&A will oversee necessary administrative action to inform the Candidate, dependant on outcome, via RITS/Formal letter. On receipt of RITS notifications, Careers Advisers will be required to inform individual candidates of the RN PMEB decision and provide appropriate follow-on advice and guidance, including how to appeal if needed.

(8) Those candidates rejected on employability grounds will be given the opportunity to lodge an appeal. Appeals are to be initiated on RITS by the Careers Adviser with appeals being considered by the SEMC Assessment Board under current process.

(9) The PMEB Secretary, with support from the SWP team, will maintain complete records of decisions and follow up at 12 and 24-month points to ascertain longer term outcomes of personnel during and post initial training.

(10) Standing members the PMEB, its roles and responsibilities and standing agenda are included at Annex 8A.

d. **University Royal Naval Units (URNU) Candidates.** From 1 Oct 24, URNU candidates are to be examined by MEs at RN CPCs. Details relating to URNU Candidates can be found at Annex 8B.

e. **Travel**. As described in paragraph 0814, should a candidate have to travel outside of their region to attend a medical examination, their Careers Staff can issue the Candidate Miscellaneous Personal Payment Form RFI.

0818. Medical Appeals

a. Candidates made PMU will receive a letter stating the medical reasons they have been made PMU. In some cases, the letter will also contain additional medical conditions for which the candidate must also provide supporting evidence.

b. The PMU letter will instruct the candidate on actions to take in liaison with their Careers Staff in order to appeal against the decision. Careers Staff are to electronically forward the appeals pack, via RITS, to the candidate. Careers Staff are to make a note of the request to appeal on RITS. The initiation of an appeal is fully detailed in the ROM, chapter 5.

c. Candidates are responsible for gathering all the information required to compose their appeal and for submission directly to the SEMC Appeals email address, NAVYRA-SEMCAPPEALSMAILBOX@MOD.GOV.UK.

d. On receipt, the SEMC Appeals Team will scrutinise the appeal, inform the candidate if it has been accepted for consideration or rejected, and record this on RITS. If rejected, the candidate will be notified of the reason why or if any change or additional information is required.

e. When an appeal is accepted, the SEMC Appeals Team will upload the appeal documentation for review to the electronic medical record. The SEMC Appeals Team will then conduct Assessment Boards consisting of an Occupational Medical Consultant and PONN.

f. Administration of the Board results will include:

(1) Informing the candidate via e-mailed letter.

(2) Uploading the results to RITS.

g. **Eligibility for Appeal.** It is fundamental that eligibility is considered against Service need and is not dependant on the medical, physical or personal status of the candidate. The appropriate Specialist Recruiting Team is to be consulted on referral to PMEB due to the needs of the Service before processing an appeal for a candidate applying for one of the following roles:

(1) **RMBS.**

NAVY CNR-COHERENCE SRT RMBS CSGT

(2) **RNR Cyber Warfare.**

NAVY PEOPLE-CM RES FF SO2

(3) **Chaplains.**

NAVY RA-Chaplain

0819. Medical Eligibility

a. Careers Staff should direct candidates to the medical 'conditions' that may bar them from entry and explain the entry standards using the JSP 950 Lft 6-7-7 as a point of reference and, if necessary, seek advice from SEMC. It is important that the medical requirement is explained and conveyed as sympathetically as possible by qualified Careers Staff. SEMC is the point of contact for additional information regarding the current standards for Service entry.

b. Careers Staff must not offer medical advice or be drawn into conversation relating to specific medical conditions. Candidates who request advice on medical conditions should be advised to reference the entry standards SEMC is the point of contact for additional information regarding the current standards for Service entry.

c. Should the Candidate require more detailed information advice can be sought by the Careers Staff from SEMC. On receipt of advice the Candidate can either decide to make an informed withdrawal from the recruitment process; or continue with the recruitment process.

0820. Medical Requirements - Reserves/Re-Entrants/Service Transfers/Reserve Forces

a. All candidates with former Service and who fulfil the criteria below must be initially scrutinised by the Re-entrant and Inter-service Transfer Team (RISTT) or Maritime Reserve Cell (MR Cell) on JPA and gain BM's approval.

b. Candidates who left the Service due to medical reasons or in a reduced medical category or without a release medical, will be processed as below:

(1) **Firefly-36 candidates** will be processed by the MR Cell. These candidates can apply and be processed within 36 months of leaving Regular service. These candidates will be reviewed by SEMC. Outside of 36 months, they are to undertake the full PML Process.

(2) **Re-entrant candidates** will be processed by the RISTT. Candidates wishing to rejoin the Regular Service and who have left within 36 months, will complete an RNMQ and SCT form on RITS. These candidates will be reviewed by SEMC. Outside of 36 months, they are to undertake the full PML Process.

(3) **Service Transfer and Branch Transfer candidates** will be processed by the RISTT. Candidates wishing to Service transfer or Branch transfer, will complete a Service Transfer Consent and SCT form on RITS. These candidates will be reviewed by SEMC.

(4) **Reserve Forces to Regular RN/RM candidates.** All Reserve Forces (Maritime, Army and RAF Reserves) candidates are to complete the full PML process.

0821. Medical Documentation of Candidates

a. Under no circumstances are Careers Staff to take part in, or assist with, any part of the medical examination of candidates.

b. Recruiting Staff should not have access to or hold any documents designated 'Official Sensitive Personal - Medical in Confidence'. If any records are found or received, they are to be dispatched to SEMC in accordance with ROM chapter 5 - Medical, Eyesight and Dentist.

0822. Medical - Candidates Who Meet Medical Standards

a. All medical outcomes will be recorded on the MIS.

b. **Role of Preference.** Candidates who are medically unfit for their chosen role, but meet the medical entry criteria for an alternative role or Service, may be counselled towards another role or Service without further referral to the SEMC, utilising the RITS eligibility matrix or the JEM.

c. **Medical Examination - Period of Validity.** Whilst in the recruitment process, the medical examination will remain valid for 3 years from the date of the initial F2F Medical, regardless of the initial outcome All candidates who have not entered service at the 36-month point will require a full new **entry** medical with the current medical contractor.

d. Specialist medicals for Aircrew and Divers are valid for twelve months.

e. All candidates must be 'in date' for medical on the day of entry.

0823. Medical - Entry

a. On allocation of an entry date, candidates must complete the Acknowledgement/Medical Certificate (and, for those under the age of 18 years, their parent/guardian must sign the MoD Form 486). Candidates who declare illness or injury since their medical examination are to be referred to the medical contractor using the RITS form for a change of medical circumstance review. The completed MoD Form 486 must be forwarded to the NETE with Part Entry Papers. NETE medical centres will be able to access all medical documentation directly from the medical contractor portal.

b. All candidates entering the RN will be medically scrutinised by a Medical Officer and their medical documents examined to determine whether any medical condition has arisen since the MME's examination.

c. **Waist Circumference to Height Ratio**. All candidates will have their WCtHR rechecked on arrival at Phase One. Recruits who have moved into either Category 1 (WCtHR <0.4) or Category 4 (WCtHR ≥ 0.6) must be discussed with SMOSE and will be subject to a risk assessment before they can commence training. They may be placed "Medically on Hold" or discharged NFA Med based on the outcome of this assessment. It is candidates' personal responsibility to maintain a healthy weight prior to entry. Following discussion with SMOSE, The Principal Medical Officer (PMO) at HMS RALEIGH (RAL) or Britannia Royal Naval College (BRNC) will make a recommendation to the Training Commander (Cdr T) as to whether the candidate is safe to start Ph1 training, be placed "Medically on Hold", or be discharged NFA Med.

0824. Medical - Candidates Medically On Hold (MOH)

Candidates will be informed of the reasons why they cannot pass the medical recruitment process and placed MOH. The candidate will be instructed on what actions are required before a medical review can take place. The CA will not be advised of the MOH reason, only the fact the candidate is MOH and, in general terms, the management of candidates to reach a medical decision on fitness to serve will be conducted by the medical contractor, referring to SEMC as required.

0825. Medical - Candidates Below Medical Standards

a. The Medical Contractor will refer candidates falling below JSP 950 Leaflet 6-7-7 Section 4 standards to SEMC. If following review by SEMC the candidate is still deemed unfit RITS will be annotated accordingly.

b. A letter will be sent to all candidates who are declared medically unfit, highlighting the reasons why.

c. Candidates who wish to appeal, after discussion with their CA, are to submit their appeal to SEMC using the RITS form.

0826. PJFT

a. All Regular, overseas, DSUS and Reserve RN applicants, with the exception of RM and Diver candidates, are required to pass the PJFT. RM and Diver candidates are required to pass PJFT+ or PJFA outlined below. Candidates considered fit to continue with their application at PHCR Scrutiny will be considered fit to attend PJFT.

b. The following exceptions when re-entering the Service apply:

(1) If it can be ascertained that a re-entrant will still be in date for RNFT/RMFT on re-entry/transfer, then the PJFT requirement can be waived, with an explanatory journal entry on RITS, otherwise the procedure is as below.

(2) **Trained RN (GTS).** The PJFT is to be completed as soon as practicable post medical as per the instruction above.

(3) **Untrained RN (UTS/PTS).** The normal PJFT process applies to all re-entrants who are required to undertake any part of initial training (i.e. Phase 1 or 2) on re-entry.

(4) **Trained RM (GTS).** The normal PJFT+ process applies to all GTS re-entrants.

(5) **Untrained RM (UTS/PTS).** The normal PJFT+ process applies to all untrained or part-trained re-entrants.

0827. PJFT - Conduct

a. The PJFT and PJFT+ are now predominantly conducted internally, at CPC. Those who are continuing to conduct their PJFT by an external contractor (currently Nuffield Health (NH)) include some RM candidates, CPC failures/re-tests, DSUS, Reserve and re-joining candidates in accordance with the instruction found at ROM chapter 6 - PJFT.

b. All candidates who attend an external contractor for their PJFT are to have their Blood Pressure (BP) checked prior to the fitness assessment. This is an external contractor procedure and does not form as part of RN medical policy. If candidates fail the BP test, the following process is to be adhered to:

(1) At the first BP check failure, the candidate will be requested by NH to return no sooner than 24 hours for a PJFT at the candidate's convenience.

(2) In the event the candidate fails a second BP test they will be declined the opportunity to attempt the PJFT and advised to visit their GP for a health check to gain a letter of confirmation that they are safe to attempt a PJFT at NH.

(3) On production of a GP letter confirming there are no underlying health conditions a third and final pre-PJFT BP check will be conducted by NH staff.

(4) If the candidate fails the BP check, NH will refuse the candidate's attempt iaw NH mandated H&S regulations, despite the GP confirmation and the candidate is to be rejected.

(5) Candidates who fail the third pre-PJFT BP check are to be counselled by their Career Staff to seek alternative methods of testing. In conjunction with the Sickle Cell Trait (SCT) policy in chapter 7, the PJFA/PJFT+ is a strength test designed to not cause undue cardiac exertion and is therefore suitable for all RM and Diver candidates to conduct. Candidates who have tested positive for SCT may inform the PJFT assessor if they wish, but no action is to be taken to impact the conduct of the PJFT+. Policy for the standard PJFT and SCT can be found in Chapter 7.

0828. PJFT/PJFT+ and PJFA - Pass Criteria

a. **RN and RNR Candidates.** The table below defines the level of fitness Candidates are to demonstrate when completing the 2.4km run/Multi-Stage Fitness Test (MSFT) while attending RN CPC or a Nuffield Health gym. At RNCPC the times that are applied are PJFT +25%, at Nuffield Health the times applied are PJFT +10%. Further guidance is provided regarding actions that should be taken to ensure appropriate CRM, dependent on performance.

Gender	Age	RNFT Pass	PJFT Pass (+10%)	PJFT Pass (+25%)	Fail	MSFT Pass	MSFT Pass (+2 Lvl)	Fail
Male	16-24	11.09	12.16	13.56	>13.56	9.10	7.09	<7.09
	25-29	11.33	12.42	14.26	>14.26	9.04	7.03	<7.03
	30-34	11.58	13.09	14.57	>14.57	8.09	6.08	<6.08
	35-39	12.23	13.37	15.28	>15.28	8.03	6.02	<6.02
	40-44	12.51	14.08	16.03	>16.03	7.08	5.08	<5.08
	45-49	13.18	14.38	16.37	>16.37	7.02	5.02	<5.02
Female	16-24	13.10	14.29	16.27	>16.27	7.04	5.05	<5.05
	25-29	13.37	14.58	17.01	>17.01	6.09	4.08	<4.08
	30-34	14.05	15.29	17.38	>17.38	6.05	4.04	<4.04
	35-39	14.33	1600	18.11	>18.11	5.09	3.08	<3.08
	40-44	15.04	16.34	18.50	>18.50	5.06	3.05	<3.05
	45-49	15.35	17.08	19.28	>19.28	5.02	3.01	<3.01

b. **RM Candidates and RN Divers.** The table below defines the standard required to pass the Royal Marines Fitness Assessment (RMFA). For RM candidates, these standards are also applied during PJFA training sessions delivered around the country by the DoCC Commando In-Reach Team (CIT), from which candidates should receive a recommend to attend RM CPC. The same standard is then applied in the RMFA which is the first physical element of RM CPC. RM Candidates that continue to show little or no progress during PJFA training sessions will be considered for career counselling to alternate roles. For RN Divers, these standards are applied at RN CPC.

PJFA Result	Pass	Re-attempt
Event	RM PJFA minimum level / reps	
MSFT	10.5	<10.5
Press Ups	30	<30
Sit Ups	40	<40
Pull Ups	4	<4

c. **PJFT+.** The PJFT+ remains in place as a Pre-Joining Fitness Test process for RM Overseas candidates and is usually delivered virtually. The table below provides the requirements:

RM (Overseas candidates): PJFT+ Standards	
All	a. Circuit completed three times for RM OR candidates and 4 times for RM officer candidates: (1) Burpees x 20 (2) Sit-ups x 30 (3) Press ups x 20 (4) Plank x 1 minute b. On completion, and after a 2-minute recovery, all candidates will be required to conduct 5 pull ups. c. If exercise form is below standard, PT staff can adopt the '3 strike' rule which can result in a 'fail'.
RMBS: PJFT Standards	
All	As advised by RMBS SRT prior to Audition attendance.

d. Candidates applying to join the RN are to be encouraged to use the Navy/Commando Ready apps as early as possible in the recruiting process. Careers Staff are to ensure that the candidate has links to the appropriate guidance on the RN Careers Website at the earliest stage of the recruitment process.

e. All Candidates are to be informed that they must maintain or improve their fitness throughout the whole recruiting process. All RN and RM candidates will have to attend a Candidate Preparation Course (CPC), or Officer Selection Course (OSC) (RMO only).

(1) At CPC (RM) and OSC, RM and RMO candidates will be required to pass the PJFA under RM supervision, as well as complete other physical tasks.

(2) At CPC(RN)/MedFit all RN candidates, including officers and Divers, will be required to conduct a PJFT/PJFA to ensure they are fit to commence Naval training. The PJFT +25% times described in para a above are to be applied for non-Diver candidates. Any candidate who fails to meet the required standard will be counselled accordingly by CPC staff and/or their Careers Staff.

0829. PJFT - Booking

The following detail is provided for those who remain on the contractor provided PJFT (e.g. candidates who have previously attempted CPC and did not pass the PJFT element, or were medically unable to attempt the fitness elements).

a. Candidates are to be sent the appropriate instruction via RITS to book their PJFT as soon as they have passed medical triage/are fit to re-attempt. Candidates are to be advised of the contact details for their local Nuffield or third-party fitness centre.

b. The PJFT standard applied for a test at Nuffield using a running machine is PJFT +10%, not PJFT +25%; see 0828 a.

c. On receipt of the results email, Careers Staff are to enter the results into RITS.

d. Duration of pass: PJFT passes remain valid for a period of 12 months from the date of successful completion. Candidates still in the recruiting process 12 months after passing their initial PJFT are to re-take the test as 'first attempt candidates'. Candidates must be within the 12-month period prior to attending preselection courses and when joining NETE.

e. Careers Staff and the candidate are responsible for ensuring the results are correctly recorded and any subsequent actions are taken in appropriate time.

f. If a candidate cancels a test within 24 hours or fails to attend, Careers Staff will be informed by the Fitness Centre and the RN will be charged for that appointment. Cancellation and re-booking by a candidate outside of 24 hours' notice will not be notified to Careers Staff.

g. Careers Staff are to contact the candidate as soon as possible and establish the reason for non-attendance. If deemed appropriate, Careers Staff may authorise the candidate to book another date. If a candidate fails to attend a second appointment Careers Staff are to update RITS. The candidate is to be sent a RITS letter, which informs them that their application is being withdrawn.

0830. PJFT - Testing Procedures

a. Career Staff are to brief RN and RNR candidates on the PJFT (PJFA for Divers) during initial CRM, covering the following points:

(1) The implication of failing:

(a) They will not be allocated a specialist board or audition, if required for their role, but will be given more time to get fit and re-take the PJFT.

(b) The candidate will not be considered for an Offer of Service or Notice of Eligibility for Final Selection Process but will be given more time to get fit and re-take the PJFT as detailed above.

(2) Candidates should also be advised that to cope better with the physical demands of Phase 1 Training, they should aim to achieve the RNFT fitness level before joining. Furthermore, failing the week-1 RNFA or week-5 RNFT of NETE may result in discharge.

b. Careers Staff are to brief RM candidates on the PJFA/PJFT+ during initial CRM, covering the following points:

(1) The implication of failing, i.e. RM candidates will not be given an Offer of Service or Notice of Eligibility for Final Selection Process and should be given more time to get fit and retake the PJFA/PJFT+.

(2) RM candidates should also be advised that the ROP is much more physically demanding than the PJFA/PJFT+, and that they are not to assume that passing the PJFA/PJFT+ is an indicator of success at CTCRM.

c. **Travel Costs.** Travelling expenses to attend CPC other than rail travel arranged by Careers Staff and travel to MedFit/PJFT/PJFA/PJFT+ are to be covered by R&A iaw extant policy when required. This is to be determined by individual Careers Staff on a case-by-case basis.

d. **Remote Candidates.** RN Diver/RM candidates from remote areas of UK (e.g., Channel Islands, Orkneys, Shetland) can conduct PJFT+ when required; these tests will be arranged by exception on a case-by-case basis and when CTC capacity allows.

e. **Contract/Booking Difficulties.** Any problems with fitness centres are to be reported to R&A Policy SO2 as soon as they become evident. Careers Staff are not to enter into dialogue with fitness centres directly, other than for purely administrative issues.

0831. PJFT - Overseas Candidates

a. The Overseas Recruitment Team (ORT) is to advise all overseas candidates, before travelling to UK, about the requirement to undertake the PJFT when in the UK for the selection process. All candidates are to provide STRAVA evidence of their 2.4km run time before being invited to travel to UK (candidates who require an SCT test when they arrive in the UK are exempt from providing STRAVA evidence).

b. All overseas RM candidates are to conduct a virtual PJFT+ while in their home country and must pass this as one of the conditions to be invited to travel. The PJFT+ is conducted by CTC PT Staff.

0832. PJFT - Failure Procedures

a. **Failure Routine After First Attempt.**

(1) Call and discuss reasons for failure and brief on further attempts (2 maximum).

(2) Candidate is to be given maximum 30 calendar days to prepare and resit the test.

(3) Create a retrospective PJFT event and book the candidate on it. Enter the results in the results form to provide details of failure. Candidate to remain ‘Active’. Set appropriate task to prompt re-issue 2nd PJFT attempt message if required, or to contact candidate if PJFT not attempted in relevant time frame.

b. **Failure Routine After Second Attempt.**

(1) Discuss with candidate the implications of this failure; ensure they understand that failure of the third attempt may result in their application being rejected

(2) Create a retrospective PJFT event and book candidate on to it. Enter results to provide details of failure.

(3) Inform candidate they must conduct their 3rd and final PJFT between 30 and 90 days of the 2nd PJFT failure.

(4) Issue PJFT 3rd attempt attachment via RITS. Update the body of the text of communication to reflect that this is the 3rd attempt.

(5) Candidate to remain 'Active'. Set appropriate task to review application if PJFT not attempted in relevant time.

c. **Failure Routine After Third Attempt.**

(1) Send the 'PJFT Final Fail' attachment as part of the PJFT paperwork to the candidate. Update the body of the communication to reflect the failure of the final attempt.

(2) RITS is to be updated to the appropriate end state (rejected, with 'Fitness' as reason), the 'period of ineligibility' to 3 months, and additional comments to reflect circumstances of candidate's final failure to be entered in the 'comments' box. The terms of the rejection, as with any rejection, are to be clearly and sensitively explained by Careers Staff to encourage the candidate to address their issues and re-apply when appropriate.

0833. PJFT+ - Failure Procedures

a. If a candidate fails a PJFT+, they must understand why they have failed and how they can address this shortfall and can book another PJFT+ in not less than 28 days.

(1) **RM OR (Overseas).** Candidates may attempt the PJFT+ up to 3 times. After 3 failures, the candidate should receive CRM to advise them that their application will be rejected, with advice on how to improve fitness and re-application timelines according to role applied for.

(2) **RM Officer (Overseas).** Candidates may attempt the PJFT+ a maximum of 2 times. After two failures the application is to be rejected. An otherwise good candidate can be advised to re-apply in not less than 6 months having improved their fitness levels.

(3) Failure to attend, or not being properly prepared to complete the test will count as a failure and therefore, be regarded as an attempt.

(4) All PJFT+ attempts are to be recorded on RITS by Careers Staff to ensure an accurate record of all attempts leading to successful completion or candidate rejection.

(5) Re-attempts must be annotated as appropriate:

(a) RM OR 2nd Attempt.

(b) RM OR 3rd and FINAL Attempt.

(c) RM Officer 2nd and FINAL Attempt.

b. Whether RM OR or RM officer, if candidates are unsuccessful after maximum attempts, Careers Staff are to reject candidates and advise them to improve their fitness iaw the guidance at the RN Careers Website. Candidates are not to re-apply to join the RN until a minimum of 3 months from the date of rejection. The terms of the rejection, as with any rejection, are to be clearly and sensitively explained by Careers Staff to encourage the candidate to address their issues and re-apply when appropriate.

0834. Miscellaneous Fees - Payments by Candidates and Reimbursements

a. In the event of the candidate expressing a genuine difficulty with miscellaneous fees, then a claim re-imbursement can be made via a HR Form 1108 available on RITS via the “Candidate Miscellaneous Personal Payment Form” RFI. The measure of genuine hardship of the candidate should be at the discretion of Careers Staff. Hardship must be fully proven to the full satisfaction of Careers Staff and always be considered the exception.

(1) Receipts for miscellaneous fees are to be submitted with the HR Form 1108 claim form, which is to be emailed to DBS via the Contact Us link on the HR Form 1108.

(2) In the event of electronic submission failing, the HR Form 1108 and receipts are to be submitted to DBS, Scanning hub, PO Box 38, Cheadle Hulme, SK8 7NU.

(3) Payment will be by BACS transfer to the candidate’s nominated bank account[3].

[3] Passport fee reimbursement queries can be made to ‘Navy FD-Fin Ops P&T Spt’.

b. Travel will normally be booked by Careers Staff, however, in exceptional cases candidates may be refunded distance or hardship expenditure at public expense for various categories of travel as follows, using HR Form 088_v11.0-OSP.doc.[4]

(1) Travel to Careers Office attendance.

(2) Travel to Defence Aptitude Assessment (DAA) location (e.g., public library or AFCO)

(3) Travel to Pre-Joining Fitness Test (PJFT)/Pre-Joining Fitness Assessment (PJFA)/Pre-Joining Fitness Test+ (PJFT+).

(4) Travel to Medical Examination.

(5) Travel to Eyesight Test.

(6) Travel to Candidate Preparation Course (RN and RM).

(7) Travel to MedFit (at CPC locations).

(8) Travel to RM Officer Selection Course (RM OSC).

c. Assistance should not be offered, but given only when the individual explicitly requests help, when it is evident to Careers Staff that the candidate will be required to travel a considerable distance within the UK, or the candidate would incur genuine financial hardship in meeting the cost, then, assistance with attending these events is to be offered. A similar process is to be adopted for the reimbursement to candidates of passport expenses (see 0834.g.). Candidates must be encouraged to use public transport at all times and the actual fare incurred may be claimed on submission of receipts. Candidates wishing to use a private vehicle are to state the mileage for the journey on the form; claims will be paid at appropriate mileage rate. The use of taxis must be in exceptional circumstances only; a reason for use must be stated on the form.

d. When exceptional instances merit authorisation of a distance/hardship payment the UIN of N6032A is to be used.

e. Under no circumstances should money be withdrawn from contingency accounts and given to candidates.

f. Further information relating to this process is located in the ROM.

[4] https://gbr01.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fmodgovuk.sharepoint.com%2Fsites%2FIntranetCivilianHRPeoplePortal%2FHRForms%2FHR%2520Form%2520088_v11.0-OSP.doc&data=05%7C02%7CEmily.Vickery401%40mod.gov.uk%7C61e6de5928054acd49ea08dc474b145a%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638463634982864899%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=CpspFrz4Ec1Ed1SZyqQV6EKYY0DKflas%2FX0YKHt9SCo%3D&reserved=0

g. **Passports.** Only RN Officer candidates are required to possess an in-date passport at time of Service entry. For all other Service entrants possession of a passport is desirable but not essential. Payment for purchase of a passport is not to be offered to candidates who are not in possession of an in-date passport and do not require one for service entry.

(1) For those who do require an in-date passport for service entry and express financial hardship, the funding of a passport purchase is to be considered by Careers Staff. Hardship must be fully proven to the full satisfaction of the Career Staff and always be considered the exception.

(2) The candidate must request a receipt when they send their application to the passport office/post office. This receipt will need to be attached to the HR Form 1108 claim form when a claim is made.

(3) Only RNO Officers require a passport from the commencement of their training as they are required to travel overseas in the early stages of their training. RM Officers do not travel overseas until 12 months into their training.

(4) Personnel who require a passport for travelling on official journeys overseas may have their passport applied for and funded within and at Service expense as required iaw JSP 752 Ch9 Section 13.

ANNEX 8A

PRE-ENTRY MEDICAL EMPLOYABILITY BOARD STANDING MEMBERS, ROLES & RESPONSIBILITIES AND STANDING AGENDA

1. PMEB Standing Members. Standing members of the MEB will be:

Chair	Navy People PSP Hd / Navy People-WFPT Hd	Core
Workforce Planning	Navy People WFPT STRAT SO1/SO2	Core
Occupational Medicine	Navy INM RN AvMed Head	Core
Navy R&A	Navy RA DHd RA	Core
Navy Training	Navy People TMG RAL CDR INT	Core
Secretary	Navy People PSP MEB SEC	

Supplementary:

Legal	Navy Legal Emp Law SO1	A/R
Profession Advisors	W / L / E / RM SO1	A/R
CPC HQ Medical Lead[1]	Senior CPC RN Medical Officer	A/R
SEMC[2]	Navy RA SEMC SMOSE	A/R
Navy Training	BRNC/CTC representatives	A/R
Navy R&A Policy	Navy R&A Policy representative	A/R

2. PMEB Roles and Responsibilities. Roles and responsibilities of RN PJMEB are as below:

a. **Chair:** The Board is to be chaired at OF5 and will have final decision-making responsibility.

b. **Workforce Planning:** To represent each profession as required.

c. **Occupational Medicine:** To provide specialist advice on JMES and medical employability. To be prepared to discuss candidates presented from all CPC locations, having been on-call through the week to advise CPC Medical Officers.

d. **Navy R&A:** To present Navy R&A position including recruiting shortfalls. Navy R&A Policy to compose and upload executive decision letter to RITS.

e. **Navy TMG:** To represent new entry training establishment(s) and inform of outcomes. Ph1 PMO and Cdr T to be invited where review involves a potentially NFA candidate.

f. **Secretary:** Will collate Form 5As, make a record and provide outcome to Navy R&A. In the Secretary's absence Navy PSP will provide an alternate.

3. Standing members make a quorum for decisions. If Chairing OF5s are not available cases are to be deferred to the following week.

[1] The Senior CPC Medical Officer may attend as requested by MEB.
[2] SMOSE for any SEMC referrals.

4. Supplementary members are to be available (or nominate a suitably empowered and qualified representative) to answer any medical, legal or profession specific questions.

5. PMEB Standing Agenda. The standing agenda will be as follows:

Serial	Item	Owner
1.	Introduction	Chair
2.	CPC Candidates	Sec / Occupational Medicine
3.	Candidates Carried Over	Sec / Occupational Medicine
4.	SEMC Referrals	Sec / SEMC
5.	Actions	Sec / Chair
6.	AOB	Chair

ANNEX 8B

URNU CANDIDATES

1. Background

University Royal Naval Units (URNUs) recruit university students from around the UK to undertake voluntary RN activity during their time at university. URNU personnel fall under the command of CO BRNC and, for administrative purposes, are managed on the Royal Naval Reserve List 7[1] iaw BRd 3(1) Chapter 151 and BRd 3(2) Chapter 1 Section 2. Members of this List are not Volunteer Reservists, have no call-out liability and form no part of the Maritime Reserves. In order to ensure the safety of URNU personnel and the Regular and Reserves Personnel working alongside them, all URNU candidates undergo entry medical examination.

2. Direction

a. URNU candidates are to be medically examined at a RN CPC via MEdFit + bookings with the same preliminaries and available full PHCR. They are subject to the same medical standards as applicants to the Regular and Reserve Service as laid out in JSP 950 Lft 6-7-7 and BRd 1750A. They are to be awarded a JMES iaw this Annex.

b. Where an URNU candidate does not meet the Entry Standards, their case will be considered by an OM Specialist and a reduced JMES may be awarded. This must be ratified by the MEB before the candidate can undertake any URNU activities.

c. Where an URNU candidate is a retired Regular or Reserve SP[2], careful consideration should be given to their JMES on discharge, and their medical fitness and records since discharge. There may be situations where seamless transfer is appropriate however this should only be considered on a case-by-case basis. The default action should be to complete a fresh medical examination as per other candidates.

d. When a URNU candidate is deemed FIT, they are awarded MFD Perm for 3 years. Should they subsequently join Regular or Reserve Service during the validity of this medical, they will not require another full medical examination, which aligns with RN candidates who are not in the URNU. However, as URNU candidates do not select a Branch, consideration must be given to whether their physical standards match their selected Branch on joining the RN.

e. Previous URNU categories such as ‘Fit for URNU +/- Shore only’ are not to be awarded.

[1] List 7A (Training Officers), List 7B (URNU Officer Cadets), List 7C (Defence STEM Undergraduate Scheme (DSUS))
[2] E.g. joining as Training Officers

3. Guidance for Medical Examiners

a. **Physical Standards[3].** The following physical standards must be met for an award of MFD. This is because the medical examination is valid for 3 years and URNU personnel may subsequently join Regular or Reserve Service within the validity period without a further pre-entry medical examination. At this stage URNU personnel may not have determined which RN Branch they are joining. Physical standards for the RN vary by branch and specialisation, and these will be matched to the Branch during application. Therefore, at this stage URNU require the minimum RN-Branch specific physical standards. Those that do not meet these criteria may be awarded a lower JMES if appropriate, after discussion with an OM Specialist.

(1) Minimum height: 145cm

(2) Minimum WHtR 0.4

(3) Maximum WHtR 0.59

(4) Visual Acuity: VA 3

(5) Colour Perception: CP4

(6) Hearing: H2

b. **URNU Activities.** URNU personnel conduct activities including sea time in Ships (P2000 through to QEC), flying as a passenger in fixed and rotary aircraft, parachuting and other Type 4 Adventurous Training, representative sport, and RN / RM-specific training such as RAS Rig, Damage Repair Instructional Unit (DRIU) and assault courses.

c. This broad range of activity overlaps with Service Personnel however URNU personnel do not hold responsibility for safety-critical duties and are not deployed operationally. When at sea they are considered sea-riding observers of RN activity. URNU personnel may not be required to go to sea beyond visiting Ships alongside but will require a level of robustness commensurate with the role being applied for. For example, Training Officers should be capable of leading hill-walks and sea-riding embarkations.

[3] BRd 3(1) Ch 7 - Eligibility and Entry Standards and RN Recruit & Attract Job Eligibility Matrix (https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/jem.aspx)

4. JMES Guidance for Medical Examiners

a. **Training Officers (TOs).** TOs are required to lead, teach and motivate Cadets and are required to match JMES for Regular or Reserve Entry. Therefore, TOs who may be awarded a JMES of lower than MLD A4 L4 M2 E4 are to be discussed with an OM Specialist with a view to presentation to PMEB.

b. **Officer Cadets.** Students may be permitted to join as Officer Cadets provided they meet the minimum standard which is to be able to visit a Ship alongside. Therefore, URNU candidates who may be awarded a JMES of no lower than MND A4 L4 M3 E4 are to be discussed with an OM Specialist with a view to presentation to MEB as per Table 8B-1 below.

Table 8B-1: Outcomes from Medical Examination for URNU Officer Cadets.

Outcome	Description	JMES Awarded	Disposal
FIT	Meets Medical Entry Standard. Fit to undertake entry training and Service without restriction. This could include candidates MFD with E2 marker for Trial of Training	MFD Perm 3 years (maybe with E2 marker)	FIT, TOT
UNFIT	Not fit to undertake entry training and Service without *significant*[4] additional medical risk. Requires MASMO or OM discussion before being declared UNFIT	None. Includes those who normally would be awarded a MES below MND A4 L4 M3 E4	UNFIT
Normally UNFIT	Does not meet current entry standards but could be awarded a reduced JMES. Requires OM discussion and MEB the same week. The outcomes could include UNFIT, FIT with appropriate limitations or Trial of Training (TOT), or MOH pending further Ix	MND A4 L4 M3 E4 and above, Temporary, for 12 months. Must include MedLim 1302 and any other MedLims relevant to URNU role and potential future RN role	FIT, TOT, MEB, MOH, or UNFIT
Medical On Hold (MOH)	Requires further information or testing; refer back to GP. No JMES awarded. Might require OM discussion on a case-by-case basis	None	MOH

5. Appeals and Documentation

URNU candidates are entitled to appeal Service Entry and MEB decisions as per Regular and Reserve Entry.

[4] "significant" is a policy addition to enable in-Service medical standards to be used.

CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

(Sponsor: NAVY RA-DHd RA)

CONTENTS



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

SECTION 1 - RATINGS AND OTHER RANKS SELECTION INTERVIEW

Para

0901. Recruitment Process for Ratings, RMOR and RMBS
0902. Ratings and Other Ranks Selection Interview
0903. Competences Assessed in Ratings and Other Ranks Selection Interview and Selection Scores Awarded
0904. Selection Scoring Rules
0905. Overseas Candidates

SECTION 2 - RATINGS AND OTHER RANKS SPECIALIST SELECTION PROCESSES

0906. Naval Airman Aircrewman
0907. Royal Marines Band Service (RMBS) - Auditions
0908. Naval Nurse and Medical Technician Selection Boards - (Student)
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0910. Diving Assessments
0911. Royal Navy Police - Direct and Inter-Service Entry
0912. Royal Navy Candidate Preparation Course/MedFit
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0914. Direct Entry Petty Officer Technicians (DEPOT/DET)
0915. RNR Cyber Reserves
0916. Accelerated Apprentice (AA) Scheme, including AAPO for Marine Engineering General Service (MEGS) and Weapon Engineering General Service (WEGS)
0917. Direct Entry Fast Track Engineering Technician
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CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

SECTION 1

RATINGS AND OTHER RANKS SELECTION INTERVIEW

0901. Recruitment Process for Ratings, RMOR and RMBS

a. **The Process.** The various elements of the recruitment (and selection) process are listed in paragraphs later in this chapter, and in earlier chapters within part 4 of BRd 3. This paragraph provides a singular reference for the generalised rating (and RMOR/RMBS) recruitment pathway to provide time-bound recruitment objectives along a candidate's journey into the RN. Included below are some of the Key Performance Indicators (KPIs) to which Recruitment Staff will adhere to as standard procedure whenever possible.

b. **Application and Initial CRM.** The candidate applies via the RN Website using a link to MIS and is contacted by an ACA. On immediate receipt of the application, but NLT 7 days, assigned Careers Staff will conduct and record initial CRM and issue RFIs including:

(1) Baseline Personal Security Standard (BPSS) and Photograph Identification.[1]

(2) DAA link.

(3) Eligibility triage, including educational eligibility for the chosen role. All candidates are required to provide any GCSE certificates held at this stage to allow the Service to ascertain any Functional Skills requirements in training.

(4) Parental Consent form covering all activities which are a part of the recruitment process, including entering the Royal Navy. Only applicable to under 18 years old.

(5) The CA is to send the medical RFI to the Candidate, including Royal Navy Medical Questionnaire (RNMQ)[2] and Consent for Request for Primary Health Care Record (PHCR)[3]. The RNMQ and PHCR Consent must be completed and returned to NAVYRA-CPCMedical@mod.gov.uk within 7 days. The Eyesight test routine remains unchanged and is to be completed concurrently with the completion of the RNMQ and PHCR consent, in addition to SC application and DAA.

[1] To be verified during the SI for ORs. For Officer Candidates, CAs are to book 'Officers BPSS Check' to be conducted on 'SHINE' upon receipt of hand off, to include RFI 'Post BPSS Caution.'

[2] RNMQ includes the Family Origins Questionnaire (FOQ).

[3] Overseas Candidates are to complete as consent for medical processing only, GP details and request of PHCR are not required from Overseas Candidates.

(6) **PHCR.** For RN Officers, Ratings, RMBS and DSUS Candidates, CAs to confirm PHCR consent has been received by SEMC Medical via weekly checks of the SEMC PHCR Tracker. Once the CA has received a RITS Action Task Reminder from SEMC Medical, queue Candidate to MedFit/CPC:

(7) To manage expectations, CAs are to advise Ratings Candidates that they will typically attend CPC within 6 - 8 weeks of completing application.[4]

(a) **MR/RMBS:** PHCR should be requested to assist processing of any TMU Candidates.

(b) **RM:** Required to conduct medical and fitness assurance prior to attending CPC/OSC as outlined at sub-paragraph g. below.

(8) RN candidates are not to be rejected at SI if they declare they cannot swim or are a weak swimmer.

(9) Other RFIs will be required following a review of the Application Form.

c. **Defence Aptitude Assessment (DAA).** All Candidates are required to sit the DAA except for Professionally Qualified candidates who can provide the requisite degree qualification for the profession they are applying for (e.g., Med, Eng[5], and Chaplain). Professionally Qualified officer candidates are to be queued straight to AIB without conducting the DAA. The candidate is to be instructed to complete the DAA as soon as feasible but NLT 7 days after receiving the DAA link. Candidates are to be advised they can complete the DAA unsupervised on a personal device or supervised on a MOD device within an AFCO.

(1) **ESM.** ESM is to be completed for all candidates. This provides the details of functional skills training requirements during RN training.

(2) The candidate is to be informed of their DAA result by the Careers Staff. Failures are to be counselled towards alternative roles once they have expended their DAA attempts.

(3) **DAA attempts.**[6] Candidates can attempt the DAA three times. All DAA 3rd attempts **must be supervised**. Staff are to advise the Candidate they may re-sit the DAA earlier than 28 days if the candidate feels confident and requests to do so.

(4) **DAA Waivers.** DAA waivers will be considered by HQ Policy WO1 to meet Service needs.

[4] This can be sooner if PHCR are received to SEMC earlier, and Candidate is available.
[5] This includes DSUS candidates who will be educationally qualified by the time they enter INT(O), bringing DSUS in line with DE Engineering Officers..
[6] See para Chapter 8, 0810.

(5) **DAA threshold amendment.** DAA threshold scores will be amended by R&A HQ Policy team, with approval from respective Work Force Planners, based on objective analysis of current thresholds to meet the needs of the Service, as appropriate. Any changes in DAA thresholds will be articulated in the DAA Roles Threshold Matrix[7] and notification of these changes will be published to Careers Staff via R&A Teams Key Announcements and on RTAG SharePoint page. Amended DAA Threshold scores cannot be applied retrospectively to candidates that previously failed the DAA for their preferred profession. Candidates may retake the DAA should they wish to change role, though this should not be offered or encouraged if the candidate has switched to a Fast Track role. Comprehensive policy on DAA can be found in BRd 3(1) Chapter 8.

d. **Selection interview (SI).** To be completed, and recorded, using the SHINE application. The CA is to conduct a BPSS during the SHINE recording. Face to Face SIs are to be recorded on SHINE VIP for Assurance purposes. The first SI of a candidate is to be conducted within 14 calendar days of completion of the DAA and achieving eligibility for a chosen or agreed profession. Candidates can have 3 attempts at passing the SI. If a candidate fails their SI at all 3 attempts their application is to be rejected. RN candidates are not to be rejected at SI if they declare they cannot swim or a weak swimmer.

e. **Security Clearance (SC).** (SC) is required for all candidates, except for Cryptologic Technician (CT), Warfare Intelligence Specialist, Warfare Specialist (SM), Warfare Officer (Intelligence) and Cyber Reservist candidates who require Developed Vetting (DV). All SC and DV applications are to be initiated at the earliest opportunity on completion of BPSS conducted over SHINE during SI. If a candidate is withdrawn or is rejected from the recruitment process for any reason, the CA is to ensure the SC / DV application is terminated.

(1) Security clearance must be confirmed prior to entry. A check will be performed of all SC applications on successful completion of CPC; if there are any issues affecting timely award, candidates are to be given the option of deferring their entry date according to their personal circumstances.

(2) Residency Waivers should be applied for at this stage. A candidate requiring a Residency Waiver is not eligible for any DV roles.

(3) **DV Application.** All CT, Warfare Intelligence Specialist, Warfare Specialist (SM), Warfare Officer (Intelligence) and Cyber Reservist DV applications are to be submitted as priority requests. Candidates requiring DV will not be permitted to enter Service unless they have been awarded a DV, or a short notice SC, in the interim of the DV being completed.

(4) The SC waiver policy is contained within BRd 3(1) Chapter 63.

[7] https://modgovuk.sharepoint.com/:x:/r/teams/55758/_layouts/15/Doc.aspx?sourcedoc=%7BB41D1B69-6709-47E2-A4F2-12D523E985BB%7D&file=20230112-DAA%20Roles%20Threshold%20matrix-os.xlsx&action=default&mobileredirect=true&DefaultItemOpen=1

f. **CBAT.** All ACMN candidates are to complete CBATs. Application for ACMN is to be made via R&A HQ Allocations/Plans team on successful completion of the SI.

g. **Candidate Preparation Course (CPC).**

(1) **Ratings Candidates.** As soon as the candidate is allocated to CPC the CAs are to send the Self Measurement and Code of Conduct Declaration RFI. CPC will include the following events:

(a) Full medical performed in first 2 days with reference to PHCR. The following outcomes are possible:

i. Declared Medically Fit to Enter (MFD) – continue through CPC.

ii. Declared Not Medically Fit to enter (MND) – return home, application on hold.

iii. Assigned a JMES category detailing limitations (MLD) – continue through CPC but referred to Pre-Entry Medical Employability Board.

iv. Declared Medical on Hold (MoH) with either of the following:

a. Fit CPC where Cds will continue through CPC.

b. Unfit CPC where Cds will remain at CPC but restricted in all physical activities. Once Cds are upgraded via SEMC they will need to return to a CPC or attend a Nuffield Health Centre and take their PJFT.

(b) PJFT conducted at RNFT standard +25% added.

(c) Candidate will fail CPC if their conduct and behaviours are deemed to be unsuited to Service life.

(d) A candidate will fail CPC if they are unable to effectively communicate in English.

(e) RN CPC is valid for 12 months and must be completed and passed prior to Offer of Service. Candidates may have up to 3 attempts to pass CPC, including 3 attempts at the PJFT, if unsuccessful the application is to be rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should re-attend, not normally less than 3 months. Candidates are only to repeat the elements that they fail at CPC[8].

[8] PJFT resits can be taken via Nuffield Health or CPC depending on availability.

(f) Successful RN CPC candidates are to be submitted for intake on MS. To manage expectations, candidates are to be informed they will be allocated entry at 31 Days, or earlier if candidate elects to do so. Candidates wishing to join INT beyond 31 days will be by exception.

(2) **RM Candidates.** Due to the physical rigours of CPC, all RM will be required to be medically and physically assessed before being eligible for RM CPC. From passing SI, all candidates are to receive CRM to encourage them to physically prepare for PJFA and CPC, noting this preparation is unsupervised and done entirely at the candidate's own risk.

(a) RM CTC Medical assessment will take place when RM CTC Medical assessors receive a candidates PHCR. Both the RNMQ and PHCR will be considered.

(b) Before attending RM PJFA, all Candidates must be medically triaged and have a PHCR check. The PJFA RFI is then to be issued no later than 7 days after SEMC state that a candidate is 'Ready for RM PJFA' . The candidate is to be booked onto a PJFA no later than 7 days after CTC medical assessment. The RM PJFA matrix located in Chap 9 of the ROM provides the PJFA scoring levels. The candidate will be encouraged to re attempt the PJFA no longer than 4 weeks from their previous attempt with no limit on the number of attempts until they score the required standard, with candidates that continue to show little or no progress being considered for termination of application to the Royal Marines.

(c) Following successful PJFA RMOR Candidates are to be queued to the next available CPC. The target time from RM CTC Medical Assessment to completion of CPC is NLT 30 days.

(d) A RM CPC pass is valid for 6 months and must be completed prior to any 'Offer of Service'. RM Candidates may have up to 3 attempts to pass CPC, if unsuccessful the application is rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should re-attend, not normally less than 6 months[9]. If a candidate fails CPC for any reason other than medical, they will not have to repeat the medical process if they remain medically eligible for entry. The candidate will repeat the remainder of CPC.

[9] If a candidate in UK on a limited visa only fails RMSA, they are to be offered swimming lesson assistance and allowed to re-attempt RM CPC in 3 months.

(e) **RMBS.** RMBS candidates are now incorporated within the NRP for medical processing prior to attendance at the RMBS audition, which incorporates PJFT. All Candidates are to receive CRM to encourage them to use the time between booking and attending the audition to physically prepare for the PJFT. If a Candidate fails audition for any reason, they will be advised on the next steps by RMBS staff. Following medical scrutiny RMBS candidates are to be queued for RN MedFit in RITS. At RN MedFit only the F2F Medical will be conducted, fitness testing will be conducted during auditions.

h. **Specialist Medicals.**

(1) **Diver.** Candidates that are declared fit at CPC medical process are to complete the Diver Medical process as detailed in the Recruiting Operators Manual (ROM) para 0524.

(2) **Aircrew.** Candidates that are declared fit at CPC medical process and pass CPC are to undertake an Aircrew Medical. The Aircrew Medical is booked by R&A HQ Plans/Allocations for all ACMN and AC candidates. Aircrew candidates are not to be submitted for intake until they have passed Aircrew Medical.

i. **Mandatory Compliance Checks.** This must be completed by the Team Manager (TM) prior to 'Submit for Intake' on MIS. A final check will be conducted by the RMs and uploaded to MIS. The MCC must be downloaded to the Desktop, completed, and uploaded to MIS, then deleted from Desktop and the deleted items folder.

j. **Submit for Intake.**

(1) **RN Candidates.** Are to be ‘submit for intake’ on successful completion of RN CPC by the CA.

(2) **RM Candidates.** Are to be ‘Submit for Intake’ on successful completion of RM CPC.

k. **Selection Boards.** RNP, Medical, Diver and AA roles are required to pass Specialist selection boards.

(1) **AA and Medical Roles.** Specialist Boards (SB) and assessments are conducted iaw Branch requirements, after successful completion of SI and are to be undertaken at the earliest opportunity to prevent any delay in entry.

(2) **RNP.** RNP SB is conducted at RN CPC South, on planned dates throughout the year, as agreed by RNP Branch Manager. These dates are incorporated into the RN CPC programme. Careers Staff are to liaise with NAVY RA-RF CPC S OIC, to confirm booking of RNP candidates onto RNP selection at RN CPC(S). RNP candidates must complete RNP SB at CPC(S).

(3) **Diver.** 1st preference RN Diver Cds can attend any RN CPC nearest to their geographical location. All RN Divers Cds will need to pass their Diver Pre Joining Fitness Assessment at the RN CPC before being allocated to INT.

l. **Overseas Candidates.** Overseas candidates are not to be loaded to CPC without approval of the Overseas Team. Refer to ROM chapter 13 and the Overseas policy for further information.

m. **Offer of Service.**

(1) The 'Offer of Service' will only be generated once JPA issues a Service Number. Once completed, 'Intelligent Guidance' is populated on MIS. The CA creates the 'Offer of Service' which must include the Vetting Number. The candidate should receive the 'Offer of Service' as soon as they have passed CPC and are medically eligible (Aircrew and Divers) and no later than 31 days[10] prior to the entry date, allowing them sufficient time to complete necessary administration and prepare for Entry to the RN.

(2) All candidates within 31 days of an allocated entry date, with an SC in progress are to be highlighted by the Allocation Team to PSYA and to have their SC application raised to Priority if appropriate. The Allocation Team are to forward the list of prioritised Candidates to the relevant RMs, to disseminate accordingly. Candidates are to be informed of this escalation by the Careers Staff, to manage candidate expectations and planning. Candidates will not be removed from their allocated entry date at this point unless they choose to withdraw.

n. **Final Entry Brief.** The FEB is completed during RN and RM CPC.

o. **Final Update Interviews.** Final Update Interviews are to be completed within 31 days prior to an entry date.

p. **Candidate Withdrawal or Rejection.** Whenever a candidate is Withdrawn or Rejected from the recruitment process, the reasons for their removal from the recruitment journey should be recorded on the candidate RITS account and the candidate is to be sent the MIS RFI to conduct the appropriate survey. The minimum time to re-apply is to be clearly and sensitively explained by the CA to the candidate. The CA is responsible for ensuring all subsequent events, bookings, or tasks for the affected candidate, including SC / DV and Medical, are cancelled.

[10] This can be reviewed for short notice Service Entry, with Candidate consent. This can be reduced for Commonwealth candidates with candidate consent.

0902. Ratings and Other Ranks Selection Interview

a. Candidates applying to join the Regular Service and Maritime Reserves (MR) as ratings/OR are to be interviewed by a qualified CA. The purpose of the SI is to assess the candidate's suitability for service, their selected profession and that they are ready to start training. Re-entries (trained, part trained and untrained) and transfers from other Services are also to be interviewed; re-entrants' SIs are conducted by members of the RISTT. The SI may be conducted virtually or in a Careers Office; the interviewer's decision is final. If the interview is conducted in-person, this must be recorded on the SHINE platform for Assurance purposes.

b. The interview lasts for approximately 45 mins and is semi-structured, covering the candidate's background, education, work record, spare time activities and motivation for joining the Service and reasons behind their choice of profession.

c. On completion of the SI, the CA will calculate the Selection Score (SS) for the candidate based upon the following areas: personal situation, teamwork, physical and mental resilience, discipline and trustworthiness and development/motivation.

d. The candidate is told of the outcome of the SI and subsequent actions required. This is completed by the same individual who conducted the interview.

e. There are three possible outcomes from the SI, as follows:

(1) **Successful.** Candidates who are successful are moved forward to the next stage. An update interview is required for all successful candidates at 6 monthly intervals, or when required, through to entry.

(2) **Not Suitable at Interview (Reject).** Candidates who are deemed unsuitable for RN and who are very unlikely to become suitable in the future.

(3) **Not Suitable at Interview (User Defined Time Period).** Candidates who are presently unsuitable but may become suitable within 12 months. The amount of time before the candidate is re-interviewed is at the discretion of the CA. An update SI is then conducted, SS assessed, and suitability decision made.

f. Candidates can have 3 attempts at passing the interview. If a candidate fails the interview on the 3rd attempt, the candidate's application is to be rejected.

g. Post SI, the CA produces an Interview Report (AFCO Form 101). This form contains all the information required by the respective NETE PSOs to assess eligibility to change profession during Phase 1 Training. It contains all the evidence gained during the SI and is used to produce the SS. It also contains an 'Interviewer's General Impression' which details the CA's selection decision. In conjunction with NETE PSOs, the content and layout of the AFCO Form 101 is determined by RTAG. Candidates who change profession before entry must be re-interviewed completely, and a new AFCO Form 101 produced.

h. SIs for re-entries, role transfers and the MR are based on the standard SI but are amended to deal with the different requirements and circumstances.

i. **Conduct.** SIs for ratings and ORs are only to be conducted by qualified CAs/RISTT personnel. ROM chapter 7 contains instructions on the conduct and marking of these interviews.

j. **Update Interviews.** The following are categories of Update Interviews:

(1) **Not Suitable at Interview.** If, following an unsuccessful outcome at the initial SI, the CA identifies potential to meet the required standard, the candidate is to be re-interviewed at a later date as agreed with the CA. During this re-interview the CA is to concentrate on all areas of concern raised previously. Once the interview has been completed the same method of scoring is to be used across all competencies.

(2) **Routine Update Interviews.** Routine 6 monthly updates are to concentrate only on the mandatory information required in the AFCO Form 101. The required narrative is to record only changes or new information.

(3) **Final Update Interviews.** The aim of the final update interview is to ensure that the mandatory information required by the NETE is up-to-date and current prior to the candidate commencing training.

(4) **Other Occasions for Update Interviews.** Other occasions for an update interview include any changes in the candidate's situation, or failure at any further selection serial including RMBS Audition, Boards, or pre-selection courses. This does not include failure at medical, PJFT or SC where a comment in the journal will suffice.

0903. Competences Assessed in Ratings and Other Ranks Selection Interview and Selection Scores Awarded

The full matrix for assessing the Selection Scores is available via the RTAG SharePoint page.

0904. Selection Scoring Rules

a. With a maximum of 6 per competence the total equates to 36.

b. Pass score for all roles equates to 21.

c. A SS of 1 or 2 in any competence is considered a failure, apart from a score of 2 in either 'Personal Situation' or 'Mental Resilience', but not both.

0905. Overseas Candidates

Overseas candidates are referred to the Overseas Recruitment Team (ORT) to conduct initial eligibility checks, for eligible overseas candidates to then be 'handed-off to CAs to complete any outstanding events and administration.

a. **Specialist Roles.** Candidates with applications for specialist roles are to be referred by the ORT to the respective Specialist Attract Teams (SATs) to conduct pre-screening and confirm educational eligibility of these candidates for these roles. Eligible candidates are then to be handed back to the ORT, to continue the application process.

b. All Dual National and British candidates living overseas are to be handed off to CAs directly after Nationality checks have been conducted.

c. All overseas candidates, not in specialist roles, assessed TMU at Medical Triage are to be 'handed-off' to RF CAs to process.

d. The ORT are to have 'read only' access to the RF Candidate Management Tracker (CMT) to assist collaborative processing of overseas Candidates.

SECTION 2

RATINGS AND OTHER RANKS SPECIALIST SELECTION PROCESSES

0906. Naval Airman Aircrewman (NA(ACMN))

a. Eligibility criteria for NA(ACMN) can be found in the JEM.

b. A return of service of 6 years will apply on completion of Operational Conversion Unit Training.

c. On completion of SI, NA (ACMN) are to complete additional specialist testing (CBAT) as per ROM chapter 12.

d. Candidates who fail CBAT or are assessed as being 'PMU Aircrew' are to be contacted by the CA and career counselled with a view to either role-change, re-sit CBAT or withdraw. For those candidates assessed as 'PMU Aircrew' and who elect to change role, the CA is to contact SEMC to confirm that the candidate remains fit for the alternative role and that medical issues have not been exposed during the Aircrew medical that would make them unfit for that role.

e. A candidate who fails CBAT may re-sit, provided that they remain eligible in all other respects. There must be an interval of at least 12 months, which applies to those seeking to improve their grade as well as failures; candidates will only be permitted to take the tests twice.

f. Rejection or withdrawal of any Aircrew candidate post CPC, but prior to Specialist Medical, must be notified to R&A HQ Allocations/Plans immediately.

g. Recruiting Staff are reminded that there can be significant delays in undertaking the Aircrewman specialist testing and should take this into account when processing candidates to meet known entry dates. Additionally, they should manage candidates' expectations with regard to the timescales for entry and possibility of failure at CBAT, selection or medical.

0907. Royal Marines Band Service (RMBS) - Auditions

a. There are 4 auditions, held throughout the year; RMBS SAT will inform R&A of the dates. The audition lasts between 3 to 5 days (depending on the number of candidates on audition) and consists of instrumental auditions, music theory assessments, fitness and swimming assessments and a personal interview.

b. Audition dates and administration procedures will be issued as a Recruiting General Memorandum (RGM), in the September of each year.

c. The recruiting process for RMBS is contained in the ROM - Chapter 12, section 1.

0908. Naval Nurse and Medical Technician Selection Boards - (Student)

a. Student Naval Nurse and Medical Technician Boards are held bi-annually on the virtual platform SHINE.

(1) **November.** Mental Health Naval Nurse (Student), Radiographer (Student), Operating Department Practitioner (Student), Pharmaceutical Technician (Student) and Biomedical Scientist (Student).

(2) **February.** Adult Naval Nurse (Student).

b. **Eligibility Standards.** Educational eligibility standards are at chapter 7, paragraphs 0711.

c. The recruiting process for Naval Nurse (Student) is contained in ROM - chapter 12**.**

d. All administration is co-ordinated by R&A-COHERENCE SR MED PO. Candidates receive full guidance from the Specialist Medical Attraction team.

e. Final Selections boards are facilitated 1 to 2 weeks following the Assessment Board and candidates are informed of the outcome by phone directly by R&A-COHERENCE SR MED PO or SO3. To further guide candidates, CAs and relevant stakeholders are informed by formal letter.

0909. Naval Nurse and Medical Technician Assessment Boards - (Qualified)

a. Naval Nurse and Medical Technician (Qualified) Boards are held on an ad hoc basis on the virtual platform SHINE. The Board President for assessments is the RN Nurse Education Adviser (NEA).

b. **Eligibility Standards.** Educational eligibility standards are at chapter 7, paragraph 0711.

c. The recruiting process for Naval Nurse (Qualified) is contained in ROM - Chapter 12 - Specialist Selection.

d. All administration is co-ordinated by NAVY RA-SAT MED PO. Candidates receive full guidance including joining instructions from the Specialist Medical Attraction team.

e. Final Selection boards are facilitated 1 to 2 weeks following the Assessment Board and candidates are informed of the outcome by phone directly by NAVY RA-SAT MED PO or NAVY RA-MED SO3. To further guide candidates, CAs and relevant stakeholders are informed by formal letter.

0910. Diving Assessments

a. PJFA – Diver Cds will be assessed on their fitness and strength at the RN CPC. Divers PJFA consists of:

(1) MSFT - Pass mark 10.5

(2) Press Ups – Pass Mark 30

(3) Sit Ups – Pass Mark 40

(4) Pull Ups – Pass Mark 4

CAs are to signpost Candidates to the Navy Ready App in preparation for Divers PJFA.

b. The Diving Assessment will take place at the Defence Diving School, Horsea Island, Portsmouth. The assessment will take place as part of Part II training. Failure will result in recruits being offered an alternative role or to leave the Service.

0911. Royal Navy Police (RNP) - Direct and Inter-Service Entry

a. All RNP candidates will be required to complete an RNP Specialisation Selection Board. The Board will consist of a group discussion, to present an individual spot-brief, and an interview to determine a candidate's aptitude and suitability for the RNP.

b. A Direct Entry RNP candidate will carry out their Board during their CPC; dates for which are incorporated into the CPC programme. In exceptional circumstances, a Board will be held separately to a CPC. All Direct Entry candidates will attend CPC (South) at HMS SULTAN, irrespective of their resident location. CAs are to liaise with OiC RN CPC (S), to confirm booking RNP Candidates onto RNP selection/RN CPC. RNP candidates must complete RNP Specialisation Selection Board before being given any offer of Service.

c. An in-Service role or inter-Service transfer RNP candidate will only need to attend the Board in isolation, which will also be held in HMS SULTAN.

0912. Royal Navy Candidate Preparation Course/MedFit

a. All RN entrants into Initial Naval Training (INT) must attend the CPC, which is conducted at either CPC(N) in HMS CALEDONIA, CPC(S) in HMS SULTAN or CPC(W) in HMS CAMBRIA. A CPC 'pass' will remain extant for 12 months. Re-entrants to the RN are not required to complete CPC.

b. **RN CPC Waivers.** RN CPC waivers can be considered by exception. CPC waiver requests are to be made to R&A Policy SO2 with justification for non-attendance. Justification for any approved CPC waiver is to be recorded in RITS and must include confirmation from the candidate that they understand the waiver process and the potential impact on their preparation for Phase 1 training.

c. As ‘bid for’ candidates are allocated to an entry by R&A HQ Allocations/Plans, the CPC will liaise with the candidate’s CA to agree a date for attendance which shall be no more than 6 months prior to their planned entry date. The CPC will complete RITS booking procedures and issue the joining letter and instructions via RITS.

d. In exceptional circumstances, and for training pipeline management purposes only, with the authority of R&A Policy SO2, attendance at CPC may be waived if the candidate has passed their F2F Medical and has a Pre-Joining Fitness Test (PJFT) pass in place.

e. CPC content is provided in the candidate’s joining letter.

f. The delivery of CPC is as directed within the CPC Formal Training Statement, Role Performance Statement and all candidates are assessed in accordance with the CPC Assessment Strategy and Specification. On completion of CPC each candidate will be assessed as:

(1) **At Standard.** The candidate has achieved all CPC training objectives: demonstrated suitable fitness standards in their Initial Fitness Assessment (INTFA) and, or their PJFT. Candidate to continue as planned to INT.

(2) **Not At Standard.** The candidate has not achieved all CPC training objectives and/or failed their PJST and/or failed their RNFA. Candidate to be invited back to complete CPC having addressed noted shortfalls.

(3) **Unsatisfactory.** The candidate has demonstrated standards and behaviours that are not acceptable in readiness for INTFA of PJFT. Candidate deemed not suitable for INT, application to be withdrawn and candidate to reapply in 12 months’ time having addressed shortfalls.

(4) **Voluntary Withdraw.** The candidate decides to withdraw from the recruitment process and directed to return to their CA for counselling and to process withdrawal of their application.

g. A candidate who demonstrates the potential to meet the Phase 1 Training entry standards may be allowed up to 3 attempts at CPC. Continued failure will deem the candidate ineligible. The candidate is not to re-apply to join the RN within the subsequent 12 months as standard.

h. During a CPC, RN rating candidates will also receive a FEB to aid in the administration of joining an NETE. Guidance on this can be found in chapter 14, paragraph 1406.

0913. Royal Marine Candidate Preparation Course (RMCPC)

a. The RM CPC is the process that selects candidates who are assessed to have the necessary physical preparedness, and to equip candidates with an understanding of the rigours of mainstream training, to guard against voluntary withdrawals and to maximise training success. Re-entrants to the RM are not required to complete RMCPC.

b. A candidate who has successfully completed their PJFA[11] is able to attend a RMCPC. Overseas candidates are not to be loaded to RM CPC without approval of the Overseas Team.

c. The candidate is to be directed to attend a specific CPC to which they have been loaded, if they are unable to attend on these dates, they are to be offered a choice of alternative dates depending on availability.

d. Joining Instructions are to be issued via MIS.

e. Travel to CTCRM will be arranged by the CA via HRG Portal. Candidates are encouraged to travel by train; travel by car is to be discouraged as there is no parking for candidates at CTCRM.

f. **Prior to Arrival**. All candidates must bring with them the completed Fitness Declaration and Consent Form (Annex within Joining Instructions), and section 2 of this Annex must be completed if the Candidate is under 18. The Candidate will also be required to be complete a further medical declaration which will be screened by the CTCRM Sickbay staff to assess the Candidate's fitness to commence Recruit Orientation Phase (ROP).

g. The RM CPC will be facilitated at the following location:

RM Candidate Preparation Course - Dept of the Corps Colonel.
Commando Training Centre Royal Marines (CTCRM)
Lympstone
Exmouth
EX8 5AR

h. **Final Entry Brief**. On completion of the course a final brief will be conducted by either the Officer Commanding (OC) or Chief Instructor (CI) Royal Marines Commando Selection Team (RM CST) which will include the ROP brief and RM FEB. One of following possible results will be provided to the candidate:

(1) **Suitable.** Such candidates will then be processed through F2F Medical and await issue of their SC. When all have been passed or attained, they will receive a confirmed joining date no less than 31 days before that joining date, and sent JIs accordingly by their CA. This result will remain extant for a period of 6 months.

[11] The extant PJFT+ will remain for Overseas candidates until further notice.

(2) **Deferred Suitability.** Such candidates will be advised to contact their CA if further advice is required. This result will require a period of 3 months to elapse before a candidate can re-attend a CPC.

(3) **Unsuccessful.** Such candidates will be advised on what their next course of action should be, depending on their individual circumstances. They will be advised to contact their CA if further advice is required. RM candidates may have up to 3 attempts to pass CPC, if unsuccessful, their application is to be rejected. This result will require a period of 6 months as standard to elapse before a candidate can re-attend a CPC.

i. **Voluntary Withdrawn.** Such candidates will be directed to return to their CA for either CRM into another role within the RN or processed for withdrawal from their application.

j. During a CPC, successful RM OR candidates will also receive a FEB to aid in the administration of joining an NETE.

k. **CPC Failures.** CPC is valid for 6 months and must be completed prior to any 'Offer of Service'. RM candidates may have up to 3 attempts to pass CPC, if unsuccessful the application is rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should reattend, not normally less than 6 months[12]. If a Candidate fails CPC for any reason other than medical, they will not have to repeat the medical process if they remain medically eligible for entry. The candidate will repeat the remainder of CPC regardless of the point of failure.

l. **CPC Expired.** Where a candidate has passed CPC more than six months ago but has not yet entered service, the candidate is to re-attend a RM PJFA to check that the required level of physical fitness has been maintained prior to service entry. The maximum time permitted between passing CPC and service entry is 9 months, after which the candidate is to re-attend CPC.

0914. Direct Entry Petty Officer Technicians (DEPOT/DET)

a. Eligibility criteria can be found within the JEM matrix. See chapter 7, paragraph 0701.

b. Minimum time to serve before becoming eligible to submit notice is 30 months from achieving GTS. Length of notice period is 12 months following successful completion of GTS.

c. Standard eligibility criteria for ET(ME) will apply, with the following exceptions:

(1) Applicants must commence training before their 40th birthday.

[12] If a candidate in UK on a limited visa only fails RMSA, they are to be offered swimming lesson assistance and allowed to re-attempt RM CPC in 3 months.

(2) Applicants must reach either a combined academic and experienced base line or display an increased academic ability as below:

(a) A National Qualifications Framework Level 4 in an appropriate engineering discipline and a minimum of 3 years' experience working in a similar engineering related field including supervisory experience responsible for line managing a minimum of 2 subordinate technicians.

(b) Completed a Level 5 academic qualification in Marine Engineering following the MCA's approved programme MSN 1857 within the last 12 months.

(3) Applicants must have a National Qualifications Framework Level 4 qualification in an appropriate engineering discipline.

(4) DAA is to be recorded in MIS but there is no set pass mark.

(5) BPSS are to be checked by the applicant's CA.

d. DET will attend a one day CPC which will include the following:

(1) Briefing on and exercises in practical leadership.

(2) Engineering case study.

(3) Competence and suitability interview.

e. The selection process may be found in the ROM - chapter 12.

0915. RNR Cyber Reserves

a. The RNR Cyber Reserves branch will recruit only SQEP who have demonstrated they have the requisite cyber skills and experience developed in academia and/or employment. The skill sets sought by the Joint Cyber Unit (Reserves) (JCU(R)) are in extremely short supply.

b. Candidates who do not meet the RNR standard criteria for age, fitness, medical or appearance criteria will still be considered for entry to the RNR Cyber Branch with the requisite waivers being assessed on a case-by-case basis (RNR POC is NAVY IW-MCSU MCU(R) OC).

c. There is no requirement to apply for approval to process for over-age applicants.

d. DAA and medical interviews are to be conducted as normal, including verification of BPSS. However, no formal interview is required for these candidates they will have already been accepted by branch.

0916. Accelerated Apprentice (AA) Scheme, including AAPO for Marine Engineering General Service (MEGS) and Weapon Engineering General Service (WEGS)

a. The Accelerated Apprentice Scheme is a well-established and popular route of entry for those with advanced engineering academics. Since its introduction in 2016 the Scheme has been successful in providing an accelerated route to Leading Engineering Technician (LET) in all RN Engineering disciplines and Petty Officer where required and suitable.

b. Eligibility criteria must be met for a candidate to be considered for the AA Scheme. Academic and vocational qualifications are notoriously difficult to understand and interpret. Where doubt exists whether a qualification is acceptable, the CA is to contact the AA Coordinator (R&A SRT ENG AA) and record the response in the candidate's application notes.

c. The scheme requires applicants to hold specified Level 3 qualifications. There are 2 options open to applicants:

d. **Educational Qualification - GCSE Requirements.** All applicants must have 3 GCSEs at Grade C or above (4 - 9) in the following subjects:

(1) English Language.

(2) Mathematics[13].

(3) Science based subject.

(4) Acceptable GCSE equivalents:

(a) SCE Ordinary Grade. Grade C or above.

(b) SCE Standard Grade (Credit (Grade 1-2)).

(c) Scottish Intermediate. Grade A to C.

(d) Scottish National 5. Grade C or above.

(e) Irish Leaving Certificate Ordinary Level, Grade C or above.

(f) Functional Skills at Level 2 in Mathematics and English.

e. **Further Academic Requirements.** The AA scheme requires applicants to hold an additional higher-level qualification. Paragraph 9 a to e states the 5 clearly defined options where an individual must meet all the requirements listed within a particular applicable route. There is also an option to request an Academic Waiver[14] if a candidate holds equivalent, but not listed, qualifications:

[13] Candidates who have the revised Welsh GCSE mathematics syllabus are required to have conducted both parts (Numeracy and Mathematics) and achieved a minimum of Grade C in each part.
[14] Academic Waivers differ from Educational Waivers. Academic Waivers are achieved by contacting the R&A AA Co-ordinator.

(1) **Vocational Route.** A vocational qualification in an engineering discipline at Level 3, generally carrying the title “Level 3 Diploma/Extended Diploma in Engineering”. There are many sub-disciplines or ‘pathways’ including:

(a) Mechanical.

(b) Electrical or Electronic.

(c) Manufacturing.

(d) Aeronautical.

(e) Computing.

(2) **Academic Route 1.** 2 x GCEs/A Levels in Mathematics and another STEM subject both are to be at Grade D or above and carry a total of 48 UCAS points[15] .

(a) Further Mathematics.

(b) Physics.

(c) Chemistry.

(d) Physical Science.

(e) Electronics.

(f) Engineering.

(g) Computer Science or studies.

(3) **Academic Route 2.** 1 x T Level in an engineering discipline at Grade P (D or E) or above. There are many sub-disciplines or ‘pathways’ including:

(a) Design and Development Engineering.

(b) Engineering, Manufacturing, Processing and Control.

(c) Maintenance, Installation and Repair for Engineering and Manufacturing.

[15] Scottish equivalent qualifications are Highers & Advanced Highers.

(4) **Mixed Route.** Applicants who have a combination of GCE/A Level at Grade D or above, and a STEM vocational course from the subjects listed at paragraph 6a at the following level:

(a) Diploma: Minimum Grade PP.

(b) Subsidiary Diploma: Minimum Grade M.

(c) 90 Credit Diploma: Minimum Grade PP.

(d) Certificate: Minimum Grade D.

(5) **Level 4 or Higher Qualifications.** Level 4 or higher qualifications in a STEM or Engineering Discipline are acceptable in lieu of Level 3 qualifications and include:

(a) HNC Engineering.

(b) HND Engineering.

(c) FdEng Engineering.

(6) Any applicant presenting with a bachelor's degree (BEng, BSc) in an approved Engineering discipline or STEM based subject, as a part of their application, are to be immediately counselled by their CA for consideration of the Direct Graduate Entry (DGE) Engineer Officer entry route. CAs are to inform the R&A AA Coordinator and SAT Eng SO3 of this educational standard for specialist engineering CRM support to be provided to the applicant.

f. **Governing Bodies.** Acceptable governing/awarding bodies include, but are not limited to the following:

(1) Business and Technology Education Council (BTEC).

(1) Oxford Cambridge and RSA (OCR).

(3) City and Guilds.

(4) Pearson.

(5) Excellence, Achievement and Learning (EAL).

g. **Alternate Qualifications**. Any applicant presenting a qualification not listed in this RI but clearly of an engineering discipline at level 3 or above may be considered on a case-by-case basis. Further advice can be gained from the R&A AA Coordinator.

h. **Defence Aptitude Assessment (DAA).** The minimum eligible scores for all roles within the AA Scheme are as follows; no discretion or DAA waiver can be applied.

i. Details for AA Terms of Service can be found in chapter 5, paragraph 0515.

0917. Direct Entry Fast Track Engineering Technician (DEFT)

a. Direct Entry Fast Track (DEFT) Engineering for MEGS and WEGS have been introduced IOT identify suitable candidates earlier in the recruiting process and provide an improved promotion opportunity to those who do not fully meet the eligibility for Accelerated Apprenticeship Schemes.

b. **Eligibility Criteria.** The FT Technician scheme will be monitored by EGS Work Force planners against the requirement and updated to reflect changes in educational qualifications as they are introduced, and the scheme matures.

c. **Academic requirements.** The FT Scheme requires applicants to hold specified Level 2 qualifications. There are 2 options open to applicants:

(1) **Option 1.** Applicants must have Mathematics and English Language GCSE Grade 4/C and above or equivalent and a STEM based subject at Grade C or above (4-9):

(a) Physics

(b) Chemistry

(c) Physical Science

(d) Electronics

(e) Engineering

(f) Computer Science or Studies

(2) Acceptable GCSE Equivalents

(a) SCE Ordinary Grade, Grade C or above

(b) SCE Standard Grade (Credit (Grade 1-2))

(c) Scottish National 5, Grade C or above

(d) Irish Leaving Certificate Ordinary Level, Grade C or above.

(3) **Option 2.** Applicants must have Mathematics and English Language GCSE Grade 4/C and above or equivalent and a vocational qualification in an engineering discipline at Level 2, generally carrying the title “Level 2 Diploma in Engineering” with a minimal grade of ‘Pass’. There are many sub-disciplines or ‘pathways’ including:

(a) Mechanical

(b) Electrical or Electronic

(c) Manufacturing

(d) Aeronautical

(e) Computing

d. **DAA.** Respective DAA Threshold (Index) scores with specific stanine scores to meet the ET requirements, are detailed in the DAA Threshold Scoring Matrix. Waivers will be considered iaw RI 02/24, on a case-by-case basis. These scores are continually reviewed and are subject to change following guidance from respective Workforce Planners, depending on service requirements.

(1) Governing Bodies

(2) Acceptable governing/awarding bodies include but are not limited to:

(3) Business and Technology Education (BTEC)

(4) Oxford Cambridge and Royal Society of Arts (OCR)

(5) City and Guilds

(6) Pearson

(7) Excellence, Achievement and Learning (EAL)

e. Any applicant presenting a qualification that is not listed in this RI but is clearly an engineering discipline, at level 2 or above, may be considered on a case-by-case basis in consultation with the respective BM.

0918. Final Selection Boards

a. Where any profession or role is oversubscribed, or where limitations are applied to the number of applicants (such as for non-UK Candidates), there may be a requirement to hold a Final Selection Board (FSB). The function of an FSB is to select the most suitable Candidates for intake to the Service.

b. FSBs should always be conducted by a panel, with a nominated chair and at least 2 further members. One member of the panel should be from the appropriate Workforce Planning and Talent area (e.g. the relevant BM).

c. FSBs should use as much information as is available to make their selection decisions. This could include:

(1) DAA score

(2) Selection Interview Score

(3) Evidence of Skills and Experience gathered at Selection Interview

(4) Evidence of Skills and Experience gathered through curriculum vitae/specialist application form

(5) CBAT score

(6) Educational qualifications

(7) Evidence relating to previous service in HM Armed Forces

(8) Conduct of a specialist selection interview

(9) Candidates volunteering for shortage specialisations or the Submarine Service.

d. Candidates should generally be presented to no more than 3 successive FSBs. Where a Candidate is unsuccessful at one or more FSBs, and is unlikely to be selected in the future, they should be counselled by their CA to consider alternative professions/roles for which they are eligible.

e. Where Candidates will be presented to an FSB for their chosen profession or role, they should be made aware of this and informed of the timescales involved. FSBs should be held such that the Candidate and relevant NETE are given at least 6 weeks' notice of their potential entry to Service.

CHAPTER 10

OFFICER SELECTION PROCESSES

(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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CHAPTER 10

OFFICER SELECTION PROCESSES

SECTION 1

INITIAL OFFICER SELECTION PROCESSES

1001. Recruitment Process for Officers

a. **The Process.** The various elements of the recruitment (and selection) process are listed in paragraphs later in this chapter, and in earlier chapters within part 4 of BRd 3. This paragraph provides a singular reference for the generalised RN and RM officer recruitment pathway to provide time-bound recruitment objectives along a candidate's journey into the RN. Included below are the Key Performance Indicators (KPIs) to which Recruitment Staff will adhere to as standard procedure whenever possible.

b. **Application.** The candidate applies via the RN Website using a link to the Management Information Systems (MIS) and is contacted by the Recruitment Force. On immediate receipt of the application, but NLT than 7 days, the assigned Career Adviser (CA) is to conduct and record initial Candidate Relationship Management (CRM) and issue Request For Information (RFI) including:

(1) Baseline Personal Security Standard (BPSS) and Photograph Identification.

(2) DAA link.

(3) Eligibility triage, including educational eligibility for the chosen profession. All candidates are required to provide any GCSE certificates held at this stage to ascertain any Functional Skills requirements.

(4) Parental Consent form covering all activities which are a part of the recruitment process, including entering the Royal Navy. Only applicable to under 18 years old.

(5) The CA is to send the medical RFI, including Royal Navy Medical Questionnaire (RNMQ which includes the Family Origin Questionnaire (FOQ)) and Consent for Request for Primary Health Care Record (PHCR)[1]. Once completed the RNMQ and FOQ is returned to NAVYRA-CPCMedical@mod.gov.uk automatically. The Eyesight test routine is to be completed concurrently with the completion of the RNMQ and FOQ, in addition to SC application and DAA.

[1] Overseas Candidates are to complete as consent for medical processing only, GP details and request of PHCR are not required from Overseas Candidates.

(6) **PHCR.** It is the candidates responsibility to email or take personally the PHCR Consent Form 2 to their NHS GP.

(7) RN candidates are not to be rejected at SI if they declare they cannot swim or a weak swimmer. Swimming declaration RFI is to be sent to all RN candidates for completion iaw policy.

c. **Defence Aptitude Assessment (DAA).** All Candidates are required to sit the Defence Aptitude Assessment (DAA) except for Professionally Qualified Candidates who can provide evidence of the requisite degree qualification[2] for the role they are applying for (e.g., Med, Eng, and Chaplain). Professionally Qualified Officer candidates are to be queued straight to AIB, without conducting the DAA. All new applicant DSUS, UCE and Scholar candidates are required to conduct the DAA[3] Candidates that however, if they have already been successfully selected onto a scheme, they are not required to conduct the DAA retrospectively

(1) **DAA.** The candidate is to be instructed to complete the DAA as soon as feasible but NLT 7 days after receiving the DAA link. Candidates are to be advised they can complete the DAA unsupervised on a personal device or supervised on a MOD device within an AFCO.

(2) **Education Scoring Matrix.** This is to be completed for all candidates. This provides the details of functional skills training requirements during RN training.

(3) The candidate is to be informed of their DAA result by their CA. Failures are to be counselled towards alternative roles once they have expended their DAA attempts.

(4) **DAA Attempts.**[4] Candidates can attempt the DAA three times. All DAA 3rd attempts must be supervised. Staff are to advise the candidate they may re-sit the DAA earlier than 28 days if the candidate feels confident and requests to do so.

(5) **DAA Waivers.** DAA waivers will be considered by HQ Policy and Plans to meet Service needs.

(6) **DAA Threshold Amendment.** DAA threshold scores will be amended by R&A HQ Policy team, with approval from respective Work Force Planners, based on objective analysis of current thresholds to meet the needs of the Service, as appropriate. Amended DAA Threshold scores cannot be applied retrospectively to candidates that previously failed the DAA for their preferred role. Candidates may retake the DAA should they wish to change role, though this should not be offered or encouraged if the candidate has switched to a Fast Track role.

[2] If BMs provide an Educational Waiver for degree type, then this negates the requirement for a DAA. The candidate would be deemed Professionally Qualified.
[3] With exception of UCE candidates who must achieve a DAA pass for standard score (Officer). DSUS and Scholars do not require a pass, and score provides additional data for any FSB only.
[4] See Chapter 8, para 0810.

d. **Security Clearance and Developed Vetting.**

(1) **Security Clearance (SC).** SC is required for all candidates, except for X (INT) officer candidates who require Developed Vetting (DV). All SC and DV applications are to be initiated at the earliest opportunity on completion of BPSS and conducted over SHINE during officers' BPSS Check. If a candidate is withdrawn or is rejected from the recruitment process for any reason, the CA is to ensure the SC / DV application is terminated.

(a) Security Clearance must be confirmed prior to entry. Careers Staff are to inform candidates that should their SC not be granted 7 days before their allocated entry date; this date will be deferred. A check will be performed of all SC applications on successful completion of CPC; if there are any issues affecting timely award, candidates are to be given the option of deferring their entry date according to their personal circumstances.

(b) Residency Waivers should be applied for at this stage. A candidate requiring a Residency Waiver is not eligible for any of the 4 DV roles or for WEO(SM) or X(SM) Officer.

(2) **DV Application.** All X(INT) Officer DV applications are to be submitted as routine and raised to priority if required when a joining date is known. Candidates requiring DV will not be permitted to enter Service unless they have been awarded a DV, or a short notice SC, in the interim of the DV being completed.

(3) The SC waiver process is to be used in extremis, on a case-by-case basis. Guidance to be sought via R&A Policy WO1.

e. **Admiralty Interview Board - All Officers.** RN and RM officer candidates who have passed DAA, should be queued for AIB Multistage Assessment process which includes a Pre-Recorded Interview (PRI) and Group Planning Exercise (GPE). RN Candidates should also be queued for MedFit at this point. A-Level scholarship, DSUS and UCE candidates must undertake their AIB to support qualification for the relevant supported educational scheme.

f. **CBAT.** All X(P), X(O), and ATC candidates are to complete CBATs. Officer Aircrew CBATs are to be completed concurrently with the AIB process. Candidates applying for Pilot can only sit CBAT once.

g. **RN CPC.** As soon as the candidate is allocated to the RN CPC, the CAs are to send the Self-Measurement and Code of Conduct Declaration RFI. All Direct Entry Officer Cds will follow the same process as the Ratings on CPC.

h. **RM OSC.** Due to the physical rigours of OSC all RM will be required to be medically and physically assessed before being eligible for OSC. From passing SI, or officers' BPSS check, all candidates are to receive CRM to encourage them to physically prepare for PJFA[5] and OSC, noting this preparation is unsupervised and done entirely at the Candidates own risk.

(1) RM CTC Medical assessment will take place when RM CTC Medical assessors receive a candidates PHCR following the request at paragraph 1001, sub-paragraph b. Both the RNMQ and PHCR will be considered.

(2) Following successful completion of the CTC Medical Assessment the PJFA RFI is to be issued. The candidate is to be booked onto a PJFA no later than 7 Days after CTC medical assessment. A pass at RM PJFA is valid for 6 months. There is no limit to the number of attempts a RM Candidate may have at the RM PJFA and will be advised as necessary by the DoCC Commando In-Reach Team (CIT).

(3) CAs are to queue RM officers to the next available OSC following successful PJFA and AIB pass. The target time from RM CTC Medical Assessment to completion of OSC is NLT 30 days.

(4) Successful RMO Candidates will be presented to FSB in July and allocated for entry by the Officer Allocator.

(5) Candidate who fail OSC will normally receive a recommendation from OC OSC (e.g. to return in 6 weeks, or return in 12 months). The CA needs to ascertain whether the candidate wishes to continue with Royal Marines officer selection at a later date or consider alternative careers in the RN, either as an officer or rating, or as an OR. If the candidate is intent on pursuing a Commission in the RM, the next steps will be guided by the recommendations from OC OSC.

(6) Candidates who have passed OSC but are not selected can be given the option of making an RMOR application with the requirement to pass the Recruit Orientation Phase (ROP) waived so long as entry is within one year of passing the OSC. All other elements of the RMOR process are to be completed in accordance with the ROM**.** Of note, this is not the case of a ROP 'pass' being used instead of an OSC, as in addition to physical attributes.

(7) Legacy RM University Bursary candidates will be required to pass a complete OSC in the September or October of their final year at university, in order to allow sufficient time for remedial training, plus a second attempt at OSC should that be required. Once the candidate has passed OSC, they will join RM officer training the following September.

(8) Bursars who do not pass the complete OSC prior to commencement of training, or drop out of the selection process, will be required to repay the cost of their Bursary or apply to join the RN in an alternative specialisation.

[5] PJFA also refers to vPJFT+ for Overseas candidates and PJFT+ for Northern Ireland candidates.

i. **Aircrew and ATC Medicals.** Candidates that are declared fit at RN CPC and pass AIB are to undertake an Aircrew Medical. The Aircrew Medical is to be booked straight after AIB for all X(P), X(O), and ATC candidates and is to take place ASAP. Aircrew candidates are not to be submitted for intake until they have passed Aircrew Medical.

j. **Mandatory Compliance Check (MCC).** The MCC is to be uploaded to RITS as a word document, completed and verified by the CA prior to the candidate being submitted for intake, as per detailed on the form. A final entry check must be conducted by the TMs, setting a task for the RM to verify. The MCC must be downloaded to the Desktop, completed, and uploaded to RITS as a PDF for final entry, then deleted from Desktop and the deleted items folder. RMs must complete a 100% check of MCCs which is verified on RITS

k. **Overseas Candidates.** Overseas Candidates are not to be loaded to an AIB or OSC without approval of the Overseas Team. Refer to the Recruiting Operating Manual (ROM) and the Overseas policy for further information.

l. **Offer of Service.**

(1) The ‘Offer of Service’ will only be generated once JPA issues a Service Number. Once completed, ‘Intelligent Guidance’ is populated on MIS. The CA creates the ‘Offer of Service’ which must include the Vetting Number. The candidate should receive the ‘Offer of Service’ as soon as they have passed CPC and are medically eligible (Aircrew) and no later than 31 days prior to the entry date, allowing them sufficient time to complete necessary administration and prepare for Entry to the RN.

(2) All candidates within 31 days of an allocated entry date, with an SC in progress are to be highlighted by the Allocation Team to PSYA and to have their SC application raised to Priority if appropriate. The Allocation Team are to forward the list of prioritised candidates to the relevant RMs, to disseminate accordingly. Candidates are to be informed of this escalation by the Careers Staff, to manage candidate expectations and planning. Candidates will not be removed from their allocated entry date at this point unless they choose to withdraw.

m. **Final Entry Brief (FEB).** The FEB is completed by INT staff prior to entry via digital means.

n. **Candidate Withdrawal or Rejection.** Whenever a candidate is Withdrawn or Rejected from the recruitment process, the reasons for their removal from the recruitment journey should be recorded in RITS and the candidate is to be sent the MIS RFI to conduct the appropriate survey. The minimum time to re-apply is to be clearly and sensitively explained by the CA to the candidate. The CA is responsible for ensuring all subsequent events, bookings, or tasks for the affected candidate, including SC/DV and Medical, are cancelled.

1002. Officer Recruiting - AIB/OSC/CBAT Briefings and De-Briefings

The CA is to brief each candidate before attendance at AIB/OSC+/CBAT. The purpose of the brief is not to coach candidates to pass, but instead to ensure candidates understand the format and expectations of each assessment and have prepared accordingly. Upon completion of an assessment the CA is to de-brief the candidate, discussing feedback (available on MIS) and what level of suitability the candidate is displaying for their chosen profession, discussing other options (such as rating/OR) if suitability is low. All briefs and de-briefs can be conducted remotely and recorded in notes on MIS.

1003. Maritime Reserves (MR) Officers' Recruiting Process

a. In overview, the recruiting process for Maritime Reserves officers is the same as that for Regular Service officers.

b. **Royal Navy Reserve (RNR) Officers.** There are 4 routes for officers to enter the RNR:

(1) **General Entry Officer.** General Entry officer candidates will be allocated to the Warfare profession. Upon successful completion of Fleet Board, they may then choose to specialise further.

(2) **Medical and Nursing Officers.** For Medical and Nursing Officers who have transferred to new Common Terms and Conditions of Service, or who joined after 1 Apr 05, the Regulations in JSP 527 (Career Management Regulations for Defence Medical Services Medical Services, Dental Officers and Nursing Personnel) take primacy. For Medical and Nursing Officers who have not transferred to new CTOS, legacy regulations continue to apply in full.

(3) **Chaplains.** Chaplain candidates are to provide a CV for forwarding to Navy RA-Chaplain On receipt of the CV, it is to be uploaded to RITS.

(4) **Temporary Commissions in Times of Emergency.** The Defence Council may grant a temporary commission in the MR, in such rank as may be deemed appropriate, to suitable persons who volunteer their services in times of emergency. Temporary officers of the MR will be entitled, while so employed, to the rank, pay and allowances of the corresponding permanent rank in the MR and generally will be treated in all other respects, and be subject to the same regulations, as permanent MR officers. Such officers will be liable to service either ashore or afloat as may be directed by the Defence Council, until their commission is terminated.

(5) All RNR officer candidates are to be actively encouraged to maintain ongoing contact with their local RNR unit prior to officer assessment, but care must be taken to manage expectations and to ensure that such contact is kept at an 'acquaint' level.

(6) CAs are to ensure that candidates are invited to meet the local RNR unit Commanding Officer (CO) but there is no requirement for the CO to provide a reference or recommendation for the candidate. Specifically, the RNR unit CO is not interviewing or approving candidates for entry.

(7) The MR does not currently require competitive selection or a Final Selection Board post-assessment. CMR HQ will confirm the candidate's specific terms and conditions of service (TACOS) including date of entry, uniform grant, pay scale and rank on entry.

c. **MR Officers (RN/RM).** Candidates with a previous Commission who have also successfully attained their Green Beret are eligible to apply for seamless transfer as a FireFly transferee within 36 months of completion of Regular Service (POC for engagement of FireFly 36 is NAVY RA-Project Firefly WO1). Entry for all such candidates, however, is subject to manning clearance from the MR Career Manager (NAVY PEOPLE-MR BM RES WO).

d. Undertaking Officer Assessment is not required for an officer who has already held a Commission, e.g.:

(1) Former RN officers.

(2) Former officers of the other UK Regular and Reserve forces and former officers of Commonwealth Armed Services.

SECTION 2

ADMIRALTY INTERVIEW BOARD (AIB)

1004. General Information

a. **Aim of Officer Candidate Assessment.** The aim is to assess the suitability of applicants to be trained as officers.

b. **Direct Entrant Candidates.** All candidates are eligible to sit their AIB post successful completion of their DAA. Other elements of the recruitment process should be completed concurrently.

c. **In-Service Candidates.**

(1) **Application.** The process for In-Service candidates is different to that for DE. Guidance for In Service candidates is in BR3 Chapter 50: Chapter 50 - Promotion to Officer by Ratings and Other Ranks (mil.uk). All RN and RM candidates are to be nominated by completion of Annex 50H form which is to be submitted to the relevant Recording Authority (RA) located at Annex 50A. RAs will make note of the candidates' details, check their eligibility and upload the document to the AIB RA Teams Channel before notifying the AIB Operations team. While candidates are able to complete the AIB Multistage Assessment process in any MedCat, they must meet the medical criteria to promote to the officer core in line with Chapter 50, para 5014 (UY/CC), para 5026 (SUY/SCC).

(2) **Process.** It is the responsibility of the AIB Operations Team to liaise with UY/CC candidates to facilitate their DAA. Once an UY/CC candidate passes the DAA, candidates' will normally be informed of the date of their AIB Multistage Assessment process at least one month in advance. All candidates' will receive a link to RITS, which they must open and complete in order to proceed with their application. The AIB Operations Team will upload the completed electronic copy of the Annex 50H to the candidate's RITS account. The normal waiting time for an AIB is no more than 3 months. Recording Authorities will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the branch Final Selection Board (FSB) where necessary. The AIB Operations Team will also liaise with In-Service candidates to establish candidate availability, prior to loading the candidate to the AIB Multistage Assessment process.

(3) **Timing.** The AIB Multistage Assessment process is designed to be completed in quick succession. The maximum period between Pre-Recorded Interview (PRI) and Group Planning Exercise (GPE) should be no more than two months and where operational or other personal commitments impede this, candidates will be required to restart the process. Where candidates' move or delay their AIB on more than two consecutive occasions, they will be required to commence the AIB assessment process in full. RAs will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the branch FSB Board where necessary.

(4) **Information Technology.** The 'Tazio' platform is not compatible with MODNET or DII Afloat. For those who are abroad or deployed, individual Chain of Commands should make every effort ensure candidates can conduct their AIB using appropriate technology. Where possible, the AIB Operations Team will book a candidate on a AIB Multistage Assessment prior to deployment.

(5) **Results.** In-Service candidates will receive their AIB results in the form of an 'AIB Outcome Letter' via RITS. The letter will be loaded to the AIB RA Microsoft Teams Channel for RA review and successful candidates will be awarded a JPA competency administered by the AIB Operations Team.

(6) **Exemptions.** Warrant Officer Commissioning Scheme (WOCS) candidates do not have to conduct an AIB and will continue to be managed through the WOCS by their respective branches. While Senior Corps Commission candidates are required to conduct an AIB, they do not attend a Royal Marine Officer Selection Course.

d. **AIB Multistage Assessment.** The AIB assessment process is 2 stages and is the same for RN, RM, RFA, RNR, RMR candidates, regardless of entry type (DE or In-Service). The process is delivered by the Royal Navy's commercial partner Sopra Steria, and is an online assessment which is accessed by laptop or a PC using the Tazio virtual platform. Candidates will receive instructions on the compatibility requirements of the technology required to conduct the PRI and GPE when loaded for their AIB. The format is as follows:

(1) **Pre Recorded Interview (PRI) – Stage 1.** Candidates will be loaded to a Candidate Cohort List and will receive a AIB Holding Notice within RITS. They will subsequently receive an invitation to conduct a PRI using a link which will be valid for 7 days from the point of being sent. On completion, candidates will move forward to Stage 2. Candidates will be asked 8 questions and will have 2 minutes to provide their answer. Competencies which are assessed during Stage 1 are motivation, awareness and communication skills.

(2) **Group Planning Exercise (GPE) – Stage 2.** Candidates will receive an email notification to book their GPE. Working against the clock, candidates must read the briefs provided and adopt teamwork and problem-solving skills to identify the issues and decide on the best available solution with the assets and resources at your disposal. At the end of the group session, candidates will be moved into a separate virtual room where they will be asked one to one question which centre around scenario information and changes which require dynamic decision making. Competencies which are assessed during Stage 2 are Teamwork and Collaboration, Problem Solving, Confidence and Resilience, Communication and Effective Intelligence.

(3) Where a candidate fails to attend their PRI or GPE, they will be removed from the AIB Multistage Assessment process, unless they contact Sopra Steria to explain their absence. Where a candidate fails to attend a pre-arranged second attempt, they will be removed from the AIB process in its entirety. Relevant RF/RA will be notified to this effect.

(4) The AIB Multistage Assessment is designed to be completed in quick succession. The maximum period between PRI and GPE should be no more than two months and where operational or other personal commitments impede this, candidates will be required to restart the process.

e. **AIB Misconduct Policy.** The AIB has recently introduced a Misconduct Policy which provides a standard response to the detection or suspected detection of misconduct at any point during the AIB Multistage Assessment process. Misconduct in this respect, is considered to mean unacceptable or improper behaviour and can be described as, but is not limited to:

(1) **Plagiarism. To use another person's idea or a part of their work and pretend that it is your own.** This includes ideas or work, including paraphrasing, which originates from someone other than the candidate. This includes any material which is considered to have originated by someone who is in the current assessment process, as well as those who have taken part in any previous assessments, whether in the current AIB format or otherwise.

(2) **Collusion. To do something secretly with another person or group, in order to deceive or cheat others.** Whilst group work is utilised and encouraged at certain stages within the assessment, the following activities are prohibited:

(a) Secret or illegal co-operation, to cheat or deceive.

(b) Preparing a piece of work with others, then claiming it as your own.

(c) Allowing someone to copy your work, to subsequently present it as being their own. This includes the sharing of any interview questions or planning scenario details and questions.

(3) **Cheating. To behave in a way that is not honest or fair, to win something or gain something.** This is the use or attempted use of unauthorised assistance which is not permitted within the assessment process. It can be described as, but not limited to:

(a) Copying answers from another person(s) or candidate.

(b) To have a person(s) present in the room during any part of the assessment process.

(c) Communicating with any other person(s) during any part of the assessment process; unless authorised to do so by Sopra Steria or AIB staff.

(d) Use of any unauthorised material including the use of AI technology or device. **Heavy reliance on notes** or **reading from a script** will have a **negative** impact on PRI scoring.

(e) The use of Group Planning Exercise documents/material, following direction to close down any windows or information relating to the assessment.

(f) Obtaining and using an unauthorised copy of any assessment paperwork or material.

(g) Impersonation.

(h) Plagiarism and collusion.

(4) **Fraud.** False representation in this context is when a candidate deliberately lies or misrepresents the truth when conducting their AIB Multistage assessment process, to make a gain for themselves or a loss to another candidate.

f. **Misconduct Penalties.** Any person who is found to have assisted, either directly or indirectly, a person to commit an act considered to fall within the scope of this misconduct process will be managed in the same way as if they had themselves committed an act of misconduct. Any candidate suspected of misconduct at any stage of the AIB Multistage assessment process will be reported to Officer Commanding AIB (OC AIB) and a full review will be initiated. Any candidate found on the balance of probabilities, to have breached the AIB Misconduct Policy will not be permitted to re-attempt the AIB Multistage Assessment process for a minimum of 12 months, unless stated otherwise by OC AIB.

g. **Booking and AIB.** CAs must ‘Queue’ candidates to ‘Event Type’ - ‘Admiralty Interview – Holding Notice’ in RITS. Candidates will then be loaded to an ‘event’ by the AIB Operations Team and a AIB Holding Notice will be distributed via RITS. This notice advises the candidate they have been loaded to an AIB Cohort, and to prepare for communications from Sopra Steria to commence the AIB Multistage Assessment process. Each Cohort has a maximum of 66 candidates.

(1) If a candidate chooses to defer their application, or wishes to withdraw their application, the CA must inform the AIB Operations Team as soon as practicable.

(2) The CA must contact the AIB Operations Team and advise of any situational change which results in the candidate being ineligible during AIB Multistage Assessment process. The AIB Operations team will remove the candidate from the AIB 'Event' and advise Sopra Steria accordingly. CAs should requeue their candidate to an AIB 'Event', if and AIB is required at a later date.

h. **Loading Candidates to AIB Events.** The AIB Operations Team will initially check a candidates' RITS diary to establish availability to commence the AIB process. Where diaries have not been populated, the AIB Operations Team will engage with the candidate to establish a viable date to commence the AIB Multistage Assessment process. On completion, the Operations Team will load candidates to an AIB 'Event' on RITS and distribute an AIB Holding Notice. The candidates' details are subsequently forwarded to Sopra Steria who administer the AIB Multistage Assessment process in its entirety.

i. **AIB Results.** The AIB Operations Team mark the candidate as either pass or fail on RITS. AIB will provide a list of all successful candidates including AIB scores, in advance of any FSB. AIB Results will be distributed via RITS each Tuesday. The CA is to contact candidates (by phone if appropriate) within 7 days of their AIB result, irrespective of their performance and provide CRM as required. Should the candidate fail the AIB they should be counselled towards RPG priority rating roles.

j. **AIB Re-attendance Policy.** Candidates will be allowed a maximum of 2 attempts at the AIB, each appearance being separated by a minimum period of 3 months, provided they remain eligible. In exceptional circumstances, this timeline may be reduced at the discretion of OC AIB where there is a Service need. Any justifiable request for a third attempt at AIB must be passed directly to SO2 N5. Each request will be considered by OC AIB and in only the most exceptional circumstances will a third attempt be permitted. Candidates who are unsuccessful at AIB may reapply to commence the process 12 months post their final AIB attempt. AIB pass will expire after 5 years; however, candidates must remain eligible for selection. Where a candidate requests to conduct a further AIB to improve their score, a formal request must be made via email to the AIB Operations Team. A candidate is to note the most recent attempt score will be their current score, this can include either a decrease in score or a failure. Requests will be considered on a case-by-case basis and authorised by OC AIB. Where a candidate has fallen foul of the AIB Misconduct Policy and has been formally removed from the AIB process by OC AIB, CAs should 'Defer' candidates on RITS, manage accordingly, before re-loading their candidate to AIB iaw OC AIB's direction.[6]

[6] All Misconduct Decision Letters are loaded to RITS and will specify when a candidate should be reloaded to AIB.

1005. Candidate Becomes Ineligible During Application or Selection

After submitting an application, a candidate may become ineligible. It is most likely that this ineligibility will be determined in the first instance by the CA. **Reference: ROM** contains administrative direction to be taken in such circumstances.

1006. Pre-Assessment Eligibility Checks and Admin Procedures

a. **Reference: ROM** contains supporting instructions.

b. **Fleet Air Arm Assessment.** The AIB Operations Team book candidates to AIB and CBATs concurrently. Candidates who have taken the tests before will be reviewed to decide if further tests are permissible. When a re-test is approved, there must be a minimum of 12 months between tests.

1007. Selection Categories and Follow-up Procedures

a. By passing the assessment process, including satisfying the medical standards, and security clearance requirement, a candidate has demonstrated sufficient potential to be expected to successfully complete INT(O) at either BRNC or Phase 1 Training at CTCRM. This does not mean that a candidate has been selected for entry as an officer, which should be made very clear to candidates throughout the recruiting and selection process.

b. **Candidate Selection.** Those candidates that satisfy all requirements at point 1007a of the assessment process will be forwarded to a Final Selection Board (FSB) before each NETE intake, if the available number of Candidates exceeds places available in training. Where required, a candidate is only selected for entry as an officer if successful at FSB.

c. **Candidate Selected for Officer Training.** Upon selection, the candidate will receive an Offer of Service stating the profession, Commission, seniority and joining date being offered for BRNC/CTCRM.

d. **Candidate Selected for a Scholarship and Defence STEM Undergraduate Scheme (DSUS) Award.** Upon being awarded sponsorship, the candidate will receive a Deed of Acceptance stating the Commission, financial value and start date of the award being offered.

e. **Pre-Joining Medicals for Scholarship and DSUS Award Holders.** Prior to NETE entry, all sponsored candidates must remain in date for medical and fitness assessments.

SECTION 3

OFFICER SPECIALIST SELECTION PROCESSES

1008. Specialist Recruitment for Medical, Dental, Nursing and Environmental Health Officers

a. Due to the individual assessment required, specialist qualifications and relevant experience, recruitment of candidates interested in gaining commissions as Medical, Dental, Nursing, Medical Services Officer Submariner Health Physicist and Environmental Health Officers are handled in conjunction with the MED SAT n R&A HQ. CAs are to ensure Medical Specialists are aware of candidates early in the process. The CA is to email the candidate's details to NAVY RA-MEDMAILBOX@MOD.GOV.UK.

b. Medical Officer (MO) and Dental Officer (DO) cadets can apply once they commence medical or dental school training to ensure all recruitment elements are completed in good time ahead of the FSBs which sit in the Jun before they start their 3rd year of training. Failure to get candidates to the FSB can result in all places being taken (MO: 16 per year, DO: 2 per year) with very limited opportunities for a second chance at selection. DGE MO and DO candidates can apply once they commence their Foundation Years (FYs) of training (FY1 or FY2). MO candidates enter BRNC on completion of FY2 and DO candidates enter on completion of FY1 on the Sept BRNC intake and complete 15 weeks Initial Naval Training (INT(O)).

c. Newly qualified nurses can start applying in their third year of University. No one will enter INT until they have their Nursing and Midwifery Council (NMC) Personal Identification Number (PIN). Nursing Officers (NOs) selection takes place annually in Oct. Those selected will undertake 30 weeks of phase 1 training at BRNC followed by an assignment to a Joint Hospital Group (JHG) unit.

d. CAs are to contact R&A Medical Specialist Attract Team (MSAT) with any queries, or to give the contact details to candidates for further information.

e. All qualified candidates will need to email a CV for approval to the MSAT at the earliest opportunity; to include their registration or PIN number, if they have it.

f. Invitations and guidance for attending the Final Assessment Boards will be sent a month prior to board date. Candidates need to be ready in all respects to be invited.

g. Candidates with international certificates of education will require educational equivalency from NARIC (National Academic Recognition Centre) to demonstrate qualifications to UK standards and all must have a UK Registration.

h. After a candidate completes the initial officer selection process outlined above, the selection pathway for each respective medical pathway for officers is as follows:

(1) **Medical Officers (MO)/Medical Officer Cadets and Dental Officers (DO)/Dental Officer Cadets.**

(a) Due to the lengthy recruitment process, candidates can apply as soon as they are in medical or dental school to ensure they have met all required elements to be eligible to attend an FSB. The cut off for candidates applying for a cadetship is 4 months prior to their FSB. Candidates should be ready for the Jun FSB prior to entering their third year for funding to commence. Delays in this could result in cadetships being filled as they remain competitive.

(b) MO and MO Cadets candidates are required to submit a 'Why Me?' personal statement to the R&A MSAT 2 weeks prior to their FSB. This will be presented to the FSB board members along with their AIB result Guidance on the 'Why Me?' statement will be provided by the MSAT CPO.

(c) All Dental Officers and Cadetship candidates will sit a Virtual Assessment Board (VAB) on the platform SHINE. The VAB guidance will sent to candidates 4 weeks prior to the interview and SHINE links sent 2 weeks prior.

(d) FSBs for all MO/DO cadets and DGEs take place in Jun of each year.

(2) **Nursing Officers - Adult.** FSBs take place annually in Oct each year. FSBs may be required to be brought forward if BRNC allocation for NO is altered.

(3) **Nursing Officers - Mental Health.** FSBs take place annually in Oct each year. FSBs may be required to be brought forward if BRNC allocation for NO is altered.

(4) Medical Services Officer Submariner Health Physicist. FSBs take place in Oct each year.

(5) Environmental Health Officers. FSBs will be ad hoc.

1009. Chaplains

a. The eligibility criteria for the Royal Naval Chaplaincy Service incorporates suitably qualified and experienced professionals, celebrants and clerics from other major World Religions and non-religious practitioners, in addition to the existing Christian denominations that commend Chaplains to the Armed Forces.

b. CAs must engage with the Specialist Chaplain Recruiter (SCR) with any queries. Candidates should engage with the SCR at an early stage, and so the contact details below must be provided. The SCR is responsible for outlining and overseeing the chaplaincy-specific aspects of the application process including determining eligibility, engaging with endorsing authorities (EA) and loading for the Final Selection Board (FSB).

c. Chaplain Candidates do not complete a Defence Aptitude Assessment as they will be expected to hold a higher education qualification. However, Candidates must provide a CV detailing their relevant experience, as well as evidence of relevant academic qualifications.

d. Chaplain Candidates do not complete an AIB Multistage Assessment, but instead complete a formal face to face Final Selection Board (FSB) where AIB elements are assessed (see below).

e. All candidates for RN Chaplain or RNR Chaplain must be currently engaged as a Christian, Hindu, Humanist or Non-Religious, Jewish, Muslim, or Sikh cleric or practitioner and commended to the Royal Naval Chaplaincy Service by an officially recognised Endorsing Authority (EA). It is the responsibility of the Candidate to seek this approval. Details of EAs may be obtained from the Royal Naval Chaplaincy Service Headquarters. EA approval is a prerequisite for FSB.

f. Royal Naval Chaplaincy is not an entry-level role and therefore candidates are required to be professionally qualified and experienced at time of application.

(1) Candidates are required to hold three years post ordination or accreditation experience in a full-time capacity. This experience must be sufficiently broad and far-reaching so that the applicant is able and experienced in a wide range of pastoral care, rites of passage and community work.

(2) The SCR can ascertain a candidate’s eligibility by requesting and reviewing a CV. It is not the role of the SCR to determine suitability at this stage, just that a candidate meets the basic experience criteria.

(3) Some faith and belief roles are mostly part-time; therefore, a judgment of equivalency must be made through the SCR.

(4) If a candidate does not hold the requisite experience to be eligible to apply for the role, the SCR will offer advice on what further experience is required in order for the candidate to be eligible to apply in future.

g. Newly qualified and accredited clerics/practitioners may apply for Probationary RNR Chaplaincy with 1 year of full-time experience.

h. Other requirements are summarised below and are set out in full within the Royal Naval Chaplaincy Service Recruitment Policy. Further details may be obtained from the SCR.

(1) **Age.**

(a) Minimum age - 26

(b) Regular – must begin INT no later than one day before 49th birthday

(c) Reserve – must enter training pipeline no later than one day before 54th birthday.

(d) Exceptionally, age waivers may be sought from the Branch Manager (BM) subject to service need, and after approval from The Chaplain of the Fleet (COTF).

(2) **Medical and fitness standard.** Assessed at Candidate Preparation Course (Regulars) or MEDFIT+ (Reserves).

(3) **Driving licence.** Must hold a Full UK Manual Driving Licence at the point of application. Both sides of the Driving Licence must be shown to prove this.

(4) **Nationality.** Must be a national of the United Kingdom, a Commonwealth national, or hold dual nationality with one of these states. If a candidate is not a national of the United Kingdom guidance should be sought from the overseas team within Recruit and Attract (R&A) to determine eligibility

i. Candidates who are not eligible must be informed as such at an early stage in the application process. Such candidates will be written to, via the Recruitment IT System, by the Specialist Chaplain Recruiter explaining why they are not eligible to proceed.

j. Eligible Chaplain Candidates should attend a funded Look at Life Course once a formal application has been made and full or anticipated future eligibility has been confirmed. This is organised by the Specialist Chaplain Recruiter.

k. The FSB panel comprises of the Chaplain of the Fleet (or Staff Chaplain Maritime Reserves for RNR Candidates), Deputy Chaplain of the Fleet, the Chaplaincy Career Manager, and an AIB representative who acts as an independent advisor.

l. After FSB but before a Chaplain enters INT they must have completed an Enhanced DBS Check suitable for Employment (currently provided through uCheck), in accordance with BRd 3(1) Para 6047. This must be initiated by the CA.

m. Updates are directed by the Chaplain of the Fleet and the Armed Forces Chaplaincy Policy Board which ensures coherence across all three Services.

n. Contact details for Chaplaincy HQ, Specialist Chaplain Recruiter and Endorsing Authorities:

Email: NAVY CHAPLAINCY-GROUP MAILBOX (MULTIUSER)

Postal address:

Royal Naval Chaplaincy Service Headquarters
Second Floor
Tanner Building
HMS EXCELLENT
Whale Island
Portsmouth
HANTS
PO2 8ER

1010. Computer Based Aptitude Test (CBAT)

a. Attendance at CBAT is a key milestone in their application process. Though there is limited preparation which can be conducted for CBAT, CAs are to ensure that they engage with candidates prior to attendance to ensure they fully understand the process they are about to undertake.

b. Officer CBATs are to be completed concurrently with the AIB process. A check for previous attempts will be made by R&A Plans & Allocations and all eligible candidates will be booked onto the next available CBAT. When booked, the event will appear in the event tab on the candidate profile in RITS as a ‘Future Event’ and the booking request will no longer appear.

c. Once R&A Plans & Allocations have allocated a place on CBAT, joining instructions will be sent to the candidate via a CBAT RITs Event. As CAs engage prior to CBAT, they must ensure that the candidate is in receipt of this booklet and confirm that it has been read and understood. This will include a request for the candidate to confirm attendance. Candidates are required to stay at RAF CRANWELL overnight. Testing lasts a full day, and candidates are informed of the test results by the Senior Naval Instructor RAF CRANWELL and their staff. All aptitude tests are computer based and include verbal, numerical and spatial reasoning, work rate, mental capacity, and psychomotor psychometric tests. Officer candidates are processed as Aircrew and sit Pilot, Observer and ATC tests with their profession preference noted.

d. RAF CRANWELL will send all CBAT results to Recruit & Attract Allocations Team for input onto RITS and CA action. The CA is to contact the candidate to discuss the implications of the CBAT on the career options open at the time. Unsuccessful candidates must wait a minimum of 12 months before returning to CBAT. Pilot candidates are only allowed to undertake CBATs once, this includes any previous CBAT attempt with other services. A Pilot candidate who fails CBATs can be reconsidered only for Observer or Air Traffic Controller following a resit. CAs should contact all unsuccessful candidates within 7 days to discuss their options. Recruit & Attract Allocations Team should be notified by email if candidates who are not recommended to re-take the tests wish to be considered for another profession. CAs are responsible for managing their returning candidates. Candidates will be allowed to retake the tests up to the age of 26.

e. Sitting the aptitude tests for the Special Flying Award (which is separate from the CBATs) will not preclude a candidate from sitting the full CBATs.

f. It is important to note that if a candidate passes for more than one area, it is the Final Selection Board which will select their profession, not the candidate's preference. Pilot candidates have no opportunity to re-take CBAT and must pass every stanine. CBAT passes are valid for 3 years.

g. Candidates who fail to meet the special requirements for an Aircrew specialisation, but who are appropriately qualified for other specialisations, arms or branches may be considered for an alternative entry. The CA should advise the candidate on the alternative career options available within the Fleet Air Arm. Every effort should be made to maintain the candidate's enthusiasm in a Fleet Air Arm career despite the setback. The candidate may also wish to consider a naval career outside the Fleet Air Arm, which may require a further interview. If the candidate is content to continue in an alternative aircrew sub-specialisation offered by the Board, or to pursue a second-choice role, then the candidate is to confirm this decision to the CA.

h. Where candidate fail CBATs, the CA will need to advise the candidate on the alternative career options available within the RN. Every effort should be made to maintain the candidate's enthusiasm for a Naval career despite the setback, and this may well necessitate a further interview to re-evaluate motivation and awareness and understanding for a different role. The candidate may wish to take time to consider the options available before progressing further and may therefore, decide to withdraw the application in the meantime.

i. The RAF and Army CBAT omits the full battery of tests required to assess aptitude for role of Observer. A candidate who has valid CBAT results from an RAF or Army application may re-attend RAF Cranwell to complete the Observer element of CBAT only, in order to ensure a complete set of results.

1011. Final Selection Boards

a. Where any profession or role is oversubscribed, or where limitations are applied to the number of applicants, there may be a requirement to hold a Final Selection Board (FSB). The function of an FSB is to select the most suitable Candidates for intake to the Service.

b. FSBs should always be conducted by a panel, with a nominated chair and at least 2 further members. One member of the panel should be from the appropriate Workforce Planning and Talent area (e.g. the relevant BM).

c. `FSBs should use as much information as is available to make their selection decisions. This could include:

(1) DAA score

(2) AIB Score

(3) Evidence of Skills and Experience gathered through AIB

(4) Evidence of Skills and Experience gathered through curriculum vitae/specialist application form

(5) CBAT score

(6) Educational qualifications

(7) Evidence relating to previous service in HM Armed Forces

(8) Conduct of a specialist selection interview

(9) Candidates volunteering for shortage specialisations or the Submarine Service.

d. Candidates should generally be presented to no more than 3 successive FSBs. Where a Candidate is unsuccessful at one or more FSBs, and is unlikely to be selected in the future, they should be counselled by their CA to consider alternative professions/roles for which they are eligible.

e. Where Candidates will be presented to an FSB for their chosen profession or role, they should be made aware of this and informed of the timescales involved. FSBs should be held such that the Candidate and relevant NETE are given at least 6 weeks' notice of their potential entry to Service.

ANNEX 10A

SPONSORSHIP

1. Candidate Ownership

During the application phase (prior to assessment) candidates are managed by the Recruiting Force (RF) with CRM support from Engineer Specialist Attract Team (SAT) where requested. Once ready for Assessment and Allocation, R&A's Officer Allocation and Assessment Team take ownership of the candidate. Assuming the candidate passes and is given a place on a Scholarship/Sponsorship programme, BRNC then take over as the candidate's studies begin. R&A CAs will assist in ensuring the candidates are fully eligible to commence IOT, including making sure the candidate is in date for MedFit and SC as close to the start of the final year at university as possible. All should be complete within term one of the final academic year (before Christmas).

2. Scholarship Scheme

a. The Scholarship Scheme is designed for young people, aged 15 years and 9 months to 18 years old, who wish to join the RN as Engineer Officers. It is open to those who are about to take GCSE or SCE Ordinary/Standard Grade examinations, and are intending to study for A Levels, Higher Grade, Certificate of Sixth Year Studies, or other equivalents. Those who reach the qualifying educational standard, satisfy the medical criteria, and successfully undergo the selection procedure will have places reserved for them to join the RN (or, if 'E' branch, to attend university) conditional upon their passing of A Levels (or equivalent).

b. The parents/guardians of those awarded a Scholarship will receive financial assistance towards the cost of keeping their child at school or college in order to qualify for entry to the RN (or, if 'E' branch, university). The current value of an award may be found in CP22 (Rates of Pay). Parents/guardians of those awarded a Reserved Place only will not receive financial assistance.

c. Candidates may apply for either a 2-year Scholarship and Reserved Place, or a 1-year Scholarship and Reserved Place. Candidates applying for a 1-year Scholarship and Reserved Place may also be considered for University Sponsorship, the DSUS, UCE or Non-Graduate Entry without having to reappear at the AIB. Except for Engineers, candidates who are awarded a 2-year Scholarship and Reserved Place and subsequently wish to apply for University Sponsorship, will be required to re-attend the AIB and be considered for selection along with other applicants. When Engineers are awarded the Scholarship, they are guaranteed a place on the DSUS or UCE (if selected).

d. Some scholars subsequently apply for Financial Assistance (FA) and are not selected, but still wish to go to university and join the RN on completion of a degree. Strict adherence to the regulations requires recovery of the scholarship, but in practice the recovery of a scholarship debt from unsuccessful FA candidates will not be pursued, provided that the candidate still wishes and applies to join the RN on completion of their degree course.

e. **Requirements.** The minimum acceptable academic requirements are: 5 acceptable GCSEs at Level 7 or higher including English Language and Mathematics. Ideally, there is to be no break in education between GCSE and further qualifications. However, in exceptional circumstances, a waiver may be considered. Such situations are to be raised to the Engineer Coherence Team to ascertain whether an application for a waiver is viable. Formal application for a scholarship is to be submitted by 1 June of the year of selection. The candidate will be required to achieve A Level results (or equivalent) suitable for DSUS. Final Entry to BRNC is taken according to one of the schemes below.

3. University Cadetship Entrant (UCE)

a. **Background.** UCE(Engineering) was originally developed as an elite entry scheme for high achievers wishing to join the Royal Navy as Engineer Officers. The scheme offers the benefit of completing Initial Naval Training (Officer) (INT(O) before proceeding to university, drawing pay as a regular Service person during their study; this means of entry has been held in abeyance since 2008. Throughout its history, the scheme has provided retention and secondary recruitment benefits, attracting high-quality applicants who provide a Naval presence at top-flight universities and invariably perform at the top of their peer group within the Service. Workforce analysis of the engineer officer cadre supports the reintroduction of the scheme for a small number of applicants per annum, which commenced in 2021.The UCE scheme is an agreed sS variation within the DSUS[1] programme, which has previously been shown to expand the recruiting pool, rather than introduce inter-Service competition within it.

b. **Scheme.** Candidates who are successfully recruited[2] via the scheme, will join Britannia Royal Naval College (BRNC) on an Initial Commission Stage (ICS) within the Engineering Branch, and complete Initial Naval Training (Officer) (INT(O)). Upon successful completion of INT(O), they will proceed to join their university and study for a 3, or exceptionally 4, year degree.

c. **UCE Terms and Conditions of Service (TACOS).** Service personnel on the UCE scheme have bespoke TACOS that differ from Direct Graduate (Engineer) entrant officers; these differences include: rank and seniority; rates of pay; promotion eligibility and allowances. UCE Officer TACOS are:

(1) Applicants will be selected prior to the opening of the UCAS University Selection Window. Upon their acceptance of a formal UCE Cadetship Offer, cadets are required to delay their university start date by 1 year[3] to enable them to attend and successfully complete INT(O).

(2) Cadets must accept and agree to the 5-year Return of Service (RoS), acknowledging the RoS commences once the Cadet has attained ‘Gained Trained Strength’ (GTS) status as per their training pipeline. This will be upon completion of Phase 2 technical training. Electronic copies are to be retained by Recruit and Attract (R&A) and uploaded to the RITS system.

[1] DSUS is a quad-Service scheme designed to improve the recruitment of STEM Graduates into Defence as Engineering Officers.
[2] All Service recruitment and selection process’ are iaw current Recruit and Attract Policies.
[3] R&A provide template letters as part of the formal offer letter, that can be passed to the universities.

(3) Cadets Join BRNC on the date specified in their offer letter on an ICS.

(4) They will be categorised as Officer Cadet throughout the duration of INT(O) and whilst at university.

(5) They will hold the substantive rank of Midshipman with seniority based upon date of entry into Service. This rank will be retained until graduating from university.

(6) They receive an annual salary, starting on UCE Pre-Career pay spine OF0-1[4][5] and receive annual increments up to OF0-3, where they will remain on a Stand Still Rate of Pay (SSRP) until commencement of Phase 2 training. UCE cadets are not eligible for the Golden Hello Financial Incentive or an annual bursary whilst at university.

(7) Cadets will receive additional financial benefits of which they will agree to a financial undertaking with the Secretary of State for Defence; failure to meet their obligations will result in these benefits having to be repaid (further detail under Removal from Cadetship below). The addition financial benefits are:

(a) The Cadet will receive an Education Grant which is calculated on a Daily Rate of Pay (DROP)[6].

(b) Their university tuition fees will be paid. If applicable, the designated university will be instructed to send accounts for tuition fees to the Sponsored Undergraduate Administration Officer (SUAO) at BRNC. If the cadet is in receipt of a grant from Public Funds in respect of their further education they should, upon receipt of their Naval salary, inform the appropriate education or other authority that they have been awarded a University Cadetship, stating the date from which the Cadetship commenced. They must be prepared to repay any money received from their education authority after the date of the award of the Cadetship.

(8) Upon completion of INT(O), be appropriately assigned by BRNC Universities Department, to continue initial training until commencing university.

(9) The cadet must not attempt to change their accepted degree without first seeking prior approval from their Commanding Officer[7].

(10) They must accept the obligation to pass their university course and obtain their degree.

(11) Their Divisional Officer will be whomever is assigned as Sponsored Undergraduates Staff Officer (SUSO)[8].

[4] AFPRB 51st report
[5] JSP 754, Pt 1 (V38), Ch 4, Sect 10.
[6] Formal Offer letter will provide current DROP.
[7] Commanding Officer is Captain BRNC.
[8] R&A formal offer letter will provide detail of individual assigned as SUSO.

(12) As an officer under training, their conduct, professional performance, character and leadership qualities remain governed by current policy[9].

(13) Their reckonable service will not start until they commence Phase 2 Training[10].

(14) Notwithstanding that UCEs are Serving Regulars, they will not be entitled to allowances, except[11]:

(a) If required to travel for Service reasons.

(b) During authorised duty abroad (UCE cadets are not eligible for LSA but are entitled to duty travel and LOA as required)[12].

(15) Officers serving on an ICS are members of the Armed Forces Pension Scheme (AFPS15); however, UCE cadets pensionable pay will not commence until they start Phase 2 training (OF0 rates of pay are non-pensionable), but they will accumulate qualifying service.

(16) As a serving member of the armed forces, they are subject to the Armed Forces Act 2006[13].

(17) As a member of the armed forces, they will be subject to compulsory drug testing as per current Service policy[14].

(18) They will undertake compulsory training as directed by extant RN policy and Jolly Division Standing Orders[15]. This includes, but is not limited to, mandatory attendance at BRNC training weekends, remaining in date for RNFT and becoming a member of the University Royal Naval Unit (URNU). Further detail is available from SUSO.

(19) Qualifying service for promotion and commission transfer will commence on day 1 of INT(O). Following successful graduation, the UCE cadets will promote to Sub-Lieutenant on 1 Sep, or on day 1 of Phase 2 training[16], whichever is earlier.

(20) During INT(O) and University, UCE cadets will be paid from the UCE pay spine, at OF0 rates. This will accrue annually and will standstill at OF0-3 until commencement of Phase 2 training. Payment from the OF1 pay spine will occur on promotion to Sub-Lieutenant at the start of Phase 2 training so aligning UCE Cadets with their Direct (Engineer) peer group.

[9] BRd 3(1), Ch 57, Sect 5.
[10] JSP 754, Pt 1 (V38), Ch 2, Sect 3, Para 02.0310.
[11] The Sponsored Cadet Manager (SCMAN) at BRNC will provide advice and guidance regarding allowances in these circumstances.
[12] JSP 752, Ch 10, Para 10.0107(i).
[13] BRd 3(1), Ch 20, Para 2204 Jurisdiction.
[14] JSP 835, Alcohol and Substance Misuse and Testing.
[15] All engineering Officer Cadets are members of Jolly Division and administered through BRNC Universities Department.
[16] Phase 2 training aligns with the start of System Engineering and Management Course (SEMC) for the relevant engineering stream.

d. **Eligibility.** This scheme is for high achievers, and unlike other entry routes, the expectations are set higher and the competition fiercer with only 5 places available per year (2 x ME, 2 x WE * 1 x AE). To become eligible for the scheme, candidates must meet all Engineer Officer entry requirements for the Royal Navy, as per extant Recruit & Attract policy, and meet the additional requirements below:

(1) Age: 18-23 at commencement of INT(O).

(2) Degree type: Candidate must be accepted onto an approved Engineering, or STEM degree at any UK university, as detailed below in Table 10A-1.

(3) Education Requirements: 5 GCSEs at Grade 7 or higher including English Language and Mathematics. At GCE level, the candidate must have a minimum of 144 UCAS points in non-overlapping subjects, including at least Grade B in A-Level maths and an engineering-based science.

(4) The scheme is competitive and successful applicants will be selected at the UCE Final Selection Board which will consider academic results and performance through the recruiting process.

e. **Withdrawal from Cadetship.** A UCE Cadet may request to leave the service up to the Premature Termination of Career Training (PTCT)[17] point; they will have to repay all their Education Grant, University Fees and uniform grant received up to the point of exit, in accordance with current regulations and as per financial undertaking. After this point, only in exceptional circumstances, will a Cadet be permitted to leave before completing their 'Return of Service'.

f. Poor performance of a Cadet in either academia or general military performance will be managed in accordance with current policy[18]. Cadets should always maintain a high standard of behaviour throughout their sponsorship. Should they fail to meet and maintain the standards expected of a future Naval Officer, they will be subject to the professional warnings process as INT(O), as detailed in BRNCs Standing General Orders (SGO). BRNC Universities Department Joining instructions will provide the finer detail of the warnings system.

4. Defence STEM Undergraduate Scheme (DSUS)

a. This scheme provides university sponsorship to students wishing to join the RN as Engineer Officers. Study may be undertaken at any UK university; applicants may apply for a sponsorship at any time before the start of their final year, provided they are aged 18 to 35 years old. Aimed at scholars or direct applicants wishing to join the RN as Engineer Officers and read for an approved engineering degree or STEM degree at a UK university, whilst receiving FA.

b. Candidates must be studying (with at least one year remaining) or have applied to a UK university via the UCAS system. Support whilst at university will be provided by membership of a University Royal Navy Unit (URNU) if one is available within one hour’s travelling time of campus.

[17] BRd 3(1), Ch 54, Para 5402 & Table 54-1 The PCPT point is classified as the last day before passing out of BRNC.
[18] BRd 3(1), Ch 57, section 5.

c. Direct entrant applicants must complete the officer recruitment process by 31 January of the academic year of entry. Successful applicants will receive a £5,000 pa FA and will have all university tuition fees paid up to a maximum of £9,250 pa; the amount of FA received will be abated from the RN Engineer 'Golden Hello' Financial Incentive (FI) for DGE, Engineer Officers. They could also earn training pay (up to 45 person training days, approx. £2,000 pa) as a member of the associated URNU. On joining the URNU, they will become listed 7C Reservists (borne for pay and admin only).

d. Applicants will be required to sign a financial undertaking which guarantees their entrance to IOT and a 3-year Return of Service thereafter on attainment of GTS.

e. All DSUS entrants will commence their undergraduate studies as General 'E' engineers. At the end of their second academic year, they will be streamed by AE, ME, or WE. Streaming of ME and WE students to SM will take place at BRNC.

f. DSUS does not provide any entitlement for extension of studies to include Masters degrees for the following reasons:

(1) No RN requirement.

(2) Not a justifiable use of funds.

(3) RN need is for OC to join BRNC on planned date to achieve GTS as planned.

(4) There will be opportunities for full time Masters study on full pay later in career.

g. There is the opportunity however for DSUS OCs to study for a fourth year to achieve a MEng if they prove to be of the highest academic standard and are engaged and remain fully eligible for the RN throughout their time at university. The following restrictions will apply to ensure only the most talented and committed individuals are permitted to extend to a MEng.

(1) No DSUS candidate will commence their university course on an undergraduate Masters degree programme. Only application for an undergraduate Bachelors degree programme will be supported by DSUS.

(2) There will be no entitlement to transfer or extend to a Masters course prior to entry as this will delay entry and GTS, as a result DSUS retain the right to reject the request.

h. Requests to extend to a Masters degree will be considered only when the following conditions are met:

(1) OC is predicted to achieve, and subsequently does achieve, a first class Bachelor degree pass.

(2) OC has not had to resit any exam in subsequent academic years due to failure.

(3) OC is in date for Fitness Test.

(4) OC is in date for medical with no changes to medical status that could affect RN entry.

i. If initial (post Bachelors degree) anticipated entry date is over 3 years since Service Entry Medical was conducted the OC must pass another Service Entry Medical prior to commencing a Masters course.

j. OCs who are permitted to extend to MEng will receive DSUS support and funding through the additional one year study.

k. Funding of the scheme is set at 35 entrants from 2022 and a maximum of 105 in 2024. This strict financial cap may limit the numbers of direct entry applicants trying to join DSUS partway through their degree. It may also restrict the numbers of candidates capable of undertaking a master's course.

l. DSUS candidates will be eligible for the £27,000 'Golden Hello' upon joining the RN; however, this will be abated against the RN component (£4,000 pa) of the FA already received.

m. **Requirements.** The minimum acceptable academic requirements are: 5 acceptable GCSEs at Level 4 or higher, including Grade 6 or higher in both English language and mathematics. At GCE, candidates must have minimum of 96 UCAS points, of which 64 are made up of mathematics and an engineering science. Candidates must have been accepted onto a degree course in a UK university studying an approved engineering degree or acceptable STEM subject, which are listed below at Table 1.

n. **Waivers.** Acceptable deviations from these standards regarding academic requirements can be found at 0713.f.

5. Defence Technical Undergraduate Scheme (DTUS) - Legacy

Applications for DTUS ended in September 21. The DTUS scheme will close when the last intake from 2021 graduate in 2024.

Table 10A-1. Additional Acceptable Degrees (at Discretion of Branch Manager)

Acoustical Engineering
Aero-Mechanical Engineering
Aero-Mechanical Systems Engineering
Aerospace Design Engineering
Aerospace Manufacturing Engineering
Aeronautical and Electronic Engineering
Aeronautical Systems Engineering
Aeronautical Technology
Aircraft Maintenance Engineering
Artificial Intelligence and Mechanical Engineering
Artificial Intelligence and Robotics
Astrophysics
Automation and Control
Avionics
Chemical Engineering
Civil Engineering
Computer Science
Computer and Robotic Systems
Computational Intelligence and Robotics
Design Engineering
Digital Systems Engineering
Electrical Power Engineering
Electronic Control and Robotics Engineering
Embedded Systems and Robotics
Engineering Management
Engineering Physics
Geophysics
Mechanical Engineering with Aeronautics
Marine and Offshore Engineering
Marine Engineering and Naval Architecture
Marine Technology and Marine Engineering
Marine Technology and Naval Architecture
Marine Technology and Offshore Engineering
Marine Technology and Small Craft Engineering
Materials Engineering/Science
Materials and Process Engineering
Mathematics
Mechanical and Marine Engineering
Mechanical and Energy Engineering
Mechanical and Materials Engineering
Mechanical Engineering Design
Mechanical Systems Engineering
Mechanical Technology
Mechatronics
Mechatronics and Robotics
Motorsport Engineering
Naval Architecture and Ocean Engineering
Naval Architecture and Marine Engineering
Naval Architecture and Small Craft Engineering

(Continued)

Table 10A-1. Additional Acceptable Degrees (at Discretion of Branch Manager) (*Continued*)

Robotics
Robotics and Automated Systems
Robotics and Cybertronics
Robotics, Cybernetics and Process Automation
Robotics and Electronic Engineering
Software Engineering
Software Networks
Sustainable Energy Engineering
Systems Architecture
Systems and Control Engineering
Physics
Physics and Maths

6. Medical Financial Incentives

a. **Medical and Dental Officers.**

(b) Students may apply in their first year of a UK Medical/Dental school. Medical and Dental students are eligible for cadetships which generates an annual salary of approximately £21,000 to £24,000 for up to the final 3 years of study. This includes the payment of tuition fees and additional academic support.

(b) A 'Golden Hello' of up to £100,000 is available for some medical specialities (MO) if the individual is at ST3 level or above. SR-Med SO3 will verify this before selection and commencement of INT.



Note. *Medical Degree Apprenticeships (MDA) do not currently make an applicant eligible for the cadetship programme. Further advice on eligibility can be sought from R&A Coherence SR MED CPO.*

b. **Environmental Health Officers.** Environmental health Officers have 2 means of gaining a financial incentive:

(1) If non-chartered or EHRB registered, they join on £28,930a year and will receive support to complete the 2-year CIEH programme.

(2) Those with full registration join on £44,564 a year plus they receive a 'Golden Hello' of £27,000 (£10,000 on entry, £7,000 on completing BRNC, £10,000 after a year's service).

c. **Nursing Officers and Qualified Naval Nurse Ratings.** A 'Golden Hello' of £30,000 is offered to specialist nurses if they a long course of post graduate study in a required speciality in: Critical Care, Emergency Care, Burns and Plastics, Trauma and Orthopaedic and Primary Health Care. SR-Med SO3 will verify this before selection and commencement of INT.

APPENDIX 1 TO ANNEX 10A

OVERVIEW OF RN ENGINEERING OFFICER RECRUITMENT SCHEMES - BY POINT OF ATTENDANCE AT AIB

Table 10A-1. Overview of RN Engineering Officer Recruitment Schemes - By Point of Attendance At AIB

Year 11 - Pre GCSE	Year 12	Year 13	During or prior to University Final Year	Post-Graduation
2 Year Scholarship				
	1 Year Scholarship			
		UCE Scheme		
		DSUS		
			Sideways-entry to DSUS	
				Direct Graduate Entry

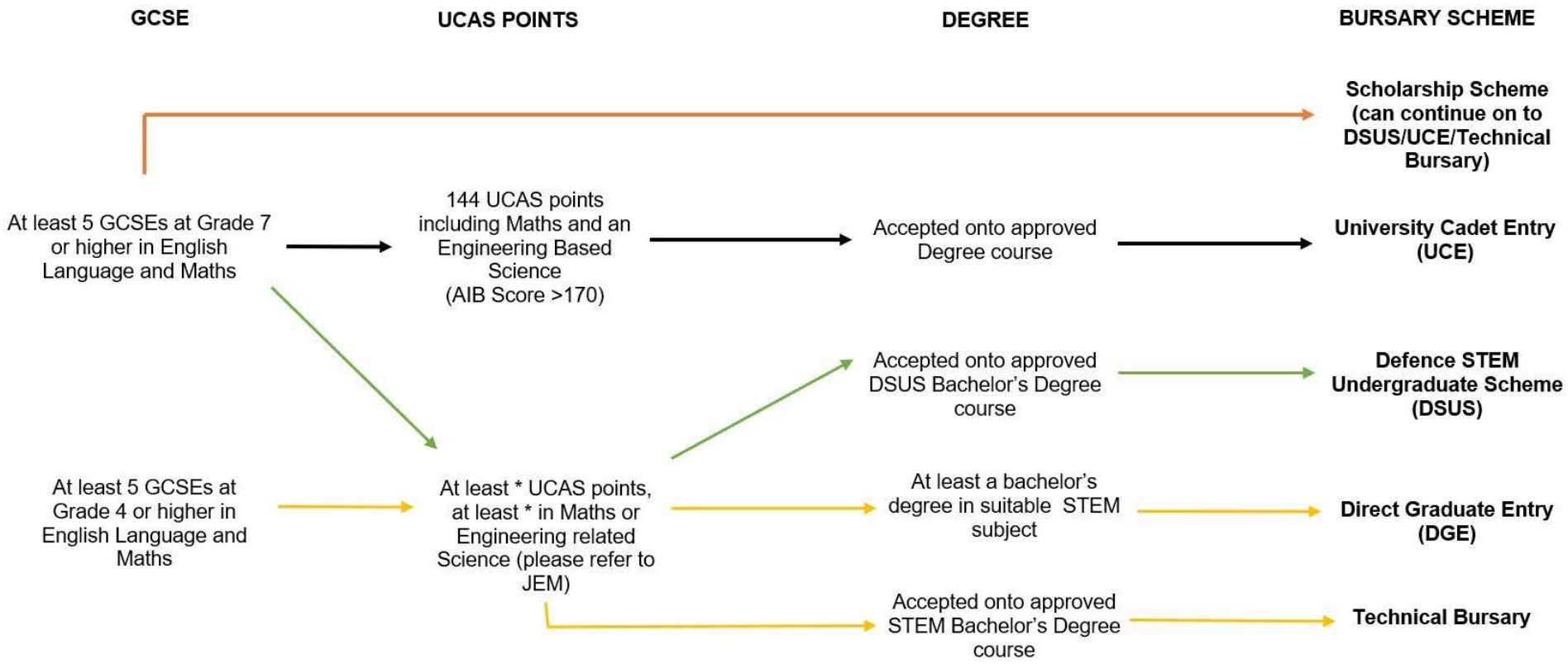
Table 10A-2. Overview of RN Engineering Officer Recruitment Schemes - By Sequence of Events

	2 Year Scholarship	1 Year Scholarship	DSUS	Sideways-entry DSUS	University Cadet Entry Scheme (UCE)	Direct Graduate Entry
Year 11 (Early)	Sit AIB					
Year 11						
Year 12	Duration of Scholarship	Sit AIB				
Year 13		Duration of Scholarship	Sit AIB		Sit AIB	
Year Immediately Post A Levels (No Gap)					Attend BRNC	
During University Before Final Year	Guaranteed Place on UCE, DSUS	Guaranteed Place on UCE, DSUS	Attend DSUS University	Sit AIB	Attend University	
Post-Graduation	Attend BRNC	Attend BRNC	Attend BRNC	Attend BRNC	Phase 2 Training	Sit AIB > BRNC

Note. *The final DTUS and Technical Bursar candidates commenced University in September 2021. From September 2022 these schemes were replaced by DSUS for University entrants.*

APPENDIX 2 TO ANNEX 10A

OVERVIEW OF RN ENGINEERING OFFICER RECRUITMENT SCHEMES - EDUCATION FLOW DIAGRAM



Note. *The final DTUS and Technical Bursar candidates commenced University in September 2021. From September 2022 these schemes were replaced by DSUS for University entrants.*

CHAPTER 11

RFA RECRUITING PROCESSES

(Sponsor: NAVY RA-DHd RA)

CONTENTS



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

Para

1101. RFA General Information and Background
1102. References and Impact
1103. Application Criteria and Process
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1106. Re-Employment of Personnel
1107. Post-Interview Medical and Security Clearance
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1109. Contracts, Training Agreements and Sponsored Reserve
1110. Personal Appearance

ANNEX

Annex 11A: Lateral Entry Action Plan (LEAP)

CHAPTER 11

RFA RECRUITING PROCESSES

1101. RFA General Information and Background

Recruitment into the RFA Service is based on the need to achieve projected workforce requirements in order to maintain efficiency and meet operational commitments.

a. R&A is responsible for RFA recruiting and provides marketing support and processes RFA candidates as follows:

(1) Carry out recruitment functions in accordance with this policy and to the level required by the RFA Recruitment Plan.

(2) This is to include administration of the routes of entry to the RFA:

(a) Qualified Entry.

(b) Non-Qualified Entry.

(c) Re-employment of former employees (responsibility for those who return within 12 months of leaving remains with RFA PER OPS).

(d) Lateral recruitment for internal candidates

b. Provide marketing advice and support in designing suitable advertisements for use by RFA units.

c. In consultation with R&A Marketing and appropriate stakeholders, design and produce recruiting publications, posters and publicity material.

d. Include RFA in national and regional ‘spotlight’ advertising campaigns where appropriate.

e. Include information about the RFA on the RN recruitment website.

f. Forward any enquiries concerning the RFA – received via TPUK, CAs or other means – to R&A RFA Recruitment.

g. Refer candidates to CAs for DAA for RFA candidates iaw ROM chapter 4 – DAA, should the candidate be unable to use their own device.

1102. References and Impact

a. All recruitment is to be in accordance with BRd 3(1), and with Civil Service and RFA PRG as per the following references.

(1) BRd 875 (Regulations for the Royal Fleet Auxiliaries) (including but not limited to), paragraph 0209. CP 04.5 Personnel Management.

(2) Recruiting Operations Manual V2.3 External Recruitment - Recruitment - Policy (Civil Service).

(3) BRd 3(1), Chapters 7 to 10, and 63, and JEM_RM_RN_RFA (see Chapter 7, paragraph 0701).

b. **Management Responsibilities.**

(1) Ensuring that all selection decisions are transparent, fair and equitable.

(2) Ensuring that the selection process does not discriminate on grounds of gender, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, age, religion or belief.

(3) Ensuring that the department's specialist skills base is maintained by adhering to the minimum entry qualifications requirement.

(4) Acting in accordance with data protection legislation by treating information provided for the purposes of recruitment for selection function only.

c. **Applicant's Responsibility.** The applicant's responsibility is to provide evidence and information which is honest, accurate and in a timely manner.

1103. Application Criteria and Process

a. Applications are to be made to R&A RFA and:

(1) All applications must be made through the RITS.

(2) After initial contact, all candidates must generate a profile on RITS. All application forms and information required during the process will be despatched and collected by R&A RFA.

b. All RFA candidates must comply/pass/obtain:

(1) With the minimum age standards:

(a) Aged 17.5 years or above to be processed for recruitment.

(b) And aged 18 years or above to join.

(2) With nationality requirements laid down in Chapter 7 and JEM_RM_RN_RFA (Chapter 7, paragraph 0701).

(3) With the minimum qualification and experience requirements (for qualified entry).

(4) With minimum academic qualification requirements as per the JEM_RM_RN_RFA. Other qualifications, including advanced diplomas, will be considered on a case-by-case in accordance with chapter 7 if the minimum GCSE (or equivalent) requirements have not been met.

(a) All officer cadet candidates will be entered on an approved training course; candidates with a minimum of 64 UCAS points in relevant subjects will be assessed and may be allowed to follow a Foundation Degree study programme. Otherwise, officer cadets will follow an HND study programme.

(b) Officer cadet candidates who are graduates or Higher National Diploma (HND)/Higher National Certificate (HNC) holders in Mechanical or Marine Engineering, or in an engineering subject that covers at least four of the following 6 subjects:

i. Mathematics.

ii. Engineering.

iii. Applied Mechanics.

iv. Applied Heat.

v. Electrotechnology.

vi. Naval Architecture.

(c) Candidates may be allowed to follow an ‘alternative route’ designed for those with relevant engineering qualifications. They must apply directly to a Maritime and Coastguard Agency (MCA) approved nautical college for an action plan detailing the requirements they must meet to obtain an Engineering Officer of the Watch Certificate of Competency. This function was previously carried out by the MCA and known as a Letter of Initial Assessment (LIA). The college will assess the applicant’s qualifications and experience and issue an action plan that, along with MIN511(M), will detail the requirements for the applicant to meet Engineer Officer of the Watch (EOOW) unlimited, STCW Convention regulation III/1 standard. Candidates will be expected to obtain a LIA before proceeding to the DAA stage and the cost of this will not be reimbursed.

(5) A DAA as per JEM_RM_RN_RFA requirements.

(6) An ENG1 seafarer’s medical certificate - this must be unrestricted for worldwide sea service with a periodicity of 2 years.

(7) Internal applicants with 5 years or more service, an ENG1 seafarer’s medical certificate - this must be unrestricted for worldwide sea service with a periodicity of 1 year.

(8) A Ministry of Defence (MoD) Security Clearance at a level appropriate for the rank employed.

(9) All vaccinations as required by JSP 950 leaflet 7-1-1.

1104. Recruiting Process

Unless otherwise stated, candidates will be processed as follows:

a. Residency, nationality, unspent criminal convictions and educational requirements will be checked by R&A RFA.

b. A DAA can be completed remotely by candidate using a suitable personal electronic device or arranged at the local Careers Office by R&A RFA Staff. All candidate scores are held within the RITS and can be accessed by RFA R&A Staff, irrespective of location of test.

c. Supplementary application forms and MOD Form 493 to be completed.

d. R&A RFA Staff and SME carries out sift of applicants on strength of DAA and supplementary application (for Apprentice candidates).

e. R&A RFA SO3 carries out review of supplementary application and provides feedback as necessary to candidate.

f. Interview by SME and R&A RFA (for Apprentice candidates). Interview by R&A RFA SO3 for suitability at AIB (for officer candidates).

g. RFA AIB (for officer candidates).

h. Provisional job offer. This becomes a formal offer once the following have been received by R&A RFA: ENG1, SC, proof of vaccinations, discharge book and other personal details. Commence initial training at relevant establishment, as follows:

(1) BRNC Dartmouth - Officer candidates.

(2) HMS Raleigh - Deck Rating candidates.

(3) HMS Collingwood - CIS Rating candidates.

(4) HMS Sultan - ME Rating candidates.

(5) Worthy Down – LS Rating candidates.

Lateral entrants will be assigned to any training establishment with the most suitable start date.

1105. Recruiting Entry Levels

a. Non-qualified applicants may be recruited into training posts, or suitably qualified applicants may be recruited into active roles.

(1) **Qualified Entry.** Qualified Entry (QE) is the method of recruiting qualified personnel. Qualified personnel will be recruited to meet demand in accordance with the RFA recruitment plan.

(a) QE candidates are recruited because of the qualifications and experience they already have and, therefore, are only subject to minimal transfer training in order to take up a substantive post within the RFA. As the DAA is designed to determine suitability for training and likelihood of success, it is not required for the majority of QE candidates. One notable exception to this is QE Deck Officer candidates – due to the intensive nature of RN Navigation training, all Qualified Deck Officers must pass DAA with the appropriate score.

(b) QE candidate certification and CV must be passed to the relevant SME for initial sift and agreement sought to proceed to interview. QE candidates are not to be grouped together for sift as with trainee candidates – this approach does not achieve results as QE candidates are mostly already in successful careers and are very unlikely to wait for significant periods for sift results. All eligible candidates who apply within a given recruiting year and are accepted by the SME for interview will be selected if successful in that interview. On the rare occasion that significant numbers of applications are received for a given role/rank, then a traditional sift can be completed IAW Trainee procedure.

(c) At interview RFA R&A representative will conduct core competency-based questions, and maintain overall control of the interview timeline, noting the requirement to allow significant time for SME questioning of functional competencies. All SMEs must utilise existing functional competency question sets, however these can be amended upon request, this is to ensure consistency of questioning and relevance to current practice. RFA R&A will maintain a depository of SME questions. At the end of the interview, RFA R&A and SME will debrief the candidate and inform them of an approximate timeline to notification of interview result. The decision of grade/rank of entry must be cognisant with targets set by workforce planning, the experience of the individual and their aspirations, but also in respect of the SME opinion of their suitability for the role. The final decision on entry band sits with the interview SME.

(d) Following a successful interview, RFA SME staff alongside R&A Staff, will complete a Lateral Entry Action Plan (LEAP) (Annex 11A) for each QE recruit. This document will detail the route to be undertaken to close knowledge/skill/experience gaps found between existing RFA personnel and the qualified entrant. The founding principle of the LEAP is to fulfil all of the obligations of the Career Development Framework (CDF) that are **mandatory** for the QE grade/rank of entry. Performance objectives must be completed by the recruit once on board RFA ships and measured against the framework. Experience requirements will be achieved by completing appointments to RFA ships – if the interview SME feels there is a need to complete some supernumerary time, this must be detailed in the LEAP. Skills requirements must be detailed on the LEAP and should include an aspirational timeline for completion.

(e) Once a LEAP is agreed this document is to be uploaded into the personnel file of the recruit so that it can be accessed by the Career management team. These Staff Officers are responsible for delivering the contents of the LEAP and protecting both the individual and the role from too high a level of expectation in their early period of employment with the RFA. QE recruits are only to be 'handed over' from the Trainee Career Managers once **all** the mandatory elements of the relevant CDF are complete.

(f) Waivers can be provided by the interview SME in circumstances whereby the training found in the CDF is not appropriate given the experience held by the candidate and must be recorded in MAGELLAN in all events. Where an individual's existing certification has been deemed equivalent to that found in the CDF for existing employees, then this competence must be added to their MAGELLAN record via the waiver function. This task must be completed by RFA HR DEVELOPMENT such that the new entrant is not penalised for their QE status at future Career Development Panels (CDP).

(2) **Non-Qualified (Trainee) Entry**

(a) Qualified Logistics Supply Officers. Qualified LS Officers are recruited into 3/O training rank, and on completion of a training package are graded substantive 3/O (LS).

(b) Officer Cadet is an approved training course, split between nautical college and service onboard RFA ships which results in certification as a 3/O. This applies to Executive, Engineering, and Systems Engineering roles.

(c) Apprenticeships are used as a means of entry which train personnel for roles in all branches as ratings. On completion of an apprenticeship a formal offer of employment may be made. Apprenticeships are available in all departments.

b. Trainee Officer recruits (Cadets, 3/O LSO(T)) will be required to pass interview board and RFA AIB. If successful, they will attend a ten week course at BRNC Dartmouth before commencement of vocational training.

(1) **Internal Lateral Entrants**

(a) Current Employees may apply for positions advertised externally. R&A Staff will only ask for documentation to support the application as organisation already holds records for the candidate.

(b) LE candidate details must be passed to the relevant SME for initial sift and agreement sought to proceed to interview. LE candidates are not to be grouped together for sift as with trainee candidates – this approach does not achieve results as LE candidates are already in successful careers within the service and are very unlikely to wait for significant periods for sift results. All eligible candidates who apply within a given recruiting year and are accepted by the SME for interview will be selected if successful in that interview. On the rare occasion that significant numbers of applications are received for a given role/rank, then a traditional sift can be completed IAW Trainee procedure.

(c) At interview RFA R&A representative will conduct core competency-based questions, and maintain overall control of the interview timeline, noting the requirement to allow significant time for SME questioning of functional competencies. All SMEs must utilise existing functional competency question sets, however these can be amended upon request, this is to ensure consistency of questioning and relevance to current practice. RFA R&A will maintain a depository of SME questions. At the end of the interview, RFA R&A and SME will debrief the candidate and inform them of an approximate timeline to notification of interview result. The decision of grade/rank of entry must be cognisant with targets set by workforce planning, the experience of the individual and their aspirations, but also in respect of the SME opinion of their suitability for the role. The final decision on entry band sits with the interview SME.

(d) Following a successful interview, RFA R&A Staff will complete a Lateral Entry Action Plan (LEAP) for each LE recruit. This document will detail the route to be undertaken to close knowledge/skill/experience gaps found between existing RFA personnel and the qualified entrant. The founding principle of the LEAP is to fulfil all of the obligations of the Career Development Framework (CDF) that are mandatory for the QE grade/rank of entry. Performance objectives must be completed by the recruit once on board RFA ships. Experience requirements will be achieved by completing appointments to RFA ships – if the interview SME feels there is a need to complete some supernumerary time, this must be detailed in the LEAP. Skills requirements must be detailed on the LEAP and should include an aspirational timeline for completion.

(2) **Waiver Criteria - RFA AIB.** Assessment designed to test academic and Leadership potential of candidates. Reasons for waiving this requirement could include:

(a) Previous in date pass of AIB.

(b) Previous recent experience of leadership at sea, possession of a Merchant Navy CoC.

(3) **Waiver Criteria - BRNC.** An introductory course to build leadership skills, gain RFA knowledge, and prepare one for the strains of life onboard an operational ship. Reasons for waiving this requirement could include:

(a) Previous completion of the entire RN BRNC course.

(b) Previous RFA service at officer rank where suitable leadership was demonstrated.

(c) Previous recent experience of leadership at sea, possession of a Merchant Navy CoC. Candidates who already possess these qualifications will be invited to attend a two week induction at BRNC in lieu of the ten week course.

1106. Re-Employment of Personnel

a. Persons who left the organisation less than 12 months before reapplication will be immediately transferred to RFA PERSOPS for processing/re-employment. Persons who left the organisation more than 24 months before re-application will be recruited using the standard entry process (either qualified or non-qualified positions). Any applicant who left the RFA between 12 and 24 prior to re-application, and if applying for the same or similar role, will be subject to the following process:

(1) Sift of application and qualification check for suitability by departmental SME.

(2) SHINE interview with R&A RFA and SME.

(3) Suitability for re-employment assessment based on experience, qualifications, interview results and service requirements as stated in the RFA Recruitment Plan.

(4) Security Clearance.

b. The requirement for DAA, RFA AIB, and BRNC are removed for personnel applying for re-employment within 24 months.

1107. Post-Interview Medical and Security Clearance

a. All roles with the RFA require SC. This should be applied for after a provisional job offer has been made. R&A RFA will provide guidance and advice.

b. ENG1 appointments are to be carried out by an MCA approved doctor and are booked by the applicant.

1108. Disability and Learning Difficulties - Guaranteed Interview Scheme

The Royal Fleet Auxiliary Service is committed to the employment and career development of disabled people. Under the scheme, the RFA guarantees to interview anyone with a disability whose application meets the minimum criteria as set out in paragraph 1103, sub-paragraph b. Details of declared disability or learning difficulty are to be recorded in the candidate's application. The following conditions will be applied:

a. RFA candidates who declare disability or learning difficulties will receive no adjustment to the assessment process or recruiting medical/academic standards and will be required to meet the basic criteria. No additional allowance is to be made during the recruiting process for any declared disability or learning difficulties, and each candidate's suitability for employment in the RFA is to be measured against the current standards.

b. For successful candidates who are offered employment with the RFA, reasonable adjustment will be made during training and in employment following assessment at the training establishment of the type and degree of disability or learning difficulty.

c. Candidates who declare a disability or learning difficulty are to be informed verbally of this policy.

1109. Contracts, Training Agreements, and Sponsored Reserve

a. Qualified entrants must sign an RFA Company Service Contract (CSC) effective from their first day of service.

(1) Prior to a CSC, entrants are required to sign a Sponsored Reservist agreement to become a special member of the RNR (this is activated only during times of conflict). Failure to sign this agreement will negate all clauses of the contract and any offer of employment will be withdrawn – iaw RFA probation policy.

(2) All entrants will complete a probationary period. This will be a minimum of 6 months or 2 appointments. During probation the RFA may terminate employment, with 4 weeks' notice, at any time if it is clear that the new employee will not meet the required standards of conduct, attendance and/or performance – iaw RFA probation policy.

b. Cadets/Apprentices are covered by the terms of their Cadet/Apprentice Agreement during their cadetship/apprenticeship. Officer Cadets and Apprentices will be advanced upon satisfactory completion of training, in accordance with performance and to meet the business need. This will involve the signing of the CSC and SR on an agreed date from which point any probation will begin.

1110. Personal Appearance

BRd 875 contains staff regulations for all RFA personnel. The personal appearance of all members of the RFA, all recruits and successful applicants is to be in accordance with BRd 875, ‘Dress and Personal Appearance’.

ANNEX 11A

LATERAL ENTRY ACTION PLAN (LEAP)



LATERAL ENTRY ACTION PLAN (LEAP) *(Downloadable version available in BRd 3(1) Forms Section)*

CHAPTER 12

RE-ENTERING THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

CONTENTS



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

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CHAPTER 12

RE-ENTERING THE ROYAL NAVY

1201. Re-Entry Policy

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

1202. Re-Entry References

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

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

1203. Re-Entry Process

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

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

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

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

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

e. Process eligible candidates.

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

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

h. Allocation and entry brief.

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

1204. Re-Entrant - Definitions

Trained and Untrained definitions are as follows:

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

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

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

1205. RN Ratings - Trained Re-Entries

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

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

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

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

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

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

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

1206. RN Ratings - Untrained Re-Entries

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

1207. RM Other Ranks - Untrained Re-Entries

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

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

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

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

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

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

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



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

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

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

(7) Bid for Entry.

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

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

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

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

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

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

1208. Discharge Categories

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

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

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

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

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

1209. Discharge Categories - Former Army

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

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

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

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

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

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

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

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

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

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

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

1210. Discharge Categories - Former RAF

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

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

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

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

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

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

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

1211. Discharge Categories - All Former Regular Service: Medical

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

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

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

1212. Discharge Categories - All Former Regular Service: Compassionate

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

1213. Discharge Categories - All Former Regular Service: Redundant

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

(1) The relevant period is determined by:

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

(2) Repayment is calculated by:

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

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

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

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

1214. Discharge Categories - Unaccepted

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

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

(1) Deserted.

(2) Dismissed.

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

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

1215. Recommendation for Further Service

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

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

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

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

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

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

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

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

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

1218. Commonwealth Regular Service

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

1219. Ratings Eligibility and Branch Vacancies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1220. Medical

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

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

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

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

1221. Trained Re-Entrant - RITS/PES

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

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

1222. Security Clearance

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

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

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

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

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

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

1223. Engineering Ratings

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

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

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

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

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

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

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

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

1224. Naval Nurses

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

1225. Trained Re-entrant - LPT

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

1226. Trained Re-entrant - DAA Requirements

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

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

1227. Untrained Re-entrant - DAA Requirements

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

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

1228. Selection Interview (SI)

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

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

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

(2) Training record (if available).

(3) Training wastage return (if available).

(4) Notations recorded on the Service Certificate.

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

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

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

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

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

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

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

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

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

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

1229. Trained Re-Entrants - Royal Marines

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

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

1230. Officer Re-Entry - Application and Selection Process

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

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

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

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

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

f. Profession Managers/CMs are to make direct contact with the candidate in order to determine the exact timing of a potential re-entry and the candidate's individual preferences on assignment. Additional discussions should cover any bespoke training package, probable career path and promotion opportunities.

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

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

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

1231. Officer Re-Entry - Untrained Re-Entrants

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

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

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

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

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

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

1233. Officer Re-Entry - Royal Marines

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

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

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

CHAPTER 13

TRANSFERRING INTO 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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CHAPTER 13

TRANSFERRING INTO THE ROYAL NAVY

1301. Definition

The term 'transfer' is used throughout this Chapter however, it is defined as: the individual being 'prematurely discharged from one Service to enter another' – see chapter 48, section 3.

1302. Reserve Forces

Transfers between the Reserve Forces should be dealt with in a similar manner to their Regular equivalents, as described in the paragraphs below. Refer also to BRd 3(2), chapter 2, paragraphs 0216 and 0227 for further information.

1303. Transfer to the RM from the RN

Processing is as follows:

a. Rating requests to Commanding Officer (CO) to transfer iaw chapter 48.

b. CO forwards rating's application to R&A's Re-joiners and Inter-Service Transfer Team (RISTT) requesting staffing clearance.

c. RISTT will apply for staffing clearance to relevant Work Force Planners (for those on the Trained Strength) and to Pipeline Management (for ratings under training).

d. The RISTT will forward the application to CTCRM PSO for ratings who are given workforce clearance.

e. The CTCRM PSO will liaise with rating's CO to arrange RM PJFT and PSO interview.

f. CTCRM PSO will inform the RISTT if the rating is recommended for RM entry.

g. For recommended ratings, RISTT will:

(1) Liaise with DDPD CM for a suitable date for the rating to be discharged from the RN.

(2) Allocate rating to a suitable Troop entry (R&A PLANS RA).

(3) The R&A RISTT will issue the transfer letter to rating's CO detailing RM entry date and processing instructions.

h. RISTT will liaise with rating for documentation and MME for medical examination.

i. Obtain rating's current SC number from UKSV for use on entry to the RM.

j. Rating is processed by the RISTT to enter CTCRM as a new entry.

1304. Transfer to the RM from the Army or RAF

Processing is as follows:

a. Airman/rank requests to Unit CO to transfer iaw individual Service instructions.

b. Army/RAF Personnel HQ forwards application to RISTT.

c. RISTT forwards application to RM Profession Manager.

d. The CTCRM PSO will liaise with aviator/rank's Unit CO to arrange RM PJFT and ROP.

e. For a recommended Airman/rank, the RISTT will:

(1) Liaise with Army/RAF Personnel HQ for a suitable date for the aviator/rank to be discharged.

(2) Allocate Airman/rank to a suitable Troop entry (R&A HQ Allocations).

f. RISTT will issue the transfer letter to Airman/rank's Unit CO and Personnel HQ giving RM entry date and instructions for the Airman/rank to be processed.

g. Airman/rank liaises with RISTT for documentation and MME for medical examination.

h. RISTT will process Airman/rank to enter CTCRM on the allocated Troop entry date.

i. Obtain Airman/rank current SC number (if held) from UKSV for use on entry to the RM.

j. Army/RAF transferees will join with their allocated Troop and will be assessed by CTCRM. They will normally complete the full training syllabus including ROP, though this may be shortened for those with suitable previous training and experience.

1305. Transfer to the RN from the RM

Processing is as follows:

a. Other Rank (OR) requests to CO to transfer iaw Chapter 48.

b. CO forwards OR's application to the RISTT requesting workforce clearance.

c. RISTT will apply for staffing clearance to RM Profession Manager and RN Profession Manager of intended role with a no-move before date from current trade.

d. For ORs who are given workforce clearance, the RISTT will process as required.

e. Candidate liaises with RISTT for processing into requested role and must:

(1) Meet the role entry criteria laid down in the Job Eligibility Matrix (JEM).

(2) Undertake a DAA if the original DAA (taken within 3 years) does not meet the entry requirements for selected role.

(3) Be recommended for entry by the RISTT at SI.

(4) Be passed medically fit by the MME.

(5) Be in date for the RMFT/PES or re-take within 3 months of transfer.

f. Obtain OR's current SC number from UKSV for use on entry to the RN.

g. For recommended ORs, the RISTT will:

(1) Liaise with the Profession Manager for a suitable date for the OR to be discharged from the RM.

(2) Arrange an entry date with INT.

h. The RISTT will then issue the transfer letter to OR's CO and HQ RM giving date of entry to RN.

i. OR is processed by the RISTT to enter RN as a new entry.

1306. Transfer to the RN from the Army or RAF

Processing is as follows:

a. Airman/rank requests to Unit CO to transfer iaw individual Service instructions.

b. Army/RAF Personnel HQ forwards application to the RISTT.

c. RISTT will assess availability of requested role.

d. The RISTT will process as required.

e. Candidate liaises with RISTT for processing into requested role and must:

(1) Meet the role entry criteria laid down in the JEM.

(2) Undertake the DAA.

(3) Be passed medically fit by the MME.

(4) Conduct PES within 3 months of joining.

(5) Be recommended for entry by the RISTT at SI.

f. Obtain Airman/rank's current SC number (if held) from UKSV for use on entry to the RN.

g. For a recommended Airman/rank, the RISTT will:

(1) Liaise with Army/RAF Personnel HQ for a suitable date for the discharge.

(2) Arrange an entry date.

h. RISTT will issue transfer letter to Airman/rank's Unit CO and Personnel HQ given date of entry to RN.

i. RISTT will process candidate to enter RN as a new entry.

1307. Transfer To RM Regular Career - Trained RMR Other Ranks

a. Trained RMR ranks transferring to regular career are required to undertake a 12-month probationary period on FTRS in a regular RM unit (ideally a CDO) and be approved for transfer by the regular unit CO.

b. It is preferable for the RMR rank to be on Mne Commando Duties (CD) FTRS commitment; during periods of Mne workforce balance, there may not be any Mne CD gaps, and only FTRS Specialist commitments will be available for the probationary period.

1308. Transfer To RM Regular Career - Serving RMR

a. Trained RMR ranks on transfer to regular career will be allocated to enter CTCRM by 0800 on, normally, the first Tuesday of each month.

b. Candidates may not make application for Service Family Accommodation until they have successfully completed the induction programme.

c. Trained re-entries may use their own transport and are to submit a travel claim via JPA using the R&A UIN. Overnight accommodation is available.

d. Normal night and weekend leave may be granted whilst at CTCRM.

e. CTCRM will process Trained re-entries and draft them to the Trained Strength, normally within the first month of joining CTCRM. It must be stressed to Trained RM re-entries, however, that they will be required to pass all elements of the Training Assessment listed below within 4 weeks of arrival at CTCRM.

f. **CTCRM Joining Routine and Initial Training Assessment.** Re-entrants report to SO3 Human Resources and undertake an Initial Training Assessment (ITA) and complete enlistment/joining brief/documentation checks. Dependent upon the outcome of the ITA, individuals will join Infantry Support Wing (ISW) for up to 4 weeks. Within ISW they will be administered by the Central Training Team (CTT) Staff and complete the following criteria checks:

(1) PSO interview.

(2) Medical and dental checks.

(3) Kit and AGR issue.

(4) Using SA80, complete Weapon Handling Tests, Annual Personal Weapon Test, and weapon training revision.

(5) Pass Basic Fitness Test and Basic Swimming Tests.

(6) Complete fieldcraft and related revision.

(7) Complete CBRN theory and practical and annual CBRN tests.

(8) Written military skills and knowledge tests.

(9) Formal interview with CO CTCRM.

g. On successful completion of applicable tests, SO3 Human Resources will inform DDPD of those who have successfully completed re-entry training. Trained re-entrants will then be assigned. Trained re-entrants who do not successfully complete re-entry training will be Discharged SHORE.

1309. Transfer to RN Regular Career – Serving RNR/RMR

Candidates who are currently serving RNR/RMR, including those serving on FTRS, can often join full-time Service more quickly than direct entrants. Where Candidates are already in-date for PES, have an acceptable in-date JMES recorded in DMICP, hold an in-date security clearance etc. these elements need not be repeated to facilitate their transfer. In practice, this means that CPCs should often not be required for those transferring from the Reserves.

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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CHAPTER 14

ENTERING THE ROYAL NAVY

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.

CHAPTER 15

RECRUITING GLOSSARY

(Sponsor: NAVY RA-DHd RA)



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.*

AA	Advanced Apprenticeship	
AC	Aircraft Controller	
ACA	Assistant Careers Adviser	
AE	Air Engineering	
AFCO	Armed Forces Careers Office	A Tri-Service Careers Office
AFCO Form 101	The report used to record the Selection interview	
AFCO Form 104	Application for a Commission in the Naval Service (Supplement to Application Form)	
AFCO ME	Armed Forces Careers Office Medical Examiner	
AF	Application Form	
AIB	Admiralty Interview Board	The selection board for officer candidates
Applicant	An individual who has successfully submitted an application form.	
APWT	Annual Personal Weapons Test	
APC	Army Personnel Centre	
ASAP	as soon as possible	
AV MED	Aviation Medical	
BFT	Basic Fitness Test	
BCU	Birmingham City University	
BI	Business Insights	
BM	Branch Manager	
BOP	Branch of Preference	
BPSS	Baseline Personnel Security Standard	
BRd	Book of Reference	
BRNC	Britannia Royal Naval College Dartmouth	New Entry Training Establishment
BSVR	Baseline Standard Verification Record	
C&NB	Commonwealth and non-British	

(Continued)

RECRUITING GLOSSARY (*Continued*)

CA	Careers Adviser	
CA1	Careers Adviser Level 1	
CA2	Careers Adviser Level 2	
CA3	Careers Adviser Level 3	
CAIB	Captain Royal Navy Admiralty Interview Board	
Candidate	An individual in the recruiting process from application to entry into service	
CBAT	Computer Based Aptitude Test	
Cdr A	Commander Air	One of the AIB Board Presidents
Cdr E	Commander Engineering	One of the AIB Board Presidents
CDT	Compulsory Drug Testing	
CEE	Central Eastern England	
Cerberus	National Security Vetting software application for processing Security Clearances	
CHS	Capita Health Services	
CM	Career Manager	
CMC	Contact Management Centre	
CMGS	Critical Manning Groups	
CMR	Commander Maritime Reserves	
CNB	Commonwealth and non-British	
CoC	Certificate of Competency	
Contact	A member of the target audience who seeks information about a military career. They become a contact once personal details, to enable future correspondence, have been recorded to an electronic database and they have agreed to correspond in future.	
COTF	Chaplain of the Fleet	
CP	Careers Publication	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

CPC	Candidate Preparation Course	A fitness/medical assessment, and familiarisation visit conducted at either HMS Sultan, MOD Caledonia or HMS Cambria for RN candidates, or CTCRM Lympstone for RM candidates.
CRM	Candidate Relationship Management	
CRP	Customer Response Process	The process managed by Data Force
CSSRA	Countries to which Special Security Regulations Apply	
CT	Cryptologic Technician	
CTCRM	Commando Training Centre Royal Marines	
CTOS	Common Terms and Conditions of Service	
CWC	Credit Worthiness Check	
DAA	Defence Aptitude Assessment	
DAF	Disclosure Application Forms	
D&BS	Disclosure and Barring Service	
DBS	Defence Business Services	
DC	Disclosure Certificate	
DDC	Directorate of Defence Communications	
DDS	Defence Diving School	
DDPD	Deputy Director People Delivery	The DDPD Workforce Change Management Team manage changes to the Naval Service workforce requirement
DGE E	Direct Graduate Entry Engineering	
DET	Direct Entry Technician	
DEPOT	Direct Entry Petty Officer Technician	
DGE	Direct Graduate Entry	
DMG	Defence Medical Group	
DOB	Date of Birth	
DPA	Data Protection Act 1998	
DPFT	Diver's Physical Fitness Test	
DPP	Delivery Pinch Point	
DSUS	Defence STEM Undergraduate Scheme	
DUDT	Discharge Unsuitable During Training	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

DV	Developed Vetting	
Enquirer	An individual whose enquiry can be measured	
Entrant	A person who begins first day of service based on data from JPA – on strength on first day of current month but not first day of previous month	
EOI	Expression of Interest Form	
ESM	Education Scoring Matrix	
ET	Engineering Technician	
ETM	Engineering Training Management	
EW	Educational Waiver	
F2F	Face to Face	
F&C	Foreign and Commonwealth candidates	
FA	Fitness Assessor	
FAA	Fleet Air Arm	
FAT	Flying Aptitude Test	
FBM	Final Board Mark	
FEB	Final Entry Brief	
FMed1	Medical Examination Report	
FMed691	Medical Transit Envelope	
FOC	Full Operating Capability	
FOQ	Family Origin Questionnaire	
Form S1605	Applicant's Document Cover	A folder which holds the candidate's relevant paperwork whilst undertaking the recruiting process
Form S3049	Attestation Form for the entry/re-entry of RN ratings/RMORs into the Naval Service	Specific forms exist for RN and RM.
FSB	Final Selection Board	
FTA	Failed to Attend	
FTRS	Full Time Reserve Service	
GCHQ	Government Communications Headquarters	
GS	General Service	
GDC	General Dental Council	
GLSE	Greater London and South East	
GMC	General Medical Council	
GTM	Guidance and Testing Module	
GTS	Gains to the Trained Strength	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

Hd NPS	Head Navy People Strategy	
HCPC	Health Care and Professions Council	
iaw	in accordance with	
ID	Identification	
INM	Institute of Naval Medicine	
IOC	Initial Operating Capability	
INM	Institute of Naval Medicine	
JEM	Job Eligibility Matrix	
JPA	Joint Personnel Administration	Software application to manage personnel pay and allowances, leave, career management and reporting system
JSP	Joint Service Publications	
JSP 440	Joint Service Publications Defence Manual of Security	
LfE	Learning from Experience	
MCC	Mandatory Compliance Check	
ME	Marine Engineering	
Med	Medical	
MIS	Management Information System	The computer system that manages the candidate's recruiting journey – currently RITS (see below)
MME	Military Medical Examiner	
MOD (or MoD)	Ministry of Defence	
MOD Form 486	Under 18 years of age parental consent form	
MOD Form 493	The Rehabilitation of Offenders Act	Used to determine eligibility
MPP	Manning Pinch Point	
MR	Maritime Reserves: Royal Naval Reserve and Royal Marines Reserve	
NCS	Naval Careers Service	
NENI	Northern England and Northern Ireland	
NETE	New Entry Training Establishments (BRNC Dartmouth, HMS COLLINGWOOD, HMS RALEIGH, and Commando Training Centre Royal Marines)	
NFA	Not Finally Approved	
NFA(MED)	Not Finally Approved (Medical)	
NLI	No Longer Interested	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

NMHQ	Naval Mental Health Questionnaire	
NPS	Naval People Strategy	
NPT	Naval Personnel Team	(RES) - Reserves (X) - Warfare (E) - Engineering (LM) - Logistics and Medical (RM) - Royal Marines
NSI	Not suitable at interview	May be followed by a period of time in months which must have elapsed before the candidate can be re-interviewed e.g. NSI(3). May also be followed by (R) which indicates that the candidate has been rejected
NSVS	National Security Vetting System	
OAQ	Officer Applicant Questionnaire	Formerly OIF
OASC	Officers' Aircrew Selection Centre	
OC	Officer Commanding; Officer Course	
OCLC	Officer Careers Liaison Centre	An office that manages the officer recruiting Journey
OIM	Officer Interview Module	
OPL	Office Pack Log	
OPS	Operational Performance Statement	
OR	Other Rank - usually Royal Marine	
OSC	Officer Selection Course	
PDA	Potential Diver's Assessment	
PJFT	Pre Joining Fitness Test	A mandatory basic fitness standard for all candidates
PJHQ	Permanent Joint Headquarters	
PMO	Principal Medical Officer	
PMU	Permanently Medically Unfit.	
PNC	Police National Computer	
Potential Entrant	An individual who has successfully completed the selection process and has accepted an offer to join a Service	
PR	Public Relations	
PRT	Pre-enquiry Recruit Testing	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

PSC	Pre-Uniformed Service Course; Public Service Course	
PSyA	Principal Security Adviser	
PSO	Personnel Selection Officer	
PTB	Procedures and Practice Test Booklet	
PVR	Premature Voluntary Retirement	See VO
Q	Qualified	
QARNNS	Queen Alexandra's Royal Naval Nursing Service	
QRRN	Queen's Regulations for the Royal Navy	
R&A	Recruitment and Attraction The authority which controls recruitment for the Royal Navy Recruitment and Attraction	
R&A BPM SO2C	Business and Policy Manager Staff Officer 2 Civilian	
R&A HQ	Headquarters Recruitment and Attraction	
R&A NMD	Nursing, Medical and Dental Recruitment and Attraction	
R&A Plans OA	Officer Allocation Recruitment and Attraction Re-Joining Policy	
R&A Plans RA	Ratings Allocation Recruitment and Attraction Re-Joining Policy	
R&A P&P AO	Policy and Plans Administration Officer	
R&A Policy SO2	Policy Staff Officer 2	
R&A Plans SO2	Plans Staff Officer 2	
R&A Policy SO3	Policy Staff Officer 3	
R&A Plans SO3	Plans Staff Officer 3	
R&A Policy WO1	Policy Warrant Officer 1	
R&A RISTT CA2	Re-entry Processing Cell CA2	
RAF	Royal Air Force	
RALEIGH TUPO	HMS RALEIGH Trainee Unit Personnel Office	HR and administration office for new entry recruits
Rating	A non-officer Naval Service entrant	
RBM	Regional Business Manager	
Re-Entrant	A candidate who has former service in the United Kingdom's Armed Forces	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

RFA	Royal Fleet Auxiliary	
RFA 96	Reserve Forces Act 1996	
RFI	Request For Information	
RFR	Royal Fleet Reserve	
RFP	Request For Processing	
RGM	Recruiting General Memorandum	
RI	Recruiting Instruction	
RISTT	Re-joiners and Inter-Service Transfer Team	
RITS	Recruitment Information Technology System	Management Information System
RM	Royal Marines	
RM GD	Royal Marines General Duties	
RMBS	Royal Marines Band Service	
RMOR	Royal Marines Other Rank	
RMR	Royal Marines Reserve	
RMSOM	Royal Marines School Of Music	
RMYO	Royal Marine Young Officer	An officer in training at CTCRM
RN	Royal Navy	
RNAC	Royal Navy Acquaint Centre	
RNCIO	Royal Naval Careers Information Office (Single Service)	
RNFT	Royal Navy Fitness Test	
RNP	Royal Navy Police	
RNR	Royal Navy Reserve	
RNTM	Royal Navy Temporary Memorandum	
RO	Recruitment Officer	
RPW	Rockport Walk	A method of conducting the RNFT available to personnel over the age of 40
RoI	Republic of Ireland	
ROM	Recruiting Operations Manual	
ROP	Recruit Orientation Phase	
RPG	Recruitment Performance Group	
RSOPs	Recruiting Standing Operating Procedures	
RTAG	Recruiting Training Assurance Group	
SAE	Stamped Addressed Envelope	
SC	Security Clearance; Service Certificate	
SCO	Scotland	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

SCT	Sickle Cell Trait	
SCU	Special Communications Unit	
SEMC	Service Entry Medical Cell	
SFA	Special Flying Award (Obsolete)	
SG	Selection Grade	
SI	Selection Interview	
Sift	Officer candidate's filter interview, normally carried out by CA to assess suitability to attend AIB	
Sitrep	Situation Report	
SM	Submariner	
SME	Subject Matter Expert	
SMDI	Senior Military Diving Instructor	
SMO SE	Senior Medical Officer Service Entry	
SMO SE PA	Senior Medical Officer Service Entry Personal Assistant	
SO	Staff Officer	
SP	Service Personnel	
SpLD	Specific Learning Difficulties	
Spoke	A careers office, formerly known as an AFCO (Armed Forces Careers Office)	
SPP	Sustainability Pinch Point	
SPVA	Service Personnel and Veterans Agency	
SQEP	Suitably Qualified and Experienced Personnel	
SRO	Senior Recruitment Officer	
SRT	Specialist Recruiting Team	
STEM	Science, Technology, Engineering and Mathematics	
STRATPOL	Strategic Policy	
SW	South West	
Tier (1 and/or 2) Country	Countries to which special security measures apply	
TMU	Temporarily Medically Unfit	
TORs	Terms of Reference	
TPUK	Teleperformance United Kingdom	Contracted Contact Centre used in recruitment
TSO	Training Selection Officer	
UCAS	University and Colleges Admission Service	
UCE	University Cadetship Entry	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

UKAF	United Kingdom Armed Forces	
UKSV	United Kingdom Security Vetting	
UKSV 001	United Kingdom Security Vetting 001	Online form owned by DBS sent to candidate for security check
UGAS	Undergraduate Apprenticeship Scheme	
UIN	Unit Identification Number	
URN	Unique Reference Number	
URNU	University Royal Naval Unit	
UTS	Untrained Strength	
VO	Voluntary Outflow	
WE	Weapon Engineering	
WWE	Wales and Western England	
X Branch	Warfare Branch	
XOES	Warfare Officer Entry Section	

CHAPTER 16

ROYAL MARINES RESERVE (RMR) TO GENERAL SERVICE (RMGS) TRANSFERS

(Sponsor: NAVY PEOPLE-WFPT RM SO1)

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CHAPTER 16

ROYAL MARINES RESERVE (RMR) TO GENERAL SERVICE (RMGS) TRANSFERS

1601. Introduction

Transfer from the RMR to the RMGS has previously risked being a lengthy process. Following a review of fully trained RMR Service Personnel (SP), in most cases, can now transfer to the RMGS without having to go via an Armed Forces Careers Office (AFCO). This streamlined process creates more certainty for the individual and enables Dir P&T to react more quickly to workforce requirements.

1602. Eligibility

This policy is aimed at trained RMR SP only, (individuals who are currently on RMR List 3 are not eligible). Exceptionally, RMR UTS SP can transfer under this system but will be required to carry out the full RMGS training at CTCRM including Recruit Orientation Phase (ROP)[1].

1603. Process

A summarised version of the process is[2]:

a. SP requests to join the RMGS.

b. Eligibility verified by Recruitment and Attraction (R&T) Re-entrant Processing (RP) and background checks conducted.

c. Terms and Conditions of Service (T&CoS) agreed and offer extended to SP.

d. SP confirms with RP that they are content to proceed.

e. Transfer date agreed between all parties.

f. SP joins CTCRM for induction tests, re-training assessment and Attestation.

g. SP joins gaining unit on completion of re-training.

1604. Terms and Conditions of Service

a. RMR SP transferring to RMGS will be placed on a bespoke TACOS based on the needs of the Service at the time of entry.

b. All relevant stakeholders[3] in consultation will consider prior service, seniority and any Specialist Qualifications when determining the SP's T&CoS. A letter of offer will then be sent to R&T RP who will forward to the SP with supporting joining instructions.

[1] SP will enter as UTS to conduct full RMGS Recruit Training. However, CTW CO has the right to fast track if deemed suitable.
[2] A detailed flow diagram of the process is at Annex A, B and C.
[3] P&T including RMBM/CM Whole Fleet Managers.

1605. Royal Marines Fitness Test

If not in date, the SP will be required to undertake the RM Fitness Test (Alternative) (RMFT(A))[4] on entry at CTCRM. Failure will result in RTU and risks the SP's application to transfer stalling. Regulations pertaining to the RMFT(A) will be in accordance with service policy.

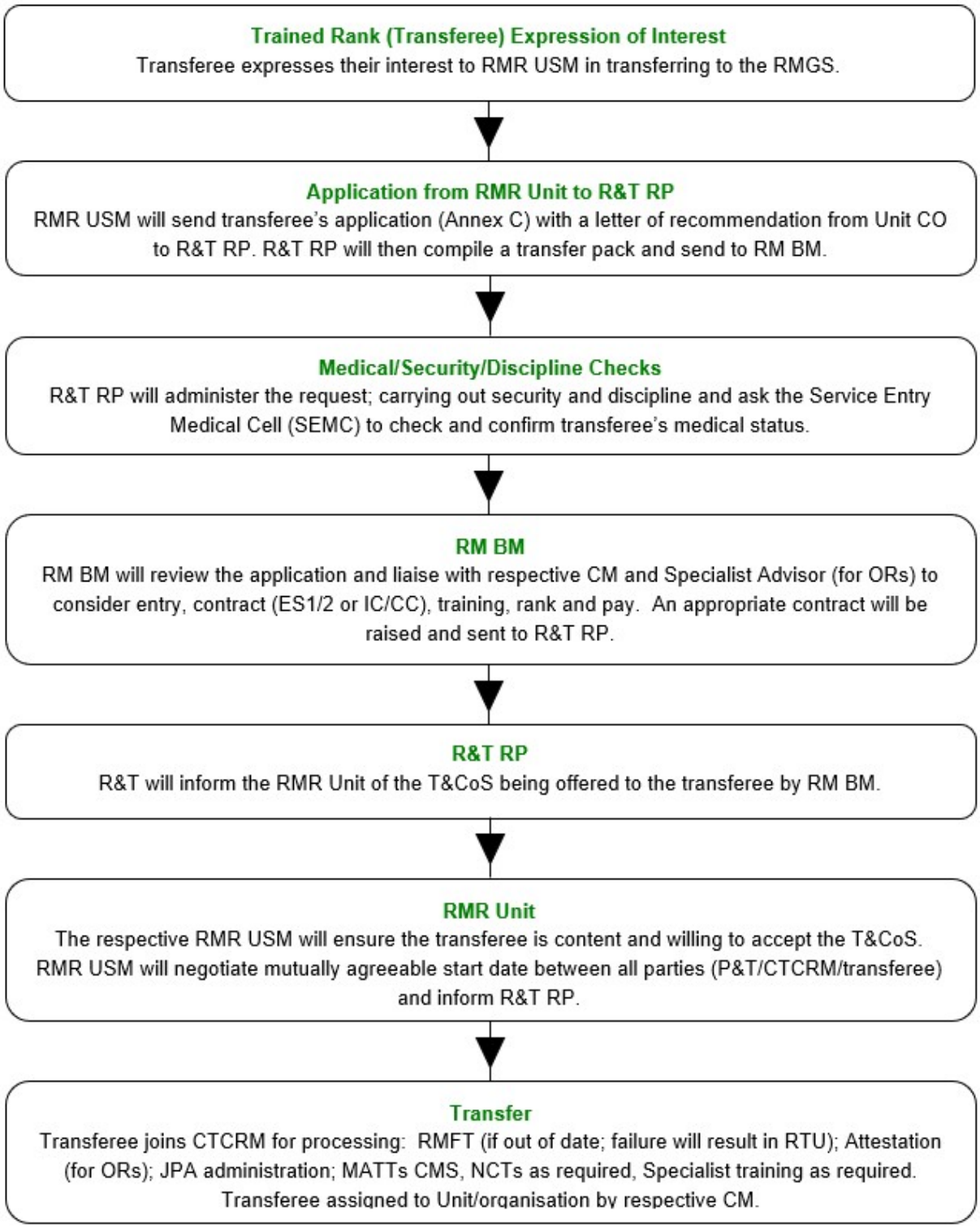
1606. Mandated Individual Training and Re-Training

The SP must be in date for relevant mandated individual training (MATTS/NCTs) prior to joining their Unit and will not be assigned out of CTCRM before these are completed. In addition, if required the SP will be directed to Specialist Wing so an assessment can be made of their Specialist Qualification skills and ability. Any training shortfalls will be rectified prior to the SP joining a Unit and the length of time the SP spends at CTCRM will depend on currency and competency levels.

[4] RMFT(A): 'Predictor', Annual In-Service test, where resources to conduct the full RMFT are not available but the results of this suite of gym-based tests will determine physical ability to succeed at RMFT.

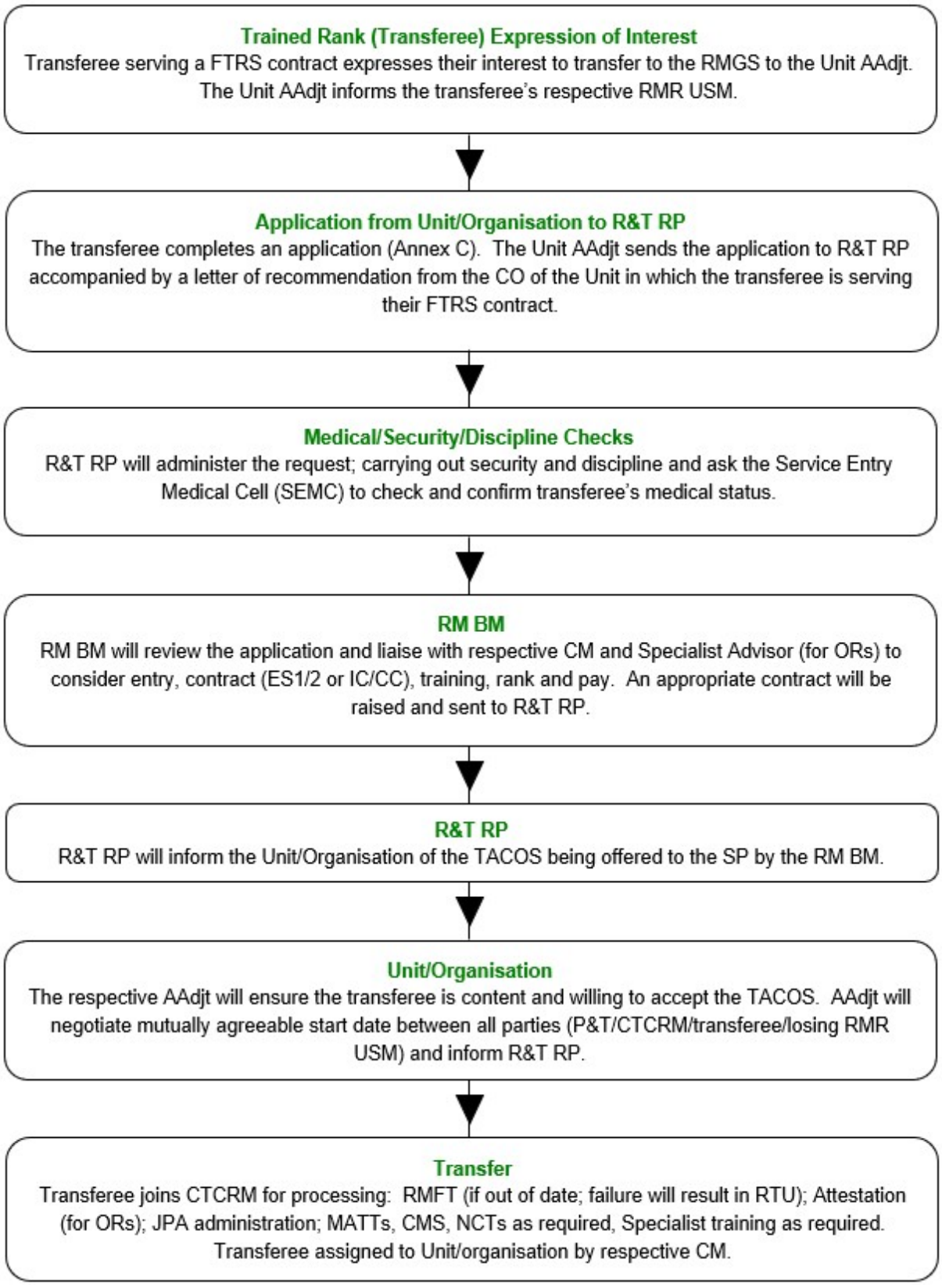
ANNEX 16A

RMR TO RMGS TRANSFER PROCESS FLOW CHART



ANNEX 16B

RMR ON FTRS TO RMGS TRANSFER PROCESS FLOW CHART



ANNEX 16C

RMR TO RMGS TRANSFER APPLICATION

The following is the generic re-entry proforma to be completed by the CoC and individual, it is to be accompanied by the COs letter of recommendation to R&T (RP).

From:

Date:

To: R&T/RP/

Surname & Initials:	
Service Number	
Date of Birth	
Substantive Rank	
Date Joined RMR	
Date Joined - Left Regular Service if applicable	
Current TX Date	
Annual Salary	
Pay Increment Level	
Trade Supplement	
Incremental Base Date (IBD)	
Seniority Date	
National Insurance Number	
Current Trade	
RN Branch/Trade/RM Spec Requested	

CHAPTER 17

SPARE

CHAPTER 18

SPONSORED UNDERGRADUATES

(Sponsor: NAVY TRG BRNC-DSUSO)

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CHAPTER 18

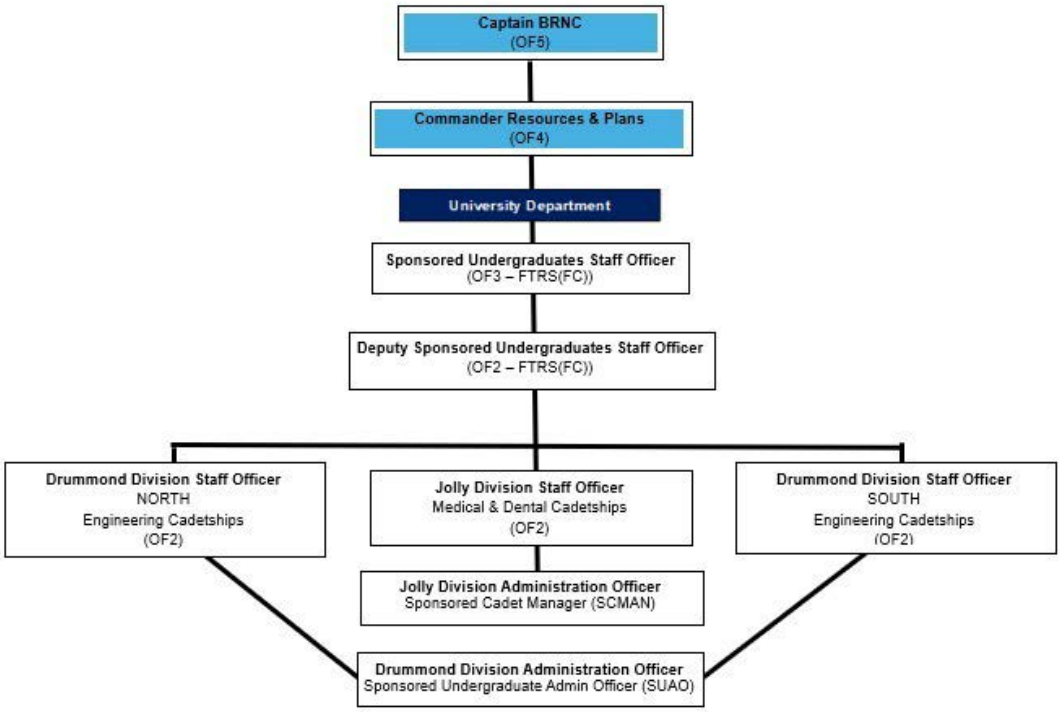
SPONSORED UNDERGRADUATES

1801. Introduction

a. Sponsored Undergraduates (SUs) are individuals who are sponsored by the Royal Navy through to completion of their respective degrees. The Sponsored Undergraduates Department oversees and administers those individuals who have been selected, either prior to joining Initial Naval Training (Foundation) (INT(F)) at HMS RALEIGH and Royal Naval Officer Commissioning Course (RNOCC) at Britannia Royal Naval College (BRNC) or thereafter. This chapter and its associated Annexes outline governing policy and administration by the Sponsored Undergraduates Department.

b. SUs are encouraged to be members of the University Royal Naval Units (URNU) affiliated to their university, for the purpose of training and development. The SU Department is primarily a point of contact for, and delivery of, welfare and duty of care for the individuals; however, the URNUs will be able to provide a basic level of welfare and duty of care oversight, should the need arise. The SUs fall administratively and divisionally within the BRNC chain of command through the Sponsored Undergraduates Staff Officer (SUSO), Commander Resources and Plans (Cdr RP) with Capt BRNC as their Commanding Officer. URNU Officers in Charge (OICs) and Coxswains are strongly encouraged to feed any N1 issues directly to either the SUSO or Deputy Sponsored Undergraduate Staff Officer (DSUSO). Captain BRNC retains welfare and duty of care over all SUs.

Figure 18-1: Sponsored Undergraduate Department Structure



c. The SU Department Battle Rhythm and administration and detail on the individual Undergraduate schemes can be found in Annexes 18A-18E.

1802. Administration at BRNC

Further details on the administration of SUs can be found at Annex 18F.

1803. Warnings Process

a. SUs and FYs studying pre-Phase 1 are on probation for the whole period of their training and the Ministry of Defence (MOD) reserves the right to terminate a Commission / Sponsorship at any time if:

(1) The academic standard required has not been achieved.

(2) Professional conduct is unsatisfactory (Courage, Commitment, Discipline, Respect, Integrity, Loyalty (C2DRIL), and Leadership or Temperament is deemed unsuitable).

b. The warning process will be managed by the SU Department and follows the spirit of assessment of any failure as is carried out by BRNC[1].

1804. Academic Failures

a. Where an individual fails a year, and that failure would result in further cost to the RN for an individual to retake the year, a Case Conference will be required to review whether financial support will be granted. The budget owners of the sponsorship schemes will need to be included in any discussions / decisions made. (NAVY COMMAND/R&A/CSOC).

(1) **Medical and Dental Cadets** (**MDCs).** Failure of an intermediate examination, which requires repetition of a year, will result in a Case Conference. A decision will be made as to whether they can continue with their Cadetship. MDCs will either be withdrawn from training altogether or permitted to re-sit the year. If permitted to re-sit the year, the RN will NOT cover the costs of University Fees but will continue to pay their salary, the individual will remain on the same pay spine as the failure year.

(2) **Upper Yardmen (UY) & Undergraduate Apprenticeship Scheme (UGAS) Students.** Post Phase 1 personnel who fail an intermediate examination which requires repetition of a year will be permitted to re-sit the year. The RN will NOT cover the costs of University Fees for the re-sit year, but will continue to pay their salary, the individual remaining on the same pay spine as the failure year.

(3) **University Cadet Entry (UCE) Students.** Failure of an intermediate examination which requires repetition of a year will, as Post Phase 1 personnel, be permitted to re-sit the year. The RN will NOT cover the costs of University Fees for the re-sit year, but will continue to pay their salary, the individual remaining on the same pay spine as the failure year.

[1] BRNC SGOs Ch 14 Annex A BRNC Training Warning Flow Diagram

(4) **Defence STEM Undergraduate Scheme (DSUS) Students.** Failure of an intermediate examination, which requires repetition of a year, will result in a Case Conference. A decision will be made as to whether they can continue with their Cadetship. The individual will either be withdrawn from training altogether or permitted to re-sit the year. If permitted to re-sit the year, the RN will NOT cover the costs of University Fees but the individual may continue to receive RSDs, T&S, Bursary and Bounty (up to 3 years maximum) as determined by the Case Conference, this will be impacted by the maximum budgeted numbers on the scheme. The individual will remain on the same RSD pay spine during the re-sit year.

1805. Withdrawal from Training

a. Additionally, SUs may find that they are withdrawn from training, effectively resulting in their sponsorship being terminated, also resulting in their space at INT(F) and RNOCC being reviewed and a Debt Recovery process taking place. This process can apply to SUs across all schemes, though the processes are subtly different. The following are examples of circumstances under which an individual may withdraw from training:

(1) Voluntary withdrawal from Training (VWFT).

(2) Compulsory withdrawal from Training (CWFT).

(3) Medical Reasons.

(4) Warnings as highlighted earlier at para 1803.

(5) Unlawful actions - any ongoing/police legal matter under investigation.

(6) Failure to meet the mandatory Educational Standards required of your Deed of Acceptance.

b. Each circumstance will be decided on its merits, and with close consultation with the individual, and respective Career Managers (CMs). SUs are eligible to submit a request to VWFT at any time between becoming a Sponsored Undergraduate and Joining INT(F), however, once at HMS RALEIGH, INT(F) Ship's General Orders (SGOs) will apply.

c. During sponsorship, those on the Medical or Dental schemes may request permission to VWFT at any time (before the Premature Termination of Career Training (PTCT) and prior to joining INT(F) for Jolly Division) and before completing their RoS period. Requests will be passed to Captain BRNC for approval and are normally granted, after engagement has taken place with their specialisation UCM, the Deanery and R&A, providing the decision is made IAW BRd 3(1) Ch 54. At this point, there will be departmental action for SUSO and/or DSUSO to take, all of which are outlined in BRNC SGOs.

d. Where an SU's performance falls below the standard required and the proper Character & Leadership (C&L) is not met, or Professional Warnings have been applied, SUSO may submit a request for CWFT. The process, outlined in BRNC SGOs, will be followed.

1806. Debt Recovery for SU Leavers

a. As highlighted in JSP 750, those awarded university Cadetships are required, as a condition of the offer and subsequent undertaking, to agree to repay the costs of the Cadetship should they fail to complete the full course and subsequent mandated RoS. Criteria will be applied to the assessment of what amount will be recovered. For further information on this, JSP 750, should be consulted.

b. Ahead of any Debt Recovery Letter being issued, SUSO will call a Case Conference to discuss the recovery with the appropriate stakeholders IOT make the right decision. On completion, a letter will be sent to the individual to inform them of the outcome of the Case Conference.

c. Once an assessment has been made regarding the amount of debt to be recovered, the SU Department will initiate debt recovery with the information being passed to Defence Business Services (DBS), where they will handle the debt recovery on behalf of the sS.

1807. Sponsored Undergraduate Travel Abroad

SUs may leave the UK to partake in a wide variety of evolutions organised and managed by the RN, and where there may be a duty element to that evolution. The SU department has generated internal policy which sets out the procedure for planning an individual's time abroad and to highlight actions that may need to be completed as part of preparations for sending different genres of SUs abroad either on duty, or for other types of evolution. Two checklists have been generated to aid in departmental planning, and for the individual proceeding abroad.[2] Further guidance on this internal process is incorporated in UDSOs, however the scenarios at Annex 18G are a *non-exhaustive* list of overseas evolutions that SUs may partake in – any additional evolutions that are generated should follow the spirit of this document with the evolution lead taking due consideration to its contents.

1808. Sponsored RN Personnel Volunteering and Off-Duty Employment

a. All personnel wishing to seek external off-duty employment, including unpaid voluntary work, are required to seek approval from Capt BRNC. This includes during Annual Leave, Terminal Leave, and when on a Career Intermission (CI). However, the RN will only restrict the off-duty activities of personnel where necessary and when justifiable.

[2] UDSOs.

b. Employment includes any profession, engaging in trade or accept any profitable employment; being a member of a governing body (including a director) of any corporation, company, or undertaking, or of any partnership engaged in any trade or carrying on any profession.

c. Nor can they assist, advise or act directly or indirectly as an agent for any corporation, company, partnership, undertaking or individual who is carrying on any profession or is engaged in trade or profitably employed.

d. This policy applies during all off-duty and leave periods, including during Terminal Leave, noting paid employment during Graduated Resettlement Time (GRT) is not permitted; it also applies during CIs. Where authority is given for business interests or off duty employment, the MoD will accept no liability for any such activity and personnel are to ensure they have adequate insurance[3]. Further specific information and request forms are reproduced in UDSOs.

[3] For further detail refer to BRd 2 Chapter 84.

ANNEX 18A

SPONSORED UNDERGRADUATES DEPARMTMENT BATTLE RHYTHM AND ADMINISTRATION

1. The staff that make up the Universities Department have a varied range of objectives to achieve throughout the academic year, ensuring the output and divisional objectives are met. This Annex outlines the structure of that delivery within the academic year.

a. **Battle Rhythm Structure.**

(1) The timeline will run with the same structure as the Universities' academic year, broken down into:

Term 1 - September to December
Term 2 - January to April
Term 3 - May to August

(2) This is to create simplicity when working with outside organisations and administering Cadets. All major annual changes (moving from Foundation Year 1 to Foundation Year 2, new joiners and arrivals at INT(F)) happen between Term 3 and Term 1.

(3) The courses are labelled in chronological order throughout the academic year; when working within the wider College, the courses will be referred to as Yr/Course Number (e.g. 25-2) to mirror the College Planning Department's working practises.

b. **Term Characteristics.**

(1) **Term 1** primarily consists of administering new joiners, virtual interviews, and conducting cohort calls. This is to enable Divisional Staff to speak with all Cadets thus ensuring there are no immediate issues following the change from Term 3 to Term 1. It also allows Staff to brief Cadets on practises, policy and expectations, and receive feedback. In addition, Department Staff support the BRNC Training Team with c.60% of the September intake being SUs. Within this term, a Sponsored Undergraduate Acquaint Weekend (SUAW) will be delivered for new SU joiners.

(2) **Term 2** consists of face-to-face divisional chats between SU Staff and Foundation Year personnel (FYs) at Joint Hospital Groups (JHGs), and between SU Staff and Defence STEM Undergraduate Scheme (DSUS) personnel at URNUs. With University Cadet Entrants (UCEs) Passing Out from BRNC, the focus will be on managing their time between BRNC and joining their University in September.

(3) **Term 3** is typically a high tempo term, where a variety of courses will be offered: Jolly Division Annual Weekend (JDAW) acting as an 'All of the medical Division' congregation; Drummond Division Annual Weekend (DDAW) a similarly focussed weekend for engineers; and two Sponsored Undergraduate Bridging Courses (SUBC1 & SUBC2) (5-days duration each) aimed to prepare personnel for their future INT(F) at HMS RALEIGH and RNOCC at BRNC. Deanery Induction for Medical Officers and Dental Officers (MODOs) will also take place during this term.

c. **Departmental Administration.**

(1) The expectations of individual SUs, along with the operational output of the SU Department, are governed by Departmental Policy within University Department Standing Orders (UDSOs).[1] Here, all schemes are explained and include the requirements of the SU in detail. Specifically, they identify the expectations of those in:

(a) Jolly Division

i. Medical Cadets

ii. Dental Cadets

(b) Drummond Division

i. UCEs (University Cadet Entry)

ii. DSUS (Defence STEM Undergraduates Scheme) – STEM (Science, Technology, Engineering and Mathematics)

iii. UY(E) (Upper Yardmen (Engineering))

iv. UGAS (Undergraduate Apprenticeship Scheme)

(2) All SUs are expected to be conversant with the data in UDSOs and are to use it as their initial reference point for additional information about SU Department outputs. A significant amount of information, relevant to the individual schemes, is pulled from RN policy and reproduced for ease of reference in UDSOs, and as such, is the reference book for many queries encountered by the SUs but will not override any policy in BRs or JSPs. It will, from time-to-time, incorporate information promulgated via RNTMs and is kept under live review.

[1] UDSOs are currently being reviewed and will be subsumed in BRNC SGOs.

(3) Within UDSOs, there are paragraphs governing the SU Departmental Staff output. The Department comprises of both Civilian and Military Staff and includes Terms of Reference (TORs) for each role. Civilian Staff are either Contractors or Civil Servants and will follow their individual structures and Line Management, with oversight from Military Staff within the Department. All University Department Military Staff fall under the Line Management of the Sponsored Undergraduates Staff Officer who in turn reports to Cdr Resources & Plans (Cdr RP), and under BRNC for budgetary purposes[2].

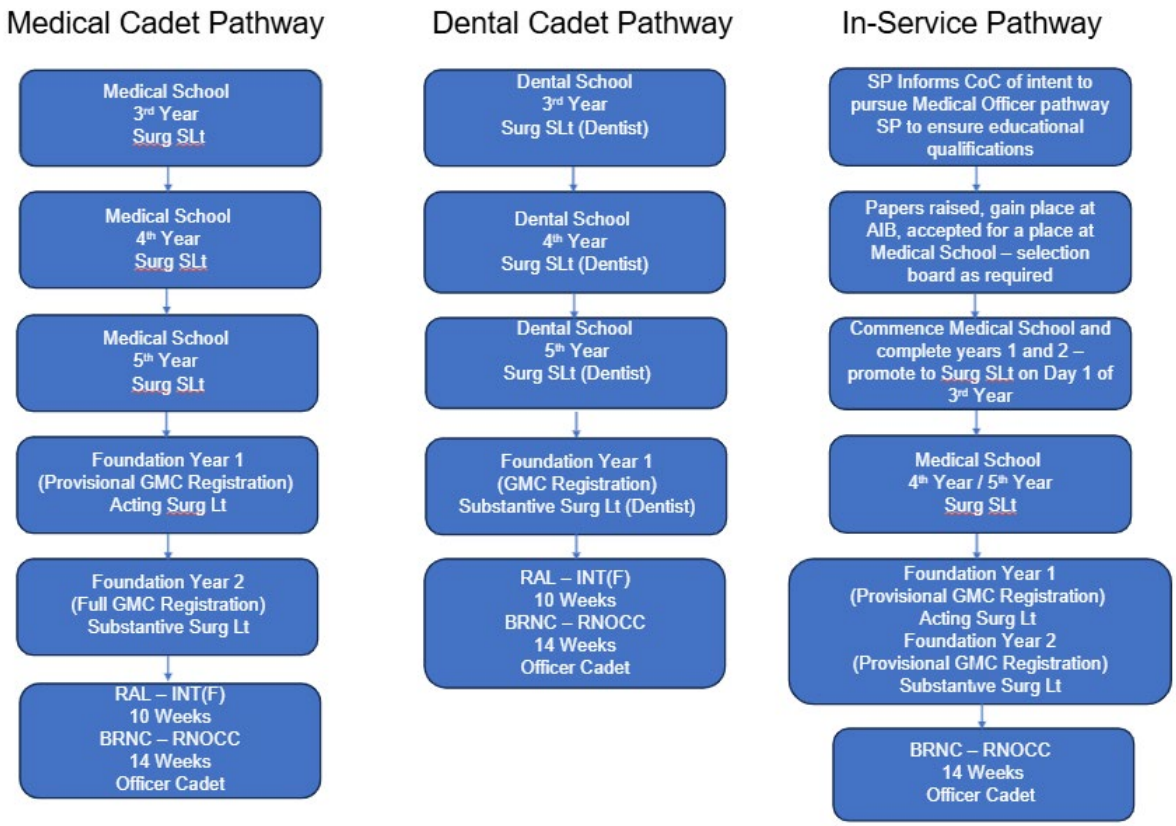
[2] UIN N0355A is to be used for Universities Military Staff T&S.

ANNEX 18B

SPONSORED UNDERGRADUATES MEDICAL AND DENTAL DEGREE SCHEMES

1. The Medical and Dental Cadets' (MDCs) pathway through to INT(F) follows the outline below:

Figure 18B-1: Medical and Dental Cadet Routes to INT(F)



2. Aspects generic to both schemes. Jolly Division is comprised of MDCs. During the sponsorship scheme, they will be referred to collectively as Jolly Division. At INT(F), MDCs will join HMS RALEIGH in September for the Autumn Term; they will combine with the Direct Graduate Entry (DGE) doctors and after completing INT(F), will commence RNOCC at BRNC, ultimately passing out as Jolly Division. There are elements of administration that are overarching for both Sponsored MDCs and the DGEs; however, the DGEs are primarily separate from the SUs and are therefore not discussed here.

3. Budget Management. All costs associated with the SU schemes should be charged against UIN N6032T, with authority from SUSO; this will include T&S for Duty Travel.

4. Entitlement to Medical and Dental. MDCs hold Rank throughout their Medical School and FYs, pre-INT(F). They are regular serving, salaried and entitled to medical and dental treatment. In addition, their pension starts to accrue.

5. Seniority. MDCs will not be entitled to bring across previous Commissioned Service that contributes to seniority[1]; however, for Medical and Dental Officers (MODOs), Rank and Seniority on entry will be based on an individual's relevant experience, post General Medical Council (GMC) / General Dental Council (GDC) Registration.

6. Warnings Process. During their time in the scheme, MDCs are required to abide by their Terms and Conditions of Service (TACOS) as detailed in their Signed Undertaking. Failure to comply may result in the Warnings Process being implemented or Termination of Service via Compulsory Withdrawal from Training (CWFT).

7. Wearing of Epaulettes. MDCs, when in years 3, 4, 5 of Medical School, (and FY1 for Medics) will wear white tabs with their Rank slide, unless when wearing No 1 Uniform. This is not only for the MDCs professional protection, but also for wider Defence personnel to be aware that the individual is Untrained Strength. The white tabs shall be removed once they are GMC / GDC Registered (commencement of FY2 for Medics and commencement of FY1 for Dentists). Rank boards should not be worn until Phase 2; New Entry Medical Officer (NEMO) training begins.

8. Leave. For the MDCs, in FYs, the amount of annual leave that they are permitted to take within the NHS Trust training provider, is 27 days. The balance of 11 days leave (38 days Annual Leave Allowance (ALA) minus 27) must be carried forward in Joint Personnel Administration (JPA). There is a maximum of 20 days 'Time Out of Training' (TOOT), should this be exceeded, it will trigger an extension in Foundation Training.

Medical Cadet Scheme Specific Information

9. One cadre of the SUs is sponsored by the RN to complete their medical degree at various universities in the UK. They are usually recruited into the RN in the third year of their medical degree having applied to join and subsequently been selected. They are then deemed as Serving Regulars and subject to Service Law. They are to adhere to their TACOS and are held to a Return of Service (RoS) and Training Obligations. Further details of the scheme can be obtained from the Jolly Division Staff Officer (JDSO) A third pathway is available whereby in-Service personnel can apply to pursue a career as a Medical Officer (MO). This pathway is open to applicants outside of the medical profession and places are expected to be competitive. As such, a separate selection board will convene to confirm the successful applicant(s) following the route detailed in Figure 1 (Medical and Dental Cadet Routes) above.

10. There are three MO pathways: the in-Service pathway to MO[2], a Medical Cadetship, and Direct Graduate Entry (already qualified doctor). The Medical Specialist Recruitment Team (MSRT) at Recruitment and Attraction (R&A) will deliver advice and manage applicants for all routes to MO. In the case of in-Service pathway and Medical Cadetship, sponsorship includes the payment of tuition fees and additional academic support (book fees). Each medical pathway will generate an annual salary[3] appropriate to the stage highlighted in the individuals' TACOS.

[1] WFPT MED SO1 direction.
[2] The In-Service Pathway scheme is not enduring and may be suspended at any time.
[3] Refer to the current AFPRB Policy.

a. The Service Person (SP) on an in-Service pathway to MO will remain in their existing Rate in years 1 & 2 of Medical School. On completion they will transition to the Medical Cadetship pathway.

b. The SP on a Medical Cadetship will be supported for their final 3 years of medical school study. This sponsorship then continues into FY training, attracting more pay, allowances, and promotion prior to joining INT(F). Promotion to Acting Surg Lt from Acting Surg Sub Lt will be managed by the Unified Career Management (UCM) team once the individuals' have receipt of their GMC registration.

11. The schemes are managed by a Medical Division; between the MSRT, Branch Manager (BM), and UCM. This Annex provides a summary of the schemes; further details should be sought from MED PERS POL at NCHQ.

12. Application to the scheme is done via the Armed Forces Careers Offices (AFCO) and R&A, the eventual selection will be decided at a board by the Medical Division. Upon successful selection, the BM will issue an Offer of Cadetship[4] (OOC) to the individual, JDSO and Sponsored Cadet Manager (SCMAN) are cc'd into this offer and will initiate the joining process[5].

13. The joining process should be completed as close as possible to the start date listed on the OOC to ensure the successful applicant is aware of what is expected of them. Once complete they will be added to the relevant cohort and join the scheme.

14. The numbers within each year group are dictated by Single Service (sS) requirements, an example is shown below (c.20 pa):

	Yr 1 Med School	**Y2 Med School**	**Y3 Med School**	**Y4 Med School**	**Y5 Med School**	**FY1**	**FY2**	**BRNC INT(F)**
Medical Cadetship	0	0	14	14	14	14	14	14
Direct Entrant	0	0	0	0	0	0	0	4
Total	**2**	**2**	**16**	**16**	**16**	**16**	**16**	**20**

[4] Contact NAVY PEOPLE-CM ADMIN.
[5] UDSOs Part 2, Ch 4.

15. During Medical school, all MDCs are eligible for a career intermission and elective; permission from their school, JDSO, R&A and in certain cases, the UCM, needs to be sought. Further information is available in UDSOs.

16. The FY placements for MOs are allocated by the FY Manager at Defence Medical Services (DMS), this is initiated at the end of Year 4 with each MO submitting their preferences and a supporting personal statement. During FY, MOs are allocated leave by the NHS Trust, this is in place of Annual Leave Allowance (ALA) and does not include Adventurous Training (AT) leave. The FY placements are within the following Joint Hospital Groups (JHGs):

a. South – Portsmouth (Queen Alexander Hospital)

b. South-West – Plymouth (Derriford Hospital)

c. North – Northallerton (James Cook University Hospital)

d. Royal Centre for Defence Medicine (RCDM) – Birmingham (Queen Elizabeth Hospital)

e. South-East – Frimley (Frimley Park Hospital)

17. MO Promotion. Promotion to substantive Surgeon Lieutenant occurs on full registration with the GMC following graduation from university (commencement of FY2). For this to happen, MOs must send copies of their **provisional** GMC Certificate to the UCM's Executive Assistant (EA) at Whale Island, Portsmouth, and cc the SU Office. The UCM will raise an entry in JPA, which in turn, triggers the promotion to Acting Surgeon Lieutenant and pays them as such. MOs must send copies of their **full** GMC Registration Certificate to the Medical Officers' UCM at Whale Island, Portsmouth. On receipt, the UCM will raise an entry in JPA, which in turn, triggers the promotion to Substantive Surgeon Lieutenant and pays them as such.

18. Engagement in Medical Support and Volunteering. FY1 doctors who are provisionally registered with the GMC are obligated to practise only within very narrow GMC restrictions. There is no mechanism by which they can "turn off" being a doctor, so they always remain subject to GMC regulations in all placements.

19. This therefore means that as FY1 doctors they cannot volunteer in roles such as Mountain Rescue Medic or Volunteer Medic at an event without the risk of compromising their professional registration. They can, of course, volunteer in non-clinical roles subject to permission from their Chain of Command. The process to complete this is outlined in UDSOs.

20. Dental Cadet Scheme Specific Information. For the first 3 years on the scheme, the DCs will progress in parallel to the MCs' route as described in the table at Figure 1 above (Medical and Dental Cadet Routes). There are some nuances associated with the Dental Scheme, and these are promulgated where necessary in UDSOs.

21. Placements. The FY placements for DCs are organised via the Dentist UCM, this is initiated at the end of Year 4 and is distributed between HMS DRAKE and HMS NELSON. DCs complete one year of foundation training before commencing INT(F).

22. DC Promotion. Promotion to substantive Surgeon Lieutenant (Dentist) occurs on full registration with the GDC following graduation from university (commencement of FY1). DCs must send copies of their GDC Certificate to the Dental Officers' UCM at Whale Island, Portsmouth, and Cc the SU Office. On receipt, the UCM will raise an entry in JPA, which in turn, triggers the promotion to Surgeon Lieutenant (Dentist) and pays them as such. Promotion to Substantive Surgeon Lieutenant occurs automatically on completion of their Vocational Dental Practitioner time.

23. Return of Service

a. TACOS per scheme, can be found in the SUs' Offer Letter and are generally bespoke to the individual. The Treasury insists that the Royal Navy receives a proper return on any investment in training, which is not purely financial. RoS is a legally enforceable period that an individual shall be required to serve and give a Return on the Investment (RoI) made by the MOD. Those awarded an MC or DC sponsorship are required, as a condition of the offer and subsequent undertaking, to agree to repay the costs of the Cadetship should they fail to complete the full course and subsequent mandated training.

b. In return for sponsorship, MDCs are committed to serving 72 months of productive Service, commencing at full registration with GMC/GDC. Furthermore:

(1) During sponsorship, MCs are to make satisfactory progress in their studies; progress reports may be obtained from a Cadet's Tutor / Line Manager.

(2) Dentists in their first year will be Vocational Dental Practitioners.

(3) Further information can be found in JSP 750.

ANNEX 18C

SPONSORED UNDERGRADUATES ENGINEERING DEGREE SCHEMES

1. Overview. The following schemes are available to future Engineer Officer Candidates.

a. **Scholarship.** Successful applicants will receive an annual £1,500 bursary whilst studying A-levels (or equivalent). On successful completion of their further education, scholars will be offered entry to either UCE or DSUS if qualified.

Scholarship Scheme: (Age 15yrs 9 months - 18yrs)	
What	Students, studying at GCSE or lower sixth level (or Scottish equivalent) who wish to join the RN as an Engineering Officer and would like a financial contribution towards costs of post 16yr education at an educational establishment of their choice. Sponsorship is paid at £1500 per annum, to the candidates' parents or guardians with no commitment following completion.
Who	Students about to take GCSE or first year of A-level (and equivalents). Age 15yrs 9 months – 18 yrs.
When	Final selection board will sit sometime after GCSE results day. If space remains on the scholarship scheme, retrospective spaces can be allocated by the Officer Allocation Team for candidates that have completed the application process by 31 Jan of the Academic year of entry.
Requirements	5 GCSEs (or equivalent) at grade 7 or higher which must include English language and Mathematics. No break in education between GCSE and further qualifications. Candidates must study for A-levels or equivalents in Maths and Physics and must achieve the grades / UCAS points required in these subjects to progress to either the DSUS or UCE scheme. Must undertake the Defence Aptitude Assessment (DDA). The score provides an indicator but is not a pass or fail element for eligibility onto the scheme. Scholars will be professionally qualified at entry, however their DAA score can be used at Final Selection Board (FSB) or to seamlessly stream them if they are unsuccessful at higher education.
Recruitment Information Technology System (RITS) Comms	• RN Scholar Eng Undertaking • RN Scholarship Parent or Guardian Letter • Scholarship Award Certificate • Scholarship Bank Details

(Continued)

Scholarship Scheme: (Age 15yrs 9 months - 18yrs)	
Additional Information	Candidates are required to sit the DAA to provide an indication of ability, however, the DAA results do not preclude the applicant for obtaining a place on the scheme but may assist should any selection boards exist. Candidates who successfully complete the selection process will be offered sponsorship at university as part of the DSUS or UCE schemes. This offer is conditional on achieving the required grades / UCAS points for progression to the university schemes. WO1 Officer Allocations is to provide SUSO, DSUSO and SUAO with a list of selected Candidates NLT 1 Sep each year. Applications are accepted for: 2 Year Scholarship (sponsorship for years 12 and 13) 1 Year Scholarship (sponsorship for year 13)

b. **University Cadetship Entry (UCE).** UCE is for a select number of high achieving engineering applicants. Those selected will undertake INT(F) at HMS RALEIGH and RNOCC at BRNC prior to attending university. During RNOCC, they will be streamed into Air Engineer (AE) / Marine Engineer (ME) / Weapons Engineer (WE). Streaming will be conducted to meet RN Service requirements while taking into consideration the student's personal preferences. Students will commence their degree once commissioned and will receive the appropriate RN Salary with all university fees and an Education Grant paid at a Daily Rate of Pay (DROP) incorporated with their salary.

University Cadetship Entry: (Age 18 – 23 on entry to BRNC)	
What	A selective and elite entry scheme for high achievers wishing to join the RN as an Engineering Officer. Those selected will undertake INT(F) at HMS RALEIGH and RNOCC at BRNC before commencing their degree. Study can be undertaken at any UK University and whilst at university, all university fees will be paid, and entrants receive the appropriate RN salary.
Who	Studying for or achieved A-levels (or equivalent). Age 18 yrs – 23yrs upon entry to INT(F). Allocated places are limited to 1 x AE, 2 x ME and 2 x WE. Candidates will be streamed into their branch at BRNC. UCE applicants can be either existing Scholarship candidates or Direct Entrants (DE) to the scheme. Candidates that are unsuccessful at gaining a place on UCE will be considered for a place on DSUS if they meet the requirements. If selected, they will not have to defer their university place.
When	Candidates must complete the Officer recruitment process by 1 Aug of the year of entry. FSB will sit in August once A-Level results are known.

(Continued)

University Cadetship Entry: (Age 18 – 23 on entry to BRNC)	
Requirements	5 GCSEs (or equivalent) at grade 7 or higher including English Language and Mathematics. 144 UCAS points, at least 80 points should be in maths and an engineering-based science. Meets the Officer requirement at DAA, as they are entering Service without Professional Qualification. Accepted onto a degree course in a UK university studying an approved Engineering/STEM degree.
RITS Comms	UCE offer. Annexes contain deferral letter and deed of undertaking.
Additional Information	Candidates older than 18 may already have the confirmed UCAS points. If insufficient UCE candidates achieve the required grades, R&A will approach any DSUS candidates who have achieved UCE UCAS grades and who have expressed a wish to be considered for UCE and ask Engineering BM to validate the list prior to commencing INT(F) The UCE Board (occurring in Aug post A-level results), consists of: • ESM BM SO1 (Chair) • R&A SO1 P&P • R&A SO2 SAT • R&A WO1 Officer Allocator (Secretary) The board will consider the stated branch requirements as well as the merits of the candidates. Applicants will be required to sign a financial undertaking guaranteeing their entrance to INT(O) and a 5-year RoS thereafter on attainment of Gained Trained Strength (GTS). Those who breach the terms of the financial undertaking are liable for the return of university fees and other associated fees, but not salary received during their time in Service. UCE are granted all university tuition fees, and an Education Grant, incorporated with their salary, will be paid at a DROP. University living and travel costs will not be covered by separate allowances, but expenses associated with RN training may be reimbursed. UCE hold the rank of Midshipman whilst at university. They will promote to Sub Lieutenant upon commencement of phase 2 training and fall into a regular promotion timeline thereafter. In-Service management of the Candidate whilst studying, will be administered by the SU Office with Captain BRNC as their Commanding Officer. UCE are not eligible for any element of the Golden Hello.

c. **Defence STEM (Science, Technology, Engineering and Mathematics) Undergraduate Scheme (DSUS).** This Quad-Service scheme has now replaced the Defence Technical Universities Scheme (DTUS) entirely. Successful applicants will receive an annual £5,000 bursary and university tuition fees paid in full; they are also eligible for the £27K 'Golden Hello'[1] upon joining the RN. This will be abated against the RN component of the Bursary already received.[2]

DSUS: (Age 18 – 35 yrs at commencement of degree)	
What	University sponsorship for students wishing to join the RN as an Engineering Officer. Successful applicants will receive a £5000 bursary per annum (£4000 – R&A; £1000 – UK Cyber & Special Operations Command (CSOC)) and all university fees paid up to a maximum of £9790 per annum. The financial remuneration package is split into a Benefits Package, where the Secretary of State for Defence pays the SUs' university tuition fees[3] and a bursary; in addition to an Opportunity Package, where the SU could be paid, at the agreed rate for the given financial year, by committing time to Reserve Service Days (RSDs). A Maximum of 45 paid RSDs per annum are available for each student (max 3 years). The SU Department in BRNC will provide further details on URNU, RSDs and the extra activities. The financial management will be retained within CSOC HQ, whilst payment of tuition fees and Bursary, will be managed by BRNC SU Department.
Who	Studying for A-levels (or equivalent) or an approved engineering/STEM degree at a UK university. Students must have at least one year of study remaining at time of application. DSUS applicants can be existing Scholarship candidates or Direct Entrants (DE) to the scheme. Available places on the scheme are limited to 35 at Initial Operating Capacity (IOC) and a maximum of 105 when at Full Operating Capacity (FOC).
When	FSB will sit once A-Level results are known. If sufficient space remains on the DSUS scheme, retrospective spaces can be allocated by the Officer Allocation Team if application process is complete by 31 Jan of the Academic year of entry.
Requirements	5 GCSEs (or equivalent) at Grade 4 or higher including grade 6 or higher in both English Language and Mathematics. 96 UCAS points, at least 64 points should be in maths and an engineering-based science. Must undertake the DAA. Score provides an indicator but is not a pass or fail element for eligibility onto the scheme. DSUS will be professionally qualified at entry, however their DAA score can be used at FSB or to seamlessly stream them if they are unsuccessful at gaining their degree. Applying for or accepted onto a degree course in a UK university studying an approved Engineering degree or acceptable STEM subject.
RITS Comms	DSUS, Deed of Acceptance with Secretary of State for Defence.

(Continued)

[1] Financial Incentive RNTM-08-003-24-Financial-Incentive-FI-for-Direct-Graduate-Entry-Engineer-Officers-and-Environmental-Health-Officers
[2] £27,000 FI is abated £4,000 for each year that student is on DSUS.
[3] CSOC approved DSUS financial model details, tuition fees and RSD budget.

DSUS: (Age 18 – 35 yrs at commencement of degree)	
Additional Information	Candidates older than 18 may already have the confirmed UCAS points. An educational waiver must be requested from the Engineering SAT team for all unapproved degrees or educational shortfalls and considered by all engineering BMs and approved by a majority. Engineering SAT may accept a waiver of a shortfall of 1 GCSE grade. Members of DSUS will join the URNU where they will become list 7C reservists (borne for pay and admin only). They may be paid up to 45 RSD training days per year, paid at a DROP as an URNU member. Applicants will be required to sign a financial undertaking which guarantees their entrance to INT(F) and RNOCC and a 3-year RoS thereafter on attainment of GTS. DSUS members entering INT(F) after September 26 will enter as 'Engineering Officers' and be streamed in line with Recruit by Profession (RbP) policy.[4][5] Streaming of ME and WE students to SM will take place during RNOCC at BRNC unless candidates state a preference for SM prior to entry. Officer Allocation Team is to provide SUSO, DSUSO and SUAO with a list of DSUS Candidates by 1 Sep each year, confirming those advancing from Scholarships and those direct onto DSUS. Funding covers a 3-year period therefore students on a longer course can only apply for funding over their final 3 years. A student on a 3-year course can request to extend studies in their final year, this is not guaranteed. Each request will be considered on a case-by-case basis and measured against the needs of the Service. DSUS entrants will be eligible for the £27k "Golden Hello" upon joining the RN; however, this will be abated against the RN component (£4000pa) of the Bursary received through the scheme.

(Continued)

[4] RI 10.24-Recruit By Profession (RbP): Legacy scheme rights refers.
[5] BRNC Universities team to ensure that current DSUS entrants are aware of new policy and deed of acceptance changed to align with RbP.

DSUS: (Age 18 – 35 yrs at commencement of degree)	
	Removal from the DSUS scheme In agreeing to accept the award of joining the DSUS scheme, SUs are embarking upon a Financial Undertaking with the Secretary of State for Defence; this requires their compliance and agreement to the Terms and Conditions of the Scheme. Should SUs become ineligible for the scheme, either through personal choice (e.g. decide they no longer wish to join the RN, or obtain a STEM degree), or via circumstances out of their control, the SUs will be required to pay back, to the Secretary of State for Defence, all financial remuneration received under the Financial Benefits section (all tuition fees and bursary received up until date of Discharge from DSUS scheme). BRNC SU Department will manage the 'Discharge' from the scheme, including informing the SU of the reasons for discharge and the processes that will follow. BRNC will inform both DBS, who in turn, will manage the debt recovery process, and R&A for them to manage recruitment numbers.

ANNEX 18D

SPONSORED UNDERGRADUATES IN-SERVICE ENGINEERING DEGREE SCHEMES

1. Upper Yardman (Engineer) (UY(E)) University of Portsmouth Degree Scheme

a. The Upper Yardman University of Portsmouth Degree Scheme (UY(E) UoPDS) is open to Engineering Technicians and source branch CIS Ratings who are studying, or have completed, Engineering BTEC HND or Foundation degrees. Candidates must pass the AIB prior to provisional selection and will then be subsequently assigned to UTS DRUMMOND and, on location in the wider Portsmouth area[1], to read for an Engineering degree (third year) at the University of Portsmouth. Candidates will undertake their degree training as Ratings.

b. The academic requirements and pre-entry studies for UY(E) UoPDS are detailed in BRd 3(1) Chapter 50 Annex 50K. The pre-entry enabling study listed will be provided by the university and is to be completed prior to commencement of degree training. Pre-entry courses will be arranged through the Universities Department at BRNC, and prior to commencement, the UY(E) candidates will receive an Assignment Order into the pooled position of 'UTS Drummond', with their location set as 'Portsmouth (HMS NELSON)'. For administrative purposes, they will be tracked by the Sponsored Undergraduate Administration Officer (SUAO) at BRNC, and the HMS RALEIGH UPO as required.

c. During their degree, the UY(E) candidates will be divisionally managed by Drummond Division Staff Officer (South) (DDSO(S)) who will conduct joining calls and manage divisional issues throughout their time at the UoP. Further details on the departmental management of the individuals on this course can be found in UDSOs if required.

d. After graduation, UY(E) UoPDS candidates will undertake INT(F) at HMS RALEIGH and RNOCC at BRNC followed by enrolment onto the Systems Engineering and Management Course (SEMC) professional training. BRd 8374 Chapter 2 Sect 5 refers.

2. Undergraduate Apprenticeship Scheme Marine Engineer / Weapon Engineer (Submarine), UGAS (MESM / WESM)

a. The Undergraduate Apprenticeship Scheme (UGAS) aims to significantly accelerate the advancement of appropriately able and specifically recruited Engineering Technician (ET) candidates to qualify and serve as Petty Officer Engineering Technician (POET) Operator and Maintainers (OM) in Submarines. During Phase 2 Training, the scheme will stream candidates as either ME (Submarine) Technicians under UGAS(MESM) or WE (Submarine) Technicians under UGAS(WESM). At the end of the scheme, candidates have the following options:

(1) Request to transfer to the standard ET Career Pipeline and continue progression with the ET(MESM/WESM) cadre.

[1] Wider Portsmouth Area to include SFA, Private Accommodation and SLA in SUL, CWD and NEL.

(2) If an AIB pass has been achieved during the engagement, and they are selected, join RNOCC at BRNC as a prospective MESM/WESM Engineer Officer.

(3) Leave the Service in accordance with the Tailored Career Contract. Note the B-Eng degree does not incur a RoS for UGAS candidates.

b. Those on the scheme will be assigned into the pooled position in "UTS Drummond", with the position location set as 'Portsmouth (HMS NELSON)'. As such, for administrative purposes, they will also be tracked by the SUAO, BRNC and the HMS RALEIGH UPO as required.

c. Alongside UY(E), the UGAS candidates will be divisionally managed by DDSO(S) in the same manner. Further details on the departmental management of the individuals on this course can be found in UDSOs.

3. Return of Service. The Treasury insists that the RN receives a proper return on any investment in training, which is not purely financial. As such, for each of the respective Sponsored Engineering Schemes, there is a commensurate RoS, the specific details for which can be found in the individual's Terms and Conditions of Sponsorship, and more generally below.

a. **DSUS Students.** In return for sponsorship, DSUS students must commit to 3-years RoS as a serving RN Officer (Engineer); the 3-years RoS will commence once they have completed their initial and professional training and become 'Trained Strength'. Time in Service prior to reaching 'Trained Strength' does not count towards the 3-years RoS.

b. **University Cadetship Entry (UCE).** In return for sponsorship, UCE students must commit to 5-years RoS as a serving RN Officer (Engineer); the 5-year RoS will commence once Phase 2 Training is completed, and the SU is classed as 'Trained Strength'. Phase 1 and 2 Training, does not count towards the 5-year RoS.

4. On completion of INT(F) and RNOCC and prior to commencement of their university course, subject to necessary places being obtained, UCEs will be placed into a programme of Naval Experience and Development. This will comprise of 1-month at the US Naval Academy (USNA) in Annapolis with time attached to a sea going platform. The remaining time will be filled with approved leave (and any other SU Department directed activities).

5. UY(E) and UGAS Scheme

a. The RoS requirement for UY(E) is outlined in BRd 3(1) Ch 53.

b. The RoS requirement for UGAS is outlined in BRd 3(1) Ch 73.

ANNEX 18E

OTHER LEGACY SPONSORSHIP SCHEMES

1. Bursars. Since 2024 (bar a handful of known individuals), the Bursary scheme has ceased to exist. Until its end, the SU Department will continue to oversee the management of the individuals who have been offered a bursary prior to entry into INT(F). The undertaking stipulates that Bursars are expected to serve in the RN for a period of not less than 3-years. However, for part of this period individuals will be undertaking professional training for their future career and during this time the RN will be making a further investment in them for which we expect a reasonable return by way of actual Service on the 'Trained Strength'. In effect, Bursars will undertake some 2 to 3-years training, depending on specialisation, after which they will be required to serve for a minimum of 3 years (RI 33/22).

2. DTUS. The DTUS scheme will become legacy in 2026 with the Universities Department overseeing the administration and management of the individuals remaining on this scheme until their commencement of INT(F). The DDSOs are the point of contact for these individuals and will oversee them as they progress towards the end of their degrees.

ANNEX 18F

ADMINISTRATION OF THE SCHEMES AT BRNC

1. On-boarding Process

a. Each year SUs are selected at either the FSB for the MDCs, or through the R&A Department for the selection of DSUS / UCE candidates. The SU Department should be advised of successful candidates in July and August, in preparation for the "on-boarding process" to begin. In support to the SU Department, the BRNC UPO will carry out the initial administration to ensure details are extracted from the RITS portal and entered in JPA; this ensures that they are correctly administered, accounting for any previous Service reflected in their pay scales. There are subtle nuances between the on-boarding of the MDCs in comparison to the on-boarding of DSUS or UCE cadets (the latter initially forming part of the September INT(F) intake). As such, for any specific advice on this process, the SU Department should be consulted.

b. During the completion of the on-boarding process (usually in October), the SU Department will arrange joining calls with each selected candidate to confirm their place on the scheme and discuss departmental expectations. In advance of these calls, the individuals should have received their welcome letter from the SU Department and have read, and signed for, their TACOS, and Deed of Acceptance. As part of the joining process, the signed documents are kept in the SU Department 'Share-point' in the individual's P-File.

c. The SU Department will then coordinate a Sponsored Undergraduate Acquaint Weekend (SUAW) to which the new intake of SUs will attend. The purpose of this weekend is primarily an introduction to INT(F) and RNOCC and what expectations and requirements look like whilst being on their respective Schemes. The weekend comprises of several briefs, introduction to the SU Department Staff, and provide some basic training to mitigate the culture shock between university-life and military demands.

2. SU Department Divisional Engagement

During the year, to support each SU with their studies and their prospective transition into a Military lifestyle, the SU Department will arrange several visits, calls and events.

3. Jolly Division Individual F2F Meetings

For the MDCs, mostly in the Spring term, JDSO (and / or SUSO) aided by the Sponsored Cadet Manager (SCMAN), will visit each of the JHGs to meet the students. The meetings will generally be focussed on Welfare and Duty of Care to the individuals; however, various topics can be discussed, generally with the aim of ensuring continued integration with, and engagement on, the Medical or Dental Sponsorship Scheme. MDCs are encouraged to raise any points of concern during these meetings and highlight any issues they have faced within their hospital place of work, or on their respective medical degrees. It is also a chance for SUSO / JDSO / SCMAN to communicate any specific SU Departmental messages directly to the individuals.

4. Drummond Division Individual F2F Meetings

As a matter of course, the primary output of the Drummond Division Staff Officer North (DDSON) and Drummond Division Staff Officer South (DDSOS) is to provide Welfare and Duty of Care and advise on divisional and N1 matters. This is achieved through F2F interactions with those in their sphere of influence whilst detached from BRNC. Based in either the North (above Birmingham) or South (below Birmingham), the Staff Officers are expected to regularly meet those individuals in the North / South of the country mostly at their respective URNUs. Largely, the DDSOs will deliver career advice, and, in the main, coordinate their participation in various training events, and the accrual of RSDs via their individual Personal Training Statement (PTS). The use of RSDs will be coordinated between the SUAO and the individual and will usually be comprised of training events, and experience-building courses. The DSUS' attendance on the Sponsored Undergraduate Bridging Course (SUBC) will be paid at 6 RSDs for the event, along with 3 RSDs for attendance at SUAW, and DDAW respectively.

5. Medical cover for SUs

a. Whilst the SUs are under the administration of BRNC, they will have access to different types of healthcare whilst within the UK. As serving members of the Armed Forces, the MDCs will be entitled to full in-Service medical and dental support where needed. Those in Drummond Division are different. As Commissioned Officers, the UCEs will be entitled to in-Service medical support, as will UY(E) and UGAS. DSUS and legacy DTUS will only be entitled to NHS support. However, should either of the latter be injured whilst on a course and "on duty" for the purposes of RSD payments, they will be entitled to immediate emergency cover and first aid.

b. Should MDCs, UCEs, UYEs and UGAS sustain an injury or have a medical concern, they shall notify the Principal Medical Officer (PMO) at BRNC and inform their Divisional Officer (DO) at the earliest opportunity. In the event of an emergency, immediate medical assistance shall be sought through the appropriate channels (999 or 111, as applicable) prior to notifying the PMO.

ANNEX 18G

SPONSORED UNDERGRADUATE TRAVEL ABROAD

1. General Types of Overseas Evolution

a. **Medical Elective.** As part of the SU Medical Degree scheme, individuals may undertake time on an elective. There is opportunity to conduct these electives within a military setting. These are conducted whilst they are at university. Locations for electives, have in recent years, included Cyprus, Princess Royal Medical Centre (Gibraltar), Brunei and Washington (USA). Electives are likely to be up to 4-weeks duration but may be longer.

b. **FY2 GP Placements.** These are mandated rotations conducted in FY2 and may be conducted abroad as part of The Defence Deanery Pilot Scheme. Potential locations include Cyprus, Princess Royal Medical Centre (Gibraltar), Brunei, the Falkland Islands and Germany. The duration is typically 3 months.

c. **University Led Medical Electives.** These electives are periods of time abroad at a hospital which has been organised in concert with the individual's university, or through an "elective-provider" by the individual themselves. It is encouraged by the university, but has no administrative support provided from the sS and has no military influence in its organisation. The only aspect of oversight that is executed by the SU Department, is duty of care and being made aware of the travel plans and location. In determining those travel plans, advice of route taken should be given (to avoid T1/2 restricted countries) and alert to the in-country Defence Attaché (methods to secure these notifications are in the Annex checklist within UDSOs). The individual is classed as 'on duty' only insofar as they are abroad completing an aspect of their degree for which the RN is paying. Medical planning for these evolutions will need to be considered, but in most cases the individual will, as a minimum, be advised to secure their own personal insurance. They will be directed to advise the SU Department (SCMAN and JDSO) IAW UDSOs for any emergency medical requirement.

d. **Military Contingency Medicine Course EX BUSHMASTER.** EX BUSHMASTER is a training event, run annually in September for the US Military Healthcare University; c.200 4th year medical students attend. Typically, at least two or three SU Medical Cadets are invited to take part.

e. **Sea Ride.** Opportunities have arisen for SUs across the spectrum to take part in Sea Rides in allegiant Navy vessels. Opportunities for embarkation on RFA platforms may also arise.

f. **Evolutions Organised by URNU.** With SUs affiliated to 1 of 17 URNUs, opportunities routinely arise for SUs to participate in evolutions abroad that are organised by URNU Staff. Owing to the differences between URNU OCs and SUs, additional factors are likely to require consideration during preparations for SUs to leave the UK.[1]

[1] UDSOs refers

g. **United States Naval Academy (USNA).** It has been possible to send UCEs to the USNA to partake in their training. Such personnel are pooled with USNA Midshipman.

h. **P2000.** Opportunities for SUs to embark on P2000s have been frequent in recent years, with the length of evolutions varying considerably.

i. **German Navy HQ.** An opportunity for a Dental Elective to take place with the German Navy.

CHAPTER 19

SUPPORTING COMMONWEALTH AND NON-UK NAVAL PERSONNEL

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 19

SUPPORTING COMMONWEALTH AND NON-UK NAVAL PERSONNEL

SECTION 1

GENERAL

1901. Introduction

This chapter provides Royal Navy policy for supporting Commonwealth and non-UK Royal Navy personnel (including Royal Marines). This policy acknowledges the immigration challenges faced by Commonwealth and non-UK Royal Navy personnel and their entitled family members in establishing a service family life, termination of service and transition back to civilian life [1 & 2].

1902. Policy Background

This policy applies to all members of the regular Royal Navy whose status is 'exempt immigration control' by virtue of their service, and also to entitled family members who are subject to immigration control (including where the Royal Navy person is a UK national). It also applies to the Royal Naval Reserve and veterans where practicable and manageable. This chapter does not replace MOD or Tri-Service policy or instructions covered in Joint Service Publications (JSPs) which apply to all Service personnel and their families, regardless of nationality.

1903. Aim

The aim of this policy is to give direction to the Chain of Command (CoC) and individuals in supporting and advising Commonwealth and non-UK Royal Navy personnel throughout their service in the RN, up to and including termination of service. It is primarily concerned with matters related to immigration status.

1904. Definitions

The following definitions are used in the context of this policy:

a. **Foreign.** The only foreign nationals eligible for recruitment to the Royal Navy are citizens of the Republic of Ireland (ROI): citizens of the ROI are not subject to immigration control. EU/EEA[3] nationals are not eligible to join, with the exceptions of Malta and Cyprus, which are members of the Commonwealth.

b. **Alien[4].** A citizen or national of Nepal who serves or has served for not less than five years in the Royal Navy is considered as an 'Alien' under the Armed Forces Act.

c. **Commonwealth.** A Commonwealth citizen is a person who is a national of any country within the Commonwealth member countries[5].

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[1] The terms 'termination of service' and 'termination' are used throughout to encompass the various ways in which service personnel leave the Royal Navy. Other terms relating to discharge or dismissal are included only when referring to a specific route for leaving.
[2] Army General Administration Instructions Chapter 50 (April 2019).
[3] Member states of the European Union (EU)/European Economic Area (EEA). https://www.gov.uk/eu-eea
[4] Defined under the British Nationality Act 1981 as "a person who is neither a Commonwealth citizen nor a British protected person nor a citizen of the Republic of Ireland".
[5] Commonwealth citizens are defined within the British Nationality Act 1981 as being those within Schedule 3 of the Act. A list of Commonwealth countries may be found at http://thecommonwealth.org/member-countries.

d. **Naturalisation.** Naturalisation is the legal act or process by which a non-citizen in a country acquires citizenship or nationality of that country.

e. **Settlement.** Settlement is an immigration status granted to a person who does not hold the right of abode, through citizenship, in the United Kingdom. Indefinite Leave to Remain (ILR) is a status granted to those who have been admitted to the UK without a time limit on their stay and are free to take up employment or study. When indefinite leave is granted to persons outside the UK it is known as Indefinite Leave to Enter (ILE).

SECTION 2

TERMS AND CONDITIONS OF SERVICE

1905. Terms and Conditions of Service.

Non-UK nationals enlisting in the Royal Navy do so under the same Terms and Conditions of Service (TACOS) as their UK counterparts. Commonwealth, non-UK and ROI citizens enlisted in the UK and have the same employment, career opportunities and entitlement to Royal Navy Family and People Support (Welfare) service as their British counterparts.

1906. Immigration Exemption

When a Commonwealth or non-UK national enlists in the Royal Navy, they will enter the Service with a valid residency visa and remain subject to UK immigration control rules during the period of service. They may be granted an exemption from immigration control under section 8(4)(a) of the Immigration Act 1971 (except for the provisions relating to deportation). The rules for UK exemption of immigration may be found at the GOV.UK website[6]. Royal Naval Reservists are not granted exempt immigration control under section 8(4)(a) of the Immigration Act 1971, unless they are called out for permanent service under the Reserve Forces Act 1996 (RFA 96) Sections 52, 54 or 56 (commonly known as 'mobilisation').

1907. Home Office Immigration Rules Appendix - Armed Forces

The rules contained in the Home Office Immigration Rules appendix – HM Armed Forces[7], apply to regular non-UK members of HM Armed Forces only (on termination of service) and their entitled family members who are seeking to enter or remain in the UK.

1908. Consular Protection Arrangements

When any non-UK Service Person (SP) is placed in custody or detained[8], it is the responsibility of their Commanding Officer (CO) and/or Service Police to ensure that the individual is informed of their right for the appropriate consulate to be advised of their detention[9]. If the individual exercises this right, the CO must notify the consulate without delay and where possible arrange or facilitate unfettered consular communication and consular access to the detainee.

1909. Arrest Overseas

If a non-UK Service Person is arrested by authorities overseas, the following actions are to be undertaken (See also BRd 2 Chapter 39 (Civil Power and Report of Arrests), JSP 830, Manual of Service Law Volume 1 Chapter 3 and FLAGO Chapter 16):

a. **On Authorised Leave.** Any Service Person who is arrested by a civil power, or summoned on a criminal charge, whether in the UK or overseas, is to report such arrest or summons to their Commanding Officer without delay. When overseas, individuals are to contact either the nearest consular department of the passport they are travelling under or the British Embassy/Consulate; they are also to inform their unit (see also BRd 2 Articles 3902 and 3909).

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[6] https://assets.publishing.service.gov.uk/media/68e928a857038b5739b9868c/Appendix+Armed+Forces.pdf
[7] https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-hm-armed-forces
[8] Including held in Service custody or is ordered into arrest or custody without the involvement of Service Police.
[9] There is no obligation for the CO to inform the consulate of the individual as a matter of course.

b. **On exercise, official visit or Short-Term Training Team.** When on exercise, official visit or as a member of a Short-Term Training Team, units must contact their Commanding Officer for advice over jurisdictional responsibilities in accordance with the Vienna Convention on Consular Relations. The CO should advise the individual requiring assistance that they have the option of contacting either the nearest consular department of the passport they are travelling under or the British Embassy/Consulate.

c. **On Operational Deployment.** When on operational deployment, unit COs must contact the Duty Fleet Controller (+441923 956367), who will contact the Duty Fleet Legal Adviser.

SECTION 3

GUIDE TO SUPPORTING COMMONWEALTH AND NON-UK SERVICE PERSONNEL AND NON-UK FAMILIES OF SERVING PERSONNEL

1910. Royal Navy Guide to Supporting Commonwealth and Non-UK SP and Non-UK Families of Serving Personnel

The Royal Navy Guide to Supporting Commonwealth and non-UK SP and non-UK Families of Serving Personnel is a comprehensive reference document that directly supports this chapter. It provides guidance to the CO, unit, individual and dependent family members on the immigration and cultural challenges that may be expected by non-UK nationals during their career in the Armed Forces and their families. The RN D&I team are the holders of the guide.

1911. Awareness Briefings.

It is essential that regular awareness briefings are conducted on immigration matters relating to Commonwealth and non-UK Royal Navy personnel and their families. The NFF continues to brief Phase 1 and Phase 2 trainees and delivers ad hoc awareness presentations as requested by ships and units (where feasible). Briefings should be conducted for personnel and, where possible, their families, and also those in the Chain of Command (CoC) responsible for their management.

a. **Immigration Awareness Briefings for Non-UK Royal Navy Personnel.** Units are to deliver an awareness brief for non-UK Royal Navy personnel and their entitled family members on the following occasions:

(1) Recruitment.

(2) Phase 2 Training.

(3) As required by the Unit.

(4) Immediately prior to termination of service.

b. The brief is to cover the following mandatory subjects:

(1) The immigration status of personnel when serving and the actions to be taken for renewal of non-UK passports.

(2) The immigration challenge, costs of establishing a service family life and the substantial costs and challenges of settlement on termination of service[10].

c. The awareness brief should also be delivered to UK Royal Navy personnel with non-UK dependants, and to Naval Reserve non-UK personnel on joining the unit, especially if a reservist is to be mobilised, demobilised or about to undertake an FTRS commitment.

[10] Including, but not limited to, ensuring that families have the correct immigration status, the Minimum Income Threshold, and the costs associated with naturalisation or travel back to country of origin on discharge.

SECTION 4

REGULAR ROYAL NAVY

1912. Regular Recruiting

The recruiting criteria for all regular Royal Navy personnel are contained in Part 4 Recruiting (Chapters 7-17). With regard to non-UK nationals, additional recruitment eligibility criteria are outlined at Chapter 7 (Basic Eligibility and Entry Standards) and Chapter 63 (Security Vetting Policy) which includes rules regarding nationality and residency. In addition, 2019DIN01-045, Recruitment and Management of Commonwealth Nationals in the Armed Forces,[11] provides further information. The most important factor is for all Commonwealth and non-UK candidates to be made aware of the visa and immigration rules, associated costs and implications for any family members and dependants[12].

1913. Application for Immigration Exemption

When a Commonwealth or non-UK citizen enlists in the regular Royal Navy, the New Entry Training Establishment (HMS RALEIGH, Britannia Royal Naval College (BRNC) or CTCRM Lympstone) is to apply for an exemption of immigration control under Section 8(4)(a) of the Immigration Act 1971. Both applications for new enlistments or renewal of passports are to be made using the guidance at Annex 19A. Individuals should be briefed on the content of Annex 19A Appendix 1 and given a personal copy, including a copy of their submitted non-UK passport personal information page. UK Visas and Immigration (UKVI) (which is part of the Home Office (HO)), will write to individuals outlining the conditions of their exempt immigration control status. Immigration Exemption does not apply to dependants of serving personnel.

1914. British Naturalisation

Naturalisation is not required for Service reasons[13]. Becoming a British citizen is a significant, life changing event and is the personal choice of the individual. Commonwealth and non-UK Royal Navy personnel (excluding non-UK dependants) may apply for naturalisation whilst serving. The decision to naturalise is a personal one and all costs/expenses associated with naturalisation are a personal responsibility[14] (for more information refer to 'Apply to Become a British Citizen by Naturalisation (Form AN)[15].

1915. Updating JPA

Naturalisation is classed as a change in personal circumstance, and the individual must report this to their UPO/HR administration office for updating of their JPA account. They will either be solely a British national or hold dual nationality and will cease to be serving as a Commonwealth and non-UK person; this will affect entitlement to certain allowances. Failure to notify the CoC of naturalisation could result in fraudulent claiming of Get You Home (Overseas) or DOMCOL and could also affect pre-deployment checks and readiness for overseas assignments or deployments. It forms part of an individual's self-service responsibility.

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[11] 2019DIN01-045

[12] Awareness of the visa and immigration rules and understanding of the implications on their families as well as associated costs with specific reference to the Minimum Income Threshold.

[13] All Commonwealth and non-UK serving personnel who enter the Armed Forces are exempt immigration control under section 8(4)(a) of the Immigration Act 1971 whilst subject to Service law.

[14] Standard Learning Credits (SLC) are permitted for the Life in the UK test.

[15] https://www.gov.uk/government/publications/become-a-british-citizen-by-naturalisation-form-an

1916. Termination of Service

When a regular Commonwealth or non-UK individual's service is due to be terminated (including medical discharge or discharge under training), the releasing unit must carry out additional procedures in accordance with Para 5465. Annex 54H is to be completed by the UPO/HR Admin prior to termination/discharge final date, its contents briefed to the individual and then sent to UKVI, with a personal copy being given to the individual.

1917. UK Settlement

Commonwealth and non-UK Royal Navy personnel can't apply for settlement in the UK whilst still serving but can apply for settlement on discharge if they have served for 4 years (or less if for medical reasons which are "attributable to service"). This is subject to the SP meeting the validity, suitability and eligibility requirements for an HM Armed Forces service leaver contained in Appendix HM Armed Forces of the Immigration rules. Applications may be made up to 18 weeks prior to termination of service by using the form at the link below[16]. The cost of this application is borne by the Service Leaver up to the 6-year point. If the SP has served for 6 years (or less if for medical reasons which are "attributable to service"), the Home Office will waive the fee for settlement as a "thank you" for their service.

a. **Indefinite Leave to Remain (ILR).** ILR can be granted to those discharged who are already in the UK on the date of application. This takes the form of an E-Visa which grants the holder settlement in the UK. UK Applicants must meet the settlement rules and apply on form SET (AF). An application can be submitted 18 weeks prior discharge and the grant of ILR will only happen after the discharge date.

b. **Indefinite Leave to Enter (ILE).** ILE can be granted to those living outside the UK following discharge. This will normally apply to those who have chosen to return to their country of origin after Service but then decide to return to the UK within two years following discharge.

c. **Further Leave to Remain (FLR).** Non-UK SP may be able to apply for FLR if they are medically discharged with less than four years' service. Application can be made ten weeks before discharge on Form FLR(AF), the grant of FLR will only happen after discharge. SP may also apply for FLR if they know they will not meet the requirements for settlement (for example because of a criminal record). Granting of FLR will only be given if the applicant meets the relevant criteria.

1918. Entitled Service Family Members

Entitled Service Family Members who are subject to immigration control, including where the SP is a UK national, may seek to establish a family life in the UK by following the immigration rules at footnote 14 and using the form VAF AF which may be found at the link below[17]. An example of the letter of support required from the sponsoring unit is at Annex 19B. Family members who enter the UK by this method are no longer required to pay the Immigration Health Surcharge and may reclaim the cost if applications cannot be made via the new UKVI online system. Entitled service family members must not enter the UK on a standard visitor visa if they intend to remain in the UK permanently i.e. not as visitors. Any spouse/partner/child travelling on a standard visitor visa will not be entitled to accompanied status or Service Family Accommodation (SFA).

[16] https://www.gov.uk/government/publications/application-to-settle-in-uk-as-former-member-of-hm-forces-setaf
[17] https://www.gov.uk/government/publications/application-for-uk-visa-as-member-of-hm-armed-forces-vaf-af

1919. Maintaining Passports and Visas

Units in the UK and overseas are to ensure that all non-UK Royal Navy personnel and entitled family members maintain valid passports and visas. They must inform individuals that, if a valid entry visa should lapse, UKVI will register the dependant as an overstayer in the UK, which will adversely affect their ability to work, access NHS facilities and prevent them from being able to travel abroad in an emergency or return to the UK. They will not be enroute to settlement, which may adversely affect future immigration applications. Non-UK Royal Navy personnel may make application to UKVI to extend a visa up to 28 days prior to the expiry date, at their personal expense[18].

1920. Assignment from Overseas to UK

Unit staff are to ensure that, prior to their travelling back to the UK on assignment, non-UK entitled family members have a valid settlement entry visa for the UK. Those without a valid entry visa will need to meet UKVI entry requirements, including basic English language and minimum level of income. The policy for the public upkeep of visas for entitled families outside the UK may be found in JSP 752 Chapter 9, Section 13[19].

1921. Assignment from Overseas to Overseas

Unit staff are to manage the movement of entitled family members on assignment between overseas locations through Global Removals and Family Services[20].

1922. Home Office Notification

The Home Office is to be informed of changes in personal circumstance of non-UK Royal Navy personnel. It is the unit's responsibility to inform UKVI of the following occurrences, using Annex 54H:

a. **Bereavement.** On the death of a non-UK Royal Navy person, when the individual or entitled family members are subject to immigration control.

b. **Estrangement.** When an estrangement has taken place and the non-UK Royal Navy person has changed their PStat, there is no chance of reconciliation, and the individual or entitled family members are subject to immigration control.

c. **Termination of Service.** When a non-UK Royal Navy SP's service is to be terminated or when the individual's service is terminated in accordance with Para 1916 above. The notification is also to include entitled family members who are subject to immigration control.

[18] See also Para 0726.
[19] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/Armed-Forces-Allowances-and-Expenses.aspx
[20] http://authdefenceintranet.diif.r.mil.uk/Tools/Admin/UseDefenceTravel/Pages/GlobalRemovalsandFamilyServices.aspx

SECTION 5

ROYAL NAVAL RESERVE

1923. Reserve Recruiting

All non-UK Royal Naval Reservists are recruited under the residency requirements described in Chapter 4 (Recruitment Introduction and Overview), Chapter 7 (Basic Eligibility and Entry Standards) and 2019DIN01-045 – Recruitment and Management of Commonwealth Nationals in the Armed Forces[21].

1924. Immigration Status

Non-UK Royal Navy Reservists are not granted 'exempt immigration control' status under section 8(4)(a) of the Immigration Act 1971, unless they are called-out for permanent service under the Reserve Forces Act 1996 (RFA 96) Sections 52, 54 or 56 (more commonly known as 'mobilisation'). At all other times they must have valid leave to remain in the UK.

1925. Full Time Reserve Service (FTRS)

FTRS is a reserve commitment, and the non-UK reservist remains under the immigration rules that govern them as a civilian. The reservist must hold a valid right to work visa for the duration of the FTRS, and units must not apply for immigration exemption on behalf of reservists on FTRS. If the reservist has settlement they can undertake FTRS in the UK, but it is not recommended that they undertake FTRS overseas as this could affect their ILR/E status, since UKVI will consider them to have left the country. Reservists on FTRS are subject to annual right to work checks, in accordance with Para 1928.

1926. Mobilised Reserve

When non-UK reservists are mobilised, the unit or Mission Training and Mobilisation Centre (MTMC) must carry out the immigration control actions at Annex 19D, explain the contents of Annex 19D Appendix 1, and give the reservist a copy. Units are to ensure that the reservist's passport will remain valid throughout the period of mobilisation. If successfully mobilised, the reservist's passport will be endorsed 'exempt immigration control' under Section 8(4)(a) of the Immigration Act 1971. UKVI will confirm in writing the conditions of the reservist's exemption.

1927. Demobilised Reserve

When non-UK reservists are demobilised, MTMC or the demobilising unit must inform UKVI by carrying out the additional procedures in accordance with Para 5465. Annex 54H must be completed prior to their demobilisation final date and sent to UKVI. The unit must brief the reservist that UKVI will be informed of their demobilisation and that the 'exempt immigration period' has ceased. The reservist must be warned that *"even though their passport stamp is not physically cancelled when they are demobilised, the reservist will not have permission to work or remain in the UK unless they have a valid civilian UK visa".* The reservist's parent unit should also conduct the annual right to work check prior to the reservist resuming training, in accordance with Para 1928.

[21] 2019DIN01-045

1928. Unit Responsibility - Reservists Annual Right to Work Checks

Units have a statutory requirement to conduct and record annual right to work document checks of their non-UK reserve personnel who are subject to immigration control. To ensure that a right to work remains extant, these checks should be carried out prior to the start of each training year. For further government advice see the Right to Work Checklist and for Unit actions see 2014DIN01-181 Employment of Foreign and Commonwealth Reserve Service Personnel[22] and the Guide to Supporting Commonwealth and non-UK Service Personnel and non-UK Families of Serving Personnel (Para 1910).

1929. Incorrect Immigration Exemption

If a non-UK reservist is found to have an 'exempt immigration endorsement' as a result of previous regular or mobilised service, the unit must inform UKVI in accordance with Para 5465, stating that the reservist has previously had their regular service terminated or that they have been demobilised from reserve service. The reservist must be informed that they are not exempt from immigration control and must regularise their immigration status in accordance with the regulations at footnote 21 and the Guide to Supporting Commonwealth and non-UK Service Personnel and non-UK families of Serving Personnel (Para 1910).

1930. Reserve Training Overseas

When there is a requirement for non-UK reservists to train overseas, the unit must check whether a NATO Travel Order[23] or additional visa is required by contacting Defence Travel[24] for advice. The requirements to obtain visas for official duty are constantly changing and this list is frequently updated. If there is any doubt, then contact should be made with DSCOM Visa Section (Tel Mil 9621 84366). For guidance on payment for official visas refer to JSP 752 Chapter 9 Section 13[25]. Units are not to apply for 'exempt immigration control' for training reasons.

1931. Individual Responsibility

Units are to remind the non-UK reservist that it is their responsibility to report any changes to their immigration status that affects a right to work to the UPO/HR Admin staff. It is an individual's personal responsibility to regularise their immigration status after demobilisation and before commencing any further training.

1932. Reserve Family Entitlement

There are no provisions within the immigration rules for the dependant of a non-UK reservist to enter or remain in the UK based solely on their sponsor's reserve service[26]. This includes family members of those who have been mobilised or are on FTRS. The unit should ensure that the reservist is aware of the implications for family members and dependants.

1933. Changes to Reserve Immigration Status

When a non-UK reservist is issued an exempt vignette for mobilised service, the status of their dependants does not change. Their dependants will remain on the immigration conditions for which they were given leave to enter or remain in the UK. If a reservist is granted 28 days' leave outside the rules as they no longer hold valid leave on return from mobilisation, their dependants are not entitled to be considered simultaneously.

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[22] http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINSpersonnel/2014/2014DIN01-181.pdf
[23] JSP 800 Defence Movements and Transport Regulations Vol 2 - Passenger Travel Instructions.
[24] http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/HOCS/Organisations/Orgs/DGTCS/MODCommercial/Pages/BookingTravel.aspx
[25] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/Armed-Forces-Allowances-and-Expenses.aspx
[26] https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-armed-forces

1934. Supporting Letters - Royal Naval Reserve

Reserve units or individuals should not write official letters on headed paper to UKVI in support of a reservist's application to change their immigration status due to a change in their civilian circumstances. Regular or reserve personnel should not attend any subsequent inquiries in an official capacity; this includes appearing in uniform at a hearing to give expert advice on reserve service or at any tribunal or court case dealing with a reservist's civilian immigration issue.

1935. Home Office Notification

The Home Office is to be informed of changes in the personal circumstances of Commonwealth or non-UK reserve personnel. It is the unit's responsibility to inform UKVI of the following occurrences, using Annex 54H:

a. **Demobilisation.** When a non-UK reservist has demobilised.

b. **Termination of Service.** When a non-UK reservist's service has been terminated.

c. **Death.** On the death of a non-UK reservist.

ANNEX 19A

ROYAL NAVY REQUEST FOR AN 'EXEMPT UK IMMIGRATION' CONTROL ENDORSEMENT FOR REGULAR COMMONWEALTH OR NON - UK ROYAL NAVY PERSON

Maintaining Immigration Status - Regular

1. When a non-UK passport holder has been accepted into regular service or has a Country of Origin passport renewed during regular service, the UPO/HR Admin Office is responsible for carrying out the following actions:

a. Send the non-UK passport with a covering letter by registered mail and enclose two passport style photographs no more than three months old with the name of the individual written on the back of each (expenses may be recovered in accordance with JSP 752).

b. Prior to dispatch the unit must issue the individual with a copy of their passport personal page and any valid visa pages, explain and give the individual a personal copy of Appendix 1: Immigration Conditions During Regular Service and Termination of Service.

c. The Armed Forces Team at UKVI will insert the 'exempt' immigration endorsement into the passport and confirm the conditions of issue in writing to the individual.

d. A covering letter should be sent to UKVI on Unit headed paper addressed as below and contain the following information:

Visits UK (SHU)
Armed Forces/FCDO Team
Visa, Status and Information Services- UKVI
L4, 2 Ruskin Square
Dingwall Road
Croydon
CR0 2WF

Date

Dear Sir/Madam,

ROYAL NAVY REQUEST FOR AN 'EXEMPT UK IMMIGRATION' CONTROL ENDORSEMENT FOR REGULAR COMMONWEALTH OR NON-UK NAVAL SERVICE SERVING PERSONNEL

[Paragraphs do not need numbering]

I am the Unit HR Administrative Officer of (insert unit) responsible for Non-UK Exemption from Immigration Control applications.

I can confirm that (insert service number, rank/rate, full name, DoB and nationality) enlisted as a regular Service Person in the Royal Navy/Royal Marines on (insert start date)**.** Having enlisted in the Royal Navy/Royal Marines as a regular, the above-named individual is exempt UK Immigration Control under Section 8(4)(a) of the Immigration Act 1971.

I have enclosed the individual's Country of Origin Passport (Passport Number) and two Passport photographs with the individual's name on the back of each and request that UKVI insert an 'exempt' from immigration control endorsement (vignette) and inform the individual of the conditions of issue.

Please do not hesitate to contact me if you require any additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

Enclosures:

1. (*Insert*) *Service Person's Full Name* (*Insert Nationality*) Passport (*Insert Serial Number*).
2. Two Passport Photographs with individual's name on the back.

APPENDIX 1 TO ANNEX 19A

IMMIGRATION CONDITIONS DURING REGULAR SERVICE AND TERMINATION OF SERVICE

Copy to be provided to Non-UK Royal Navy/Royal Marines Service Person for their Records

1. Regular Service. Your passport has been forwarded to UK Visas and Immigration (UKVI) in order for it to be endorsed with an Exempt UK Immigration Control vignette. UKVI will write to you to confirm the conditions of your exempt status. As a non-UK citizen currently serving in HM Forces you will be exempt from immigration control under section 8(4)(a) of the Immigration Act 1971 until your service is terminated or you naturalise as a British citizen. **Your exemption does not extend to your family dependants.**

2. Exempt Immigration Control Travel.

a. Your immigration exemption only allows you to travel to the UK; it is not valid for travel to other countries, if you undertake personal travel you must ensure you meet the visa requirements of the countries to which you are travelling and those you pass through in transit. The authorities in the country or territory to which you are travelling are responsible for setting and enforcing the rules for entry. If you are unclear about any aspect of the entry requirements, or need further reassurance, you will need to contact the embassy, high commission or consulate of the country or territory to which you are travelling. You should also consider checking with your transport provider or travel company to make sure that your passport and other travel documents meet their requirements. Generally, your passport should be valid for a minimum period of 6 months from date of entering the country you are visiting.

b. If you are required to travel for MOD official purposes your UPO/unit administration office will contact Defence Travel to determine which type of visa you require and will assist you with obtaining that visa prior to travel. The office will also assist you in reclaiming any expenses incurred in obtaining the visa.

3. Passport Renewal. When you are required to renew your passport, you must report to the UPO/unit administration office with your new passport in order that the ‘exempt immigration control’ status may be transferred to your new passport.

4. Establishing a Family Life.

a. If your spouse/legal partner and children are non-UK citizens and you wish them to join you, they may be subject to immigration control. This means that they must apply for a settlement entry visa through UKVI using a HM Forces Application Form VAF AF[1]. **The Royal Navy has no liability to pay for visa or travel expenses for your family.** The settlement entry visa cost changes every April and is approx. £2000. Current visa fees may be found at the link below[2]. If your spouse/partner is not a national of a predominately English-speaking country, then they may be required to be A1 (fluent in) English. The Home Office has a Minimum Income Requirement that you must meet for spouses/partners and children to legally enter the UK. The minimum threshold of the UK Armed Forces pay has been adjusted so that all those serving will earn this once training is completed. This will support service personnel with foreign national family members to bring their loved ones to the UK allowing the family to stay together and give the recruit the support they need throughout their career in the Royal Navy. Additionally, there is no longer an additional income requirement for children the MIR will now be the same regardless of the number of children brought to the UK.

b. If you are successful, you will receive a e-Visa and be placed on a five-year route to settlement based on your Royal Navy service under the Immigration Rules Appendix HM Armed Forces[3].

5. Termination of Service.

a. When you reach your termination of service your discharging/releasing unit will inform the Home Office of your impending termination of service. **It is then your responsibility to regularise your own UK immigration status, and that of your family.** You can begin this process up to 18 weeks prior to your termination of service (final date of paid service), at your expense; if you choose to do this you should take action as soon as possible. **Your 'exempt immigration control' status will cease on the date of termination of service.** If, after termination, you remain in this country without a valid settlement status you will not be entitled to work, or have access to local authority housing, benefits or any other form of public funding. Even if your passport has an exemption stamp, the UKVI will have recorded you as having left the Armed Forces. This will also appear when any prospective employer conducts a statutory right to work check. It may also affect any future application to remain in the UK.

b. You are strongly advised to start saving money from the date of your enlistment in the Royal Navy/Royal Marines to meet family entry visa costs and future settlement visa costs both for you and your family. This can be achieved in a number of ways, including through an Armed Forces Credit Union. See 2019DIN08-010 Credit Union Services - Access for Armed Forces Personnel and Former Personnel in Receipt of an Armed Forces Pension.

[1] https://www.gov.uk/government/publications/application-for-uk-visa-as-member-of-hm-armed-forces-vaf-af
[2] https://www.gov.uk/visa-fees
[3] https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-hm-armed-forces

ANNEX 19B

ROYAL NAVY LETTER OF CONFIRMATION OF A SPONSORING ROYAL NAVY PERSON'S DETAILS FOR HM FORCES VAF AF APPLICATION

(Letter of confirmation of sponsor's details to be submitted with spouse/partner's application for an entry visa to the UK - NOT TO BE USED TO SPONSOR A VISITOR VISA)

1. A covering letter should be sent to UKVI on Unit headed paper addressed as below and contain the following information:

For the Attention of:
The Entry Clearance Officer
Date

Dear Sir/Madam,

ROYAL NAVY LETTER OF CONFIRMATION OF SPONSORING NAVAL SERVICE PERSON

Paragraphs do not need numbering.
Sponsoring Service Person Details:
Surname Forenames Service Number Nationality

Entitled Armed Forces Family Members Leave to Enter Visa applications for:

(Insert all named applicants)
Surname Forenames Date of Birth Nationality and Relationship to Marine/Sailor

I am the Unit Administration Officer of *(insert unit name).* Under Appendix HM Armed Forces**,** the sponsoring Service Person above has requested a Royal Navy letter to confirm the above-named sponsoring service person's details in respect of sponsorship of a UK Leave to Enter Visa application[1] for those entitled family members listed above.

The above named service person is currently serving in the United Kingdom*[2] and I can confirm that as a condition of the service the named serving person has been provided with/will be provided* with suitable Service Family Accommodation to accommodate the family prior to their arrival in the United Kingdom (**provide allocated SFA address if available or if a contact house is being used as an interim or use the full unit address)**.

Please do not hesitate to contact me if you require additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

[1] This letter is not to be used to sponsor a visitor visa.
[2] Overseas HQs should use an amended letter template.

ANNEX 19C

COMMONWEALTH AND NON-UK SERVICE PERSONNEL - ADDITIONAL TERMINATION OF SERVICE PROCEDURES TO BE PROVIDED TO UPO/UNIT HR ADMIN, CAREER MANAGERS AND THOSE WITH DISCHARGING RESPONSIBILITIES

1. The service of all non-UK Royal Navy personnel is terminated in accordance with the regulations at Para 5465. As soon as the individual is warned that their service is to be terminated the Career Manager, Unit Administration Officer and Releasing Unit must check the immigration status of the transitioning individual and entitled family members to determine if they can apply for settlement and calculate the costs involved. Those who have not regularised their immigration status should be briefed by their Career Manager and Divisional Officer at least six months prior to termination of service or as soon as notification of termination is received, with the following information:

a. It is the non-UK Royal Navy person's responsibility to apply for settlement, both for themself and their entitled family members, or to leave the country after termination of service. Applications are to be made on Home Office Form SET (AF)[1], in accordance with the Immigration Rules Appendix HM Armed Forces[2].

b. All applicants must complete the Biometric registration process[3] in order for settlement to be granted.

c. The effects of criminality or Service discipline offences on applications for Settlement or Citizenship have been incorporated into 2017DIN01-049 (see also the Home Office publication 'HM Forces: Criminality'[4]). Applicants for settlement or naturalisation must declare all criminal convictions (spent or unspent) on their application forms. If in doubt, individuals with criminal convictions should seek qualified immigration advice before applying for settlement.

d. On the day that a non-UK Service person's service is terminated their 'Exemption from UK Immigration Control' is cancelled and they become subject to UK immigration control. UKVI will issue the individual with 28 days' notice to regularise their immigration status only if it has been notified by the unit or the individual being discharged.

e. If an application is submitted after termination of service date but during the 28 days' notice period, the individual may remain in the UK legally during the consideration process (with civilian status). Individuals will not have permission to work legally, or remain in the UK, even if their passport endorsement has not been physically cancelled by the unit on termination of service, since UKVI will have been notified to cancel the exempt status.

[1] https://www.gov.uk/government/publications/application-to-settle-in-uk-as-former-member-of-hm-forces-setaf
[2] https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-armed-forces
[3] https://www.gov.uk/biometric-residence-permits
[4] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488261/HM_Forces_-_Criminality_v1.0.pdf

f. Termination of service normally takes place in the UK. Units terminating non-UK personnel outside the UK must have authority from the overseas Command to do so. Once that authority has been granted, the Commanding Officer will notify the relevant Career Manager that the individual's service will be terminated overseas. Units **must** advise non-UK personnel on housing and immigration implications and status (including for entitled family members) including any UK entry restrictions and issues if they decide to attempt to regularise immigration status overseas.

g. Where an early departure termination (Medical, Discipline, Administrative or Discharge Under Training) has been recommended for non-UK Naval Service personnel, the unit managing the termination must take account of the UK immigration policies and time-lines for settlement application, and raise any concerns about the individual's settlement, and implications for their entitled family members, to the Chain of Command as soon as possible. For overseas units this includes the timely return of the individual and entitled family members to the UK in order to prepare for termination, noting the policy for entitlement to occupy SFA in JSP 464.

h. Commonwealth and non-UK Service Personnel whose service has been terminated and are settled in the UK are liable for the same Regular Reserve liability as their UK counterparts.

i. Commonwealth, non-UK or Nepalese Service Personnel who opt to leave the UK after termination of service have 24 months to apply for settlement (Indefinite Leave to Enter (ILE)) through their local UK Visa Application Centre.

2. Additional Unit Information in Support of Non-UK serving personnel

a. **Termination After Four years' Service.** Inform individuals that, if they wish to regularise their immigration status, their applications should be submitted 18 weeks before their termination date or up to six months before a redundancy termination date. This will enable UKVI to grant settlement the day after termination (providing that the Immigration Rules are met).

b. **Medical Discharge.** Units who administer Commonwealth and non-UK Service Personnel being considered for discharge on medical grounds must also take account of any additional vulnerability issues, especially if the individual has severe physical/mental disability, or if they are single and need additional family support that require support from the immigration authorities. Welfare casework should be raised well in advance of discharge, including any referral under the Veterans' Welfare Service protocols[5]. In all cases where the discharge is complex and requires immigration consideration, the casework team should engage with Royal Navy Family and People Support (RN FPS), Naval Families Federation (NFF) and the Seafarers' Advice and Information Line (SAIL) who will raise a referral to the appropriate authorities and Naval charities both for immigration and eligibility for welfare support.

[5] https://www.gov.uk/government/collections/veterans-welfare-service-protocols

c. **Medical Discharge - Less than Four Years' Service.** Where a non-UK Service Person is medically discharged with less than four years' service, UKVI will consider settlement applications where the medical discharge is due to injuries sustained during operations or whilst on training. When medical discharge occurs for other reasons, with less than four years' service, the non-UK Service Person may still be able to apply for settlement. In both cases individuals will need to submit supporting medical evidence to UKVI and, if required, may need to seek immigration advice from an authority accredited by the Immigration Advice Authority (IAA). Extensions to discharge dates are not given for immigration reasons.

d. **Other Forms of Termination of Service with Less than Four Years' Service.** There is no discretion within the rules for settlement to be granted to those terminating with less than four years' service. Units should advise non-UK Service Persons to seek IAA qualified immigration advice before they submit an application to UKVI for leave to remain ('outside the rules'). On the day of termination, the unit should receive a 28 -day notice letter from UKVI. Those individuals who have not regularised their immigration status may apply for further Leave to Remain; otherwise, they will be expected to leave the country.

e. **Warning UKVI of Termination of Service.** Units are to give UKVI warning of the date of termination from the Armed Forces by completing the additional policy in accordance with Para 5465. Annex 54H is be completed prior to termination day and sent to UKVI. On receipt of Part A, UKVI will issue a receipt to the unit and a notice to those personnel who have not regularised their immigration status (separate letters are provided for dependants). On the final day of service, the unit must complete Part B of Annex 54H, ensuring that both the individual and unit sign the declaration to UKVI.

f. **Indicative Letter.** Once UKVI receives, checks and assesses a settlement application, it may issue an indicative letter[6]. This letter is to assist the individual in planning for future employment, housing, healthcare and benefits as part of the transition to civilian life[7]. Where an indicative letter has been issued and is not accepted by providers during transition, the individual should raise the issue with their unit, which should contact RN FPS, NFF and SAIL with details of those providers who have not accepted the letter.

3. Day of Termination

a. On receipt of the completed Part A, notice is normally 28 days and will be issued effective from the planned date of termination. However, in practice if the date of termination is imminent then UKVI will normally withhold notice until Annex 54H is also received.

b. If the non-UK Service Person has not applied to regularise their immigration status by their date of termination, then UKVI will send the unit a fax/email/letter giving the individual a 28-day notice letter to regularise their immigration status or leave the country. When the email/letter is received, the unit should give one copy direct to the individual and confirm receipt by signature of both the individual and the discharging unit. The signed copy is then to be sent back to UKVI.

[6] The Home Office can only issue an 'Indicative Letter' if it receives the application in good time (18 weeks prior to discharge).
[7] The 'Indicative Letter' is not a guarantee of settlement.

4. Custodial Sentence Family Support. When a non-UK Service Person has received a custodial sentence that will lead to dismissal and termination, the supporting unit must immediately engage with the individual's family. There may be issues of entitlement to SFA and/or Family Maintenance Grant and, if overseas, immigration issues on repatriation to the UK. Further immigration advice should be sought from NLS, RN FPS, NFF and SAIL.

5. Termination Prior to or After Custodial Sentence. Before an individual's service is terminated prior to or after a custodial sentence, the terminating unit must consider any welfare, financial or immigration issues that will impact on the family. When service is terminated under these conditions UKVI must be informed using Annex 54H.

ANNEX 19D

ROYAL NAVY REQUEST FOR AN 'EXEMPT UK IMMIGRATION' CONTROL ENDORSEMENT OF ROYAL NAVAL RESERVE SERVICE PERSON FOR MOBILISATION

1. When a non-UK passport holder (with a right to work visa) in the Royal Naval Reserve has been selected for mobilisation the employing unit must take the following actions:

a. Send the non-UK passport with a covering letter by registered mail below and enclose two passport style photographs no more than three months old with the name of the individual written on the back of each (expenses may be recovered in accordance with JSP 752).

b. Prior to despatch the unit must issue the reservist with a copy of their passport personal page and any visa pages, explain and give the individual a personal copy of Appendix 1: Immigration Conditions for Reserve Mobilisation Service and Demobilisation.

c. The Armed Forces team at UKVI will insert the 'exempt' immigration endorsement into the passport and confirm the conditions of issue in writing to the individual.

d. A covering letter should be sent to UKVI on Unit headed paper addressed as below, containing the following information:

Visits UK (SHU)
Armed Forces/FCDO Team
Visa, Status and Information Services- UKVI
L4, 2 Ruskin Square
Dingwall Road
Croydon
CR0 2WF

Date

Dear Sir/Madam,

ROYAL NAVY REQUEST FOR AN 'EXEMPT UK IMMIGRATION' CONTROL ENDORSEMENT FOR ROYAL NAVAL RESERVE SERVING PERSONNEL MOBILISED

[*Paragraphs do not need numbering.*]

I am the Unit HR Administrative Officer of (insert unit) responsible for Non-UK Exemption from Immigration Control applications.

I can confirm that (Insert service number, rank/rate, full name, DoB and nationality) enlisted as a reservist in the Royal Naval Reserve on (Insert mobilisation start date)**.** Having enlisted in the Royal Naval Reserve the above-named service person is exempt UK Immigration Control under Section 8(4)(a) of the Immigration Act 1971 for the duration of the period of mobilised service.

I have enclosed the individual's Country of Origin Passport (Passport Number) and two Passport photographs with the individual's name on the back of each and request that UKVI insert an 'exempt' from immigration control endorsement (vignette) and inform the individual of the conditions of issue.

The individual's unit will inform you when the above-named reservist demobilises from the Royal Naval Reserve. Please do not hesitate to contact me if you require any additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

Enclosures:

1. (Insert) Reservist's Full Name (Insert Nationality) Passport (Insert Serial Number).
2. Two Passport Photographs with Reservist's name on the back.

APPENDIX 1 TO ANNEX 19D

IMMIGRATION CONDITIONS FOR RESERVE MOBILISATION SERVICE AND DEMOBILISATION INFORMATION FOR THE RESERVIST

1. Immigration Control Mobilised Service

As a member of the Royal Naval Reserve, you must have a valid visa which allows you to work and reside in the UK for the duration of your mobilised service. If you have a valid visa, your passport will be stamped with an exemption from immigration control under section 8(4)(a) of the Immigration Act 1971. The exemption lasts only for the duration of mobilised service with the Royal Navy.

2. Immigration Status Demobilisation

When you are demobilised, you must contact UK Visas and Immigration (UKVI) to inform them of your demobilisation. MTMC or your demobilising unit will also inform UKVI of your demobilisation in accordance with Para 5465. Prior to your mobilisation you had an immigration status and you will resume that immigration status automatically; you do not need to make another application providing that your immigration status remains in-date and valid. **If you do not contact UKVI when you are demobilised, and you attempt to remain in the UK without permission, you may become liable to removal.**

3. Immigration Status - Civilian

Once your exemption has been cancelled, if your visa has lapsed you will require permission to remain in the UK and will normally be given 28 days to regularise your immigration status or leave the country. Even if your mobilisation passport stamp remains in your passport, it will have been cancelled by UKVI and you will not have permission to work or remain in the UK. If you are in doubt your unit HR staff can explain this Appendix and direct you to qualified sources of immigration advice (e.g. Royal Navy Family and People Support (RN FPS), Naval Families Federation (NFF) and Seafarers' Advice and Information Line (SAIL).

4. Right to Work Checks

If you remain subject to immigration control, your unit has a statutory requirement to conduct and record right to work document checks on you. Your unit will check this before you resume your reserve training. This check will be carried out prior to the start of each training year to ensure that you continue to have a valid right to work. If during a right to work check it is found that you have an 'exempt immigration endorsement' remaining in force from a previous mobilisation, your unit will seek advice from UKVI regarding your immigration status.

5. Termination of Service

If, due to a lack of right to live and work in the UK status, your service is terminated, you must inform UKVI of your termination. The terminating unit will also inform UKVI. As reserve service is classed as secondary employment, it does not entitle you to settle in the UK under Immigration Rules Appendix Armed Forces. Even if your passport has a mobilised service exemption stamp, the UKVI will have recorded you as having left the Armed Forces. This will also appear when any prospective future employer conducts a statutory right to work check.

CHAPTER 39

UNIFORM – ROYAL NAVY OFFICERS AND RATINGS

(Sponsor: NAVY CULTURE-EXECPOL-SO2)

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CHAPTER 39

UNIFORM – ROYAL NAVY OFFICERS AND RATINGS

SECTION 1

GENERAL POLICY

3901. Introduction

a. Chapter 39, "Uniform for Royal Navy Officers and Ratings," exists to define and standardise the uniform, dress and insignia policy for RN and QARNNS officers and ratings, so that everyone from Able Rating to Admiral of the Fleet dresses consistently and can be correctly identified by rank, rate and specialisation. Chapters 40 and 41 provide equivalent direction to Royal Marines and Royal Fleet Auxiliary respectively.

b. The introduction identifies authorised dress orders, outfit, and kit scales, and what recalled reservists retain and wear. The chapter details how rank, rate, distinguishing marks, and badges are displayed, including their design, placement and variations across the different authorised uniform types. The annexes provide the supporting dress tables, outfit and kit scales, badge issue details, badge illustrations and Royal Naval Volunteer Band dress.

c. Overall, it serves as the authoritative guide to RN and QARNNS uniform and insignia.

3902. Dress Tables

a. Annex 39A provides the authorised Royal Navy dress tables for Officers, Warrant Officers, Senior Ratings and Junior Ratings. It sets out when each order of dress is to be worn and describes the associated items of uniform, including formal dress, mess dress, general duty rig, RIG22, working rigs and tropical or white variants.

b. For orders of dress required at Court functions, or at Joint Service functions attended by members of the Royal Family, the relevant authority is the Joint Service Ceremonial Dress Table in Chapter 43.

3903. Uniform Entitlement

a. **Officers.** Annex 39B contains the outfit scales for RN and QARNNS officers. It identifies the uniform items to be issued, maintained or retained by officers according to status, entry route, appointment, location, role and first occasion of need. It also includes specialist provisions for QARNNS officers, chaplains, RNR officers, sponsored reserves, officers serving with Royal Marines units, and officers with Royal Fleet Reserve or recall reserve liability.

b. **Ratings.** Annex 39C contains the kit scales for RN and RNR ratings. It sets out the basic kit for Warrant Officers, Senior Ratings and Junior Ratings, together with additional issues for particular branches, duties and circumstances, including QARNNS and medical personnel, Royal Navy Police, submariners, catering services, physical training instructors, commando or Royal Marines unit attachments, tropical clothing, home retention kit and uniform to be returned on early discharge.

3904. Royal Fleet Reserve (RFR) and Recall Reserve Uniform on Callout or Recall for Service

a. **Retention of Kit.** Royal Naval personnel who leave the Service but remain subject to a legal callout liability are required to retain the prescribed home retention kit. Officers are to retain the items listed at Annex 39B Scale 16, and ratings are to retain the items listed at Annex 39C Scale 16. These scales include core items needed to support recall, such as beret and badge, identity discs, rank or rate slides, safety boots, inner and outer layer jackets, RIG22 shirts, trousers, belt, T-shirts, RN ensign shoulder badges and Name Tally for Life.

b. **Uniform on Recall.** On callout or recall for service, Ex-Regular Royal Fleet Reserve and Recall Reserve personnel are to wear the same uniform as regular Royal Navy personnel of the equivalent rank or rate, unless this chapter or Chapter 45 directs otherwise.

c. **Additional Requirements.** Any further uniform needed after recall is determined by the individual's role and circumstances. Additional items are issued as required during the subsequent phases of reintegration into Service.

SECTION 2

OFFICERS' RANK INSIGNIA

3905. Distinction Marks of Rank – Sleeve Lace

a. **General Rule.** Distinguishing marks of rank worn on the sleeves of the ceremonial day coat, reefer jacket, blue mess jacket and, for Captains and above, the tailcoat consist of rows of gold lace. The lace is continuous around the sleeve and includes a circle, or curl, on the top row or only row.

b. **Rank Lace Pattern.** The authorised sleeve lace patterns are:

(1) **Admiral of the Fleet:** four rows of 14 mm lace above one 45 mm band.

(2) **Admiral:** three rows of 14 mm lace above one 45 mm band.

(3) **Vice-Admiral:** two rows of 14 mm lace above one 45 mm band.

(4) **Rear-Admiral:** one row of 14 mm lace above one 45 mm band.

(5) **Commodore:** one 45 mm band with a 13 mm lace circle.

(6) **Captain:** four rows of 14 mm lace.

(7) **Commander:** three rows of 14 mm lace.

(8) **Lieutenant-Commander:** two rows of 14 mm lace with one 7 mm row between.

(9) **Lieutenant:** two rows of 14 mm lace.

(10) **Sub-Lieutenant:** one row of 14 mm lace.

c. **Curl and Spacing.** For Rear-Admirals and above, the circle is 50 mm in diameter; for other officers it is 45 mm. For Commodores, the circle is sewn immediately above the centre of the broad band. For other officers, it is formed from the upper row of lace, with the upper part of the curl leading to the rear. The space between rows of lace is to be 6 mm.

d. **Cuff Positioning.** The distance from the bottom edge of the lace to the cuff depends on sleeve length and the amount of lace. For sleeves of average length, the following distances apply:

(1) **Admiral of the Fleet:** 35 mm.

(2) **Admiral:** 45 mm.

(3) **Vice-Admiral:** 55 mm.

(4) **Rear-Admiral** and **Captain:** 65 mm.

(5) **Commodore, Commander** and **Lieutenant-Commander:** 75 mm.

(6) **Lieutenant:** 80 mm.

(7) **Sub-Lieutenant:** 90 mm.

3906. Distinguishing Marks on Shoulder Rank Boards and Slides

a. **Flag Officers and Commodores.** Flag Officers and Commodores wear shoulder rank boards, as illustrated at Annex 39E Para 1.a.(6), with silver devices superimposed on 45 mm gold lace. These are worn on the ceremonial day coat, greatcoat, white tunic, bush jacket and white mess jacket. On short-sleeved white shirts, shoulder boards with either silver devices or rank lace may be worn, as appropriate. On garments fitted with shoulder flaps, such as the jersey and long-sleeved shirt, officers wear shoulder rank slides with the same markings as sleeve lace.

b. **All Other Officers.** All other officers wear the same rank markings on shoulder rank boards and slides as they wear for sleeve lace.

c. **Midshipmen.** Midshipmen are distinguished by white turnbacks worn at each lapel on the collar of blue uniform jackets. Similar, smaller white turnbacks are worn as shoulder rank boards and slides. When shoulder rank slides are worn with flying clothing, the buttons are to be removed.

3907. Officers Under Training

a. **Training-Stage Insignia.** Officers Under Training wear rank slides and related distinguishing marks according to their stage of training.

b. **Militarisation Term.** No shoulder slides are worn during the Militarisation Term. Young Officers may instead be identified as officers by their cap and beret badges.

c. **Marinisation and Initial Fleet Time.** During Marinisation and Initial Fleet Time, white rectangular shoulder slides are worn with working rig. Curved upper-sleeve flashes are worn on both sleeves of the blue No. 1 uniform jacket, together with rank lace or Midshipmen’s turnbacks.

d. **Senior Upper Yardmen.** Senior Upper Yardmen wear the same white shoulder slides and curved upper-sleeve flashes described for Marinization and Initial Fleet Time until they pass out of training at Britannia Royal Naval College.

3908. Badges Worn by Officers

a. **Cap Badge.** The cap badge is worn centrally on the front of the cap and sewn to the detachable braid band. The cloth background is to follow the outline of the badge and must be trimmed no closer than 5 mm to the embroidery.

b. **Beret Badge.** The beret badge is worn over the left eye, in the manner illustrated in Chapter 38 Annex 38A, Fig 39A-1.

c. **Additional Qualification Badges.** Badges for additional qualifications for which specialist pay is available are worn as set out below. They may continue to be worn after specialist pay ceases, where applicable. Qualification badges awarded by other nations are not to be worn on Royal Navy uniforms.

(1) **No. 1 Uniform and Mess Dress Jacket.** The badge is sewn to the centre of the left sleeve of the No. 1 reefer jacket and mess dress jacket, 6 mm above the circle in the uppermost row of rank lace. For Midshipmen, it is worn in the corresponding position. Officers may wear a miniature badge on the left sleeve of the mess jacket, purchased at their own expense.

(2) **White Tunics, Bush Jackets and Khaki or Stone-Coloured Uniform.** The badge is fixed with a pin-and-clutch fastening and worn horizontally, centred 38 mm above the left breast pocket. If medals or medal ribbons are worn, the badge is centred above the medals or the top row of ribbons. On the white mess jacket, miniature badges are worn centrally on the left lapel above miniature medals.

SECTION 3

RATINGS' INSIGNIA

3909. Badges worn by Warrant Officers, Senior and Junior Ratings

a. **Warrant Officers.** WO1s wear the Royal Arms on both cuffs of the No. 1 blue reefer jacket and Mess Dress jacket, with the bottom of the badge positioned 127 mm from the end of the sleeve. WO2s wear the St Edward's Crown surrounded by a laurel wreath, positioned in the same manner. A smaller version of each is worn respectively on the optional mess dress jacket.

b. **Warrant Officer Shoulder Insignia.** Shoulder rank slides bearing the Royal Arms for WO1, and the St Edward Crown for WO2 are provided for Warrant Officers and may be worn with all appropriate uniforms.

c. **Optional Warrant Officer Shoulder Boards.** Optional shoulder boards bearing the Royal Arms or the St Edward Crown may be worn on the white short-sleeved shirt, optional white mess jacket, and tropical prestige and bush jacket.

d. **Chief Petty Officers.** Chief Petty Officers are distinguished by three buttons worn horizontally on each cuff of the No. 1 blue reefer jacket and white tunic, positioned 127 mm from the bottom of the sleeve. Identical buttons are worn on the optional blue mess jacket. Chief Petty Officers wear branch or trade badges on each lapel of the No. 1 blue reefer jacket.

e. **Chief Petty Officer Shoulder Slides.** Shoulder rate slides for Chief Petty Officers display laurel leaves around a foul anchor surmounted by a crown and are provided for wear with all appropriate uniforms.

f. **Petty Officers.** Petty Officers wear crossed foul anchors surmounted by a crown on the left arm of the No. 1 blue reefer jacket, with a smaller version on the optional mess dress jacket. Branch and trade badges are worn on the right arm. The centre of the rate and branch badges is positioned midway between the point of the shoulder and the point of the elbow and sewn centrally on the sleeve.

g. **Petty Officer Shoulder Slides.** Shoulder rate slides with embroidered rate insignia are worn in the same manner as those for Chief Petty Officers.

h. **Leading Ratings.** Leading Ratings wear a single foul anchor on the left arm of the No. 1 blue jacket. Branch and trade badges are worn on the right arm and positioned in the same manner as for Petty Officers.

i. **Leading Rating Shoulder Slides.** Shoulder rate slides displaying a foul anchor woven in gold are worn on all appropriate uniforms.

j. **Able Ratings and Probationary Leading Hands.** Able Ratings do not wear rank on No. 1 blue jackets. Their trade or branch badge is worn on the right arm in the same manner as for Petty Officers and Leading Hands. On all other appropriate uniforms, Able Ratings wear a shoulder slide with 'Royal Navy' woven in gold, issued on completion of Phase 1 Training. Probationary Leading Hands under the Accelerated Apprentice Scheme wear standard Leading Hand insignia together with the following items:

(1) White shoulder epaulettes (NSN 8455-99-978-8918) on all appropriate uniforms.

(2) A white curved upper-sleeve flash (NSN 8455-99-978-8917) on the left arm of the No. 1 blue jacket and overalls.

k. **Trainees.** Ratings in Phase 1 Training wear coloured epaulettes. Phase 2 trainees wear Royal Navy shoulder slides with white epaulettes.

l. **Good Conduct Badges.** Good Conduct Badges are V-shaped stripes, 12.5 mm wide at the perpendicular and 127 mm across the top of the V. They are worn on the left arm by entitled Able Ratings, Leading Hands and Petty Officers. They are to be worn on No.1 Uniform as per the following:

(1) **Placement.** When worn without a rate badge, the centre of the Good Conduct Badge is positioned midway between the point of the shoulder and the point of the elbow.

(2)
Multiple Badges. Where more than one Good Conduct Badge is worn, the badges are spaced 12.7 mm apart at the perpendicular.

m. **Additional Qualification Badges.** Badges for additional qualifications attracting specialist pay are worn as set out below, subject to the general rules in Section 6.

(1) **No. 1 Blue Uniform.** On the jacket, and on the optional Mess Dress jacket, the badge is sewn to the centre of the left sleeve. It is positioned 6 mm above the uppermost part of the Warrant Officer rank badge or Chief Petty Officer rank buttons, and in the equivalent position 6 mm above the rank badge for Petty Officers and Leading Hands.

(2) **White Tunics, Bush Jackets and Khaki or Stone-Coloured Uniform.** The badge is fixed with a pin-and-clutch fastening and worn horizontally, centred 38 mm above the left breast pocket. If medals or medal ribbons are worn, the badge is centred above them.

n. **Cap Badge**. The cap badge is worn centrally on the front of the cap and sewn to the detachable braid band. The cloth background is to follow the outline of the badge and must be trimmed no closer than 5 mm to the embroidery.

o. **Beret Badge**. The beret badge is worn over the left eye, in the manner illustrated in Chapter 38 Annex 38A, Fig 38A-1.

3910. Cap Ribbons and Tallies

a. **General Rule.** Junior Ratings normally wear the cap ribbon or tally of the unit to which they are assigned. They are to be tied as detailed at BRd 3(1) Chapter 38 Annex 38I Para 4.

b. **Phase 1 and Phase 2 Trainees.** Junior Ratings, who are not on the trained strength, wear the cap ribbon or tally of their assigned training establishment, regardless of branch or trade. Submariner Trainees assigned to the CO Training Clyde Organisation wear the 'C.O. TRG CLYDE' cap ribbon or tally.

c. **Short Courses and Temporary Training.** Junior Ratings on the trained strength who are assigned to a training establishment for a TEM or other short course, such as LRLC, continue to wear the cap ribbon or tally of their permanent unit, unless the training establishment standing orders specify otherwise. Qualified Submariner Trainees assigned to the CO Training Clyde Organisation for short courses and temporary training are to wear the 'HM SUBMARINES' cap ribbon or tally.

d. **Career Courses.** Junior Ratings on the trained strength who attend a Career Course at a training establishment wear that establishment's cap ribbon or tally. Submariners may continue to wear 'HM SUBMARINES', and entitled Fleet Air Arm personnel may continue to wear 'Fleet Air Arm'.

e. **Permanent Staff Outside Fighting Arm.** Submariners and Fleet Air Arm personnel assigned to the permanent staff of an establishment or unit outside their recognised fighting arm normally wear that unit's cap ribbon or tally. They may request permission to continue wearing their submariner or Fleet Air Arm cap ribbon or tally, but authority remains at the Commanding Officer's discretion.

f. **Temporary Loans.** Junior Ratings temporarily loaned to another unit for exercise, training or operations continue to wear the cap ribbon or tally of their permanent unit, unless directed otherwise.

g. **Exceptional Circumstances.** Any circumstances not covered above are to be decided by the local Commanding Officer, taking account of the intent of this article.

h. **Demanding and Ordering.** The process for demanding and ordering cap ribbons and tallies, including initial issue before commissioning and requests for new unit tallies, is set out at Annex 39G.

3911. Branch Badges

Branch badges (see Annex E Para 2) are worn as detailed in Table 39-1 below.

Table 39-1 – Branch Badges

Rate	No. 1 Dress	No. 2 Dress (Mess Undress)	Rig22 / (Overalls)
WO1, WO2	Not worn	Not worn	Not worn.
CPO (Note 1)	On both lapels	Not worn	Right arm of RIG22. Left chest above the breast pocket (overalls).
PO (Note 1)	On the right arm	Not worn	On the right arm.
LH	On the right arm	No equivalent rig (Note 2)	On the right arm.
AB	On the right arm	No equivalent rig (Note 2)	On the right arm.

Notes.

1. Technician branch Senior Ratings (Med Tech, legacy GS and SM Artificers who have lost Reserved Rights) do not wear branch badges.

2. Junior Ratings wear No. 1C or No. 2C for formal evening dress.

3. Branch badges are worn on the upper of the right sleeve, centred on the sleeve crease midway between the point of the shoulder and the point of the elbow.

4. Branch badges when sewn in place are to be no less than 8cm high, and 8cm wide.

3912. Stars and Crowns

Stars and Crowns are added to the basic branch and specialist qualification badges to indicate certain classes of qualification:

a. **Basic Device:** on entering a sub-branch.

b. **Basic Device with Star Above:** on qualifying professionally for Able Rate.

c. **Basic Device with Star Above and Star Below:** on qualifying professionally for Leading Rate.

d. **Basic Device with Crown Above:** on qualifying professionally for Petty Officer.

e. Chief Petty Officers attain no additional professional qualification and wear the basic device with crown above.

SECTION 4

SPECIALIST BRANCHES

3913. QARNNS Officers and Ratings

a. **General Rule.** QARNNS Officers and ratings wear the same uniforms and rank insignia as RN Officers and ratings, subject to the following differences which reflect the royal patronage of Queen Alexandra.

b. **Clinical Ward Uniform.** On clinical ward uniform jackets or tunics fitted with shoulder flaps, Nursing Officers and ratings wear the same rank or rate markings as those worn on RIG22.

c. The cloth name badge, incorporating Queen Alexandra's monogram, is sewn to the jacket or tunic as follows: on servicewomen's garments, the top of the badge is aligned with the press-stud and positioned midway across the vertical seam; on male garments, the badge is sewn 150 mm vertically below the shoulder seam, midway between the centre of the garment and the sleeve seam.

d. **Queen Alexandra's insignia.** The following insignia requirements apply by rank or rate group.

(1) **Officers.** On No. 1 and Mess Dress blue jackets, the rank lace is surmounted by Queen Alexandra's monogram (NSN 8455-99-869-2910). The monogram is red and gold, superimposed on a gold foul anchor on black cloth. It is worn on both sleeves, positioned centrally 5 mm above the circle in the uppermost row of rank lace.

(2) **Warrant Officers.** In keeping with Service tradition, Warrant Officers wear the Royal Arms on both cuffs of the No. 1 and Mess Dress blue jackets. The bottom of the badge is positioned 127 mm from the end of the sleeve. A smaller version of the Royal Arms is worn on the mess dress jacket.

(3) **Ratings.** On No. 1 blue jackets, the Queen Alexandra's monogram (NSN 8455-99-416-0230), in red and gold on black cloth, is worn on the right arm. It is positioned on the midline, 3 cm below the shoulder seam and, for AB, LH and PO, above the branch badge. The monogram is also worn with the RIG22 Name Tally for Life and with other workwear ranges, including MTP and overalls, when worn in lieu of RIG22 as daily working rig.

3914. RN Police Officers and Ratings

General Rule. RN Police Warrant Officers, Senior Ratings and Junior Ratings wear the distinguishing marks set out below.

a. **Shoulder Rank Slides.** Shoulder rank slides are embroidered on the lower edge with 'RN POLICE'.

b. **Name Tally for Life.** Qualified and authorised RN Police personnel should wear the standard NTfL with POLICE above the surname, or a simple RN POLICE NTfL flash on Rig22, depending on the operational environment at the time.

c. **Petty Officer and Leading Hand Police.** Petty Officer and Leading Hand Police wear a crown badge on the right sleeve of the white short-sleeved shirt. When wearing the white long-sleeved shirt, Petty Officer Police wear the same design as a tiepin.

d. **Chief Petty Officer Police.** Chief Petty Officer Police wear a badge of laurel leaves supporting a crown on the right wrist with a white wrist strap. When MTP is worn, the white wrist strap is replaced with a brown wrist strap.

3915. Medical and Dental Officers

Medical and Dental Officers wear distinction cloth with their cuff and shoulder insignia. The cloth is worn in the interval or intervals between rows of lace and below a single row of lace. Medical Officers wear scarlet distinction cloth, Dental Officers wear orange distinction cloth.

3916. Civilian Officers

a. When required to wear uniform, civilian officers wear the uniform prescribed for naval officers of equivalent rank. They are distinguished by green distinction cloth worn between the rows of lace.

b. Royal Corps of Naval Constructors are detailed in Chapter 46.

3917. MR Officers

a. **MR Integration.** As part of the MR integration process, MR officers now wear the same rank insignia as regular officers.

b. **Honorary Officers.** MR Honorary Officers remain the exception and continue to retain the gold ‘R’ in the curl.

SECTION 5

HONOURS, APPOINTMENTS and DISTINCTIONS

3918. Aiguillettes

a. **General Wear.** Aiguillettes, whether plain gold wire, gimp, or gimp and orris as appropriate, are worn with No. 1A, 1B, 1C, 2A and 2B dress on formal occasions. Unless otherwise specified, they are worn on the right shoulder. When worn with frock coats, they are attached to the top right button and not to the centre of the collar.

b. **Right-Shoulder Aiguillettes.** Royal and formal appointments. The following officers wear aiguillettes on the right shoulder for formal occasions:

(1) Admirals of the Fleet.

(2) Officers holding the specific posts of Vice Admiral of the United Kingdom or Rear Admiral of the United Kingdom.

(3) Personal Aides-de-Camp and Aides-de-Camp to the King.

(4) Naval Equerries to the King or to members of the Royal Family.

(5) Honorary Physicians, Chaplains, Surgeons, Dental Surgeons and Nursing Officers to the King.

(6) Defence Services Secretary.

(7) Officers appointed as Aides-de-Camp or Comptrollers to a Governor General.

(8) Aide-de-Camp to the Lord High Commissioner to the General Assembly of the Church of Scotland.

c. **Board Type Aiguillettes.** Board type aiguillettes are gold with navy blue flecks and miniature silver anchors on the metal tags. They are worn on the right shoulder by the following:

(1) Naval Members of the Defence Council.

(2) Naval Members of the Admiralty Board.

d. **Staff Type Aiguillettes Worn on the Right Shoulder.** Staff type aiguillettes are gold with navy blue flecks. They are worn on the right shoulder by the following:

(1) Naval Assistant to the Secretary of State for Defence.

(2) Officers appointed as Aides-de-Camp to a Governor or Lieutenant Governor.

e. **Staff Type Aiguillettes Worn on the Left Shoulder.** Staff type aiguillettes are worn on the left shoulder by the following appointments and staffs:

(1) Personal staffs of members of the Defence Council, VCDS and Commander Joint Force Command.

(2) MA to DSACEUR/COFS and MA to DG Log SC.

(3) Executive Assistants, Secretaries and Naval Assistants to Naval Members of the Admiralty Board.

(4) The Flag Lieutenant to the Admiralty Board and the Executive Assistants, Secretaries, Flag Lieutenants and Aides-de-Camp to 2SL, the Fleet Commander, Commander UK Strike Force, and the Secretary to CBNS US.

(5) Personal staff of the Chair of the Military Committee, NATO; Secretary and Flag Lieutenant to UKMILREP, NATO; Secretary and Flag Lieutenant to COS to COM-MCC-NAPLES; Secretary of SACLANT REP; staff of the Secretary of State for Defence; Head of BDS US; Defence and Naval Attachés and their Assistants; and Service Advisers and Assistant Advisers to HM High Commissions in Commonwealth capitals.

f. **Precedence and Concurrent Appointments.** Board or staff type aiguillettes are not worn at the same time as ADC or Equerry aiguillettes. For example, a member of the Admiralty Board or a Naval Attaché who is also an ADC to the King wears the aiguillette appropriate to the ADC appointment.

g. **Personal Staff Entitlement.** Personal staff may wear aiguillettes only when accompanying, or acting officially on behalf of, the Senior Officer concerned. If the Senior Officer does not wear aiguillettes on an occasion, the accompanying personal staff are not to wear them.

h. **Formal occasions.** Formal occasions are occasions outside the normal routine of work or practice where particular formality is required, including occasions when swords or decorations are worn.

i. **Issue and Return.** The issue and return of aiguillettes, including gratuitous issue for Captains and above, issue on appointment for other officers, loan arrangements, hasteners and non-return action, is covered at Annex 39G.

3919. Royal Cyphers

a. **Entitlement.** The Royal Cypher is available in large, small and miniature sizes. It is worn by Admirals of the Fleet; officers holding the posts of Vice Admiral of the United Kingdom or Rear Admiral of the United Kingdom; Aides-de-Camp to the King; Honorary Physicians, Surgeons, Dental Surgeons, Nursing Officers and Chaplains to the King; Naval Equerries to the King; and the Defence Services Secretary.

b. **Continued Wear after Appointment.** Personal Aides-de-Camp to the King, and First and Principal Naval and Flag Aides-de-Camp to the King, continue to wear the Cypher after relinquishing the appointment. Where an appointment has been held under more than one Sovereign, the Cypher of each Sovereign is worn.

c. **Large Cypher.** The large Cypher is worn on aiguillette shoulder straps, including the additional strap worn with the broad riband or collar of orders.

d. **Small Cypher.** The small Cypher is worn on both shoulder boards of the greatcoat, all white or khaki uniforms, and on shoulder rank slides worn with jerseys. For Flag Officers, it is placed at the foot of the gold lace. For other officers, it is superimposed on the lowest row of lace, with the bottom of the Cypher level with the lower edge of the lace.

e. **Chaplains.** For Chaplains, the Cypher is positioned 5 mm above the bottom edge of the shoulder strap, with the Chaplain's insignia placed immediately above it.

f. **Miniature Cypher.** The miniature Cypher is worn on the metal tags of aiguillettes by Personal Aides-de-Camp, Equerries and Extra Equerries to the King, and by the Defence Services Secretary.

g. **Personal Aides-de-Camp.** Personal Aides-de-Camp wear the small Cypher on all shoulder boards and soft rank insignia.

h. **Multiple Sovereigns.** Where the Cyphers of more than one Sovereign are worn, the small Cypher is worn in each case.

3920. Canes

a. **Officers.** A silver topped cane may be carried by:

(1) Establishment Executive Officers.

(2) Staff Executive Officers.

(3) Establishment First Lieutenants.

b. **Warrant Officers.** A black cane with a silver top surmounted by the Royal Arms may be carried only by the following appointments:

(1) Warrant Officer to the Royal Navy (the Victory Cane may be carried on ceremonial occasions).

(2) Second Sea Lord's Warrant Officer.

(3) Fleet Commander's Warrant Officer.

(4) Base Warrant Officers, who are to carry a fouled anchor-topped cane in place of the Royal Arms design.

c. No other Officer or Warrant Officer appointments are authorised to carry a cane unless specifically approved by the appropriate authority.

SECTION 6

PROFESSIONAL IDENTIFICATION

3921. Specialist Qualification Badges

a. Specialist qualification badges recognise additional qualifications and special skills. They are worn on the right cuff of No. 1 uniform by ratings only. They are not worn by officers or warrant officers.

b. **Chief Petty Officers.** The badge is worn 6 mm above the centre cuff button.

c. **Other Ratings.** The badge is worn 36 mm from the end of the sleeve.



Notes.
1. Qualification badges awarded by other nations are not to be worn on Royal Navy uniforms.

2. Organisation or unit badges and pins are not permitted unless specifically authorised at para 3932.d.

3. The substitution of factory-fitted badges, such as replacing 'ROYAL NAVY' shoulder flashes is forbidden.

3922. Fleet Air Arm Aircrew

a. **Blue Uniforms.** Bullion or cloth wings badges are worn in accordance with Para 3908.c.(1) for officers and Para 3909.m.(1) for ratings.

b. **White Tunics, Bush Jackets and Khaki or Stone-Coloured Uniform.** Full-size bullion wings are worn in accordance with Para 3908.c.(2) for officers and Para 3909.m.(2) for ratings.

c. **No. 3A Uniform.** A miniature wings badge may be worn horizontally and centrally on the tie. It is purchased at personal expense from an MOD-endorsed supplier.

d. **No. 3B Uniform.** The full-size bullion wings badge is fixed with a pin and worn horizontally, centred 38 mm above the left breast pocket.

e. **Jersey H/W Green.** The full-size cloth wings badge is sewn horizontally on the left breast, corresponding with its position on MTP uniform.

f. **Combined Wings/Name Badges.** The standard badge has a black background with white or gold lettering, with 'Royal Navy' above the wings and the wearer's name, or nickname, below. Squadron-specific versions may be worn at the Squadron Commanding Officer's discretion on flying overalls and flying jackets. 'Royal Navy' may be replaced with a Squadron or unit title, or with a job role, provided the wording includes 'Navy', 'Naval' or 'NAS'. A second line showing the Squadron role is also permitted. Alternative background and text colours may be used if applied consistently across the Squadron or sub-unit.



Note:
*These badges are **not** to be worn with RIG22.*

g. **Fire Retardant MTP Ensemble.** One of the following badge arrangements is to be worn:

(1) A name badge, 14.5 cm by 2.5 cm, on the right breast with a wings badge, 10 cm by 5 cm, on the left breast and a Squadron badge on the right arm.

(2) A combined wings/name badge, 10 cm by 5 cm, on the left breast with a Squadron badge on the right arm.

h. **Under Body Armour Combat Shirt.** UBACS is worn with a combined wings/name badge on the left arm, locally modified rank insignia on the right arm with a Velcro reverse, and a 10 cm Squadron badge positioned to the rear of the rank insignia.



Note:
*UBACs are **not** to be considered as DWR outside of the flying environment (such as on a training course) unless specifically detailed in local standing orders.*

i. **Mk16A/B or Mk17A/B One-Piece Flying Coverall.** A combined Squadron/Royal Navy badge is worn on the right upper arm, just below the shoulder. A combined wings/name badge, 11 cm by 7 cm, is worn on the left breast. Other badges may be worn on the right breast at the Squadron Commanding Officer's discretion.



Note:
*Flying overalls are **not** considered as DWR outside of the flying environment (such as on a training course) unless specifically detailed in local standing orders.*

j. **Rank/Rate Epaulettes.** Gold-on-Black, non-press-stud aircrew rank or rate epaulettes are worn on all flying clothing when operationally viable, including low-threat and non-tactical activity outside exercises and operations. They are also worn for public engagements and media opportunities, together with full-colour badges.

k. **RIG22.** The “wings” badge is to form part of the Name Tally for Life (NTfL) and is to be worn as detailed in Para 3932.

3923. Submarine Badge (Dolphins)

a. **Description and Entitlement.** The Submarine Badge consists of the QEII commissioning crown above a fouled anchor, supported on each side by heraldic dolphins. The gilt badge is worn by all qualified Royal Navy submariner personnel.

b. **Blue Uniforms.** On the No. 1 blue reefer jacket, the badge is worn horizontally on the left breast, between the lapel and shoulder, level with the point of the lapel and 6 mm above medal ribbons or medals. On the mess jacket, a miniature badge is worn on the left lapel, 25 mm below the point of the lapel and 6 mm above miniature medals.

c. **White Tunics, Bush Jackets and Khaki or Stone-Coloured Uniform.** The badge is worn in accordance with Para 3910.c sub-para (2).

d. **No. 3A Uniform.** A miniature submarine badge, as worn on mess jackets, may be worn horizontally and centrally on the tie. It is purchased at personal expense.

e. **No. 3B Uniform.** The badge is fixed with a pin-and-clutch fastening and worn horizontally, centred 38 mm above the left breast pocket.

f. **RIG22.** The badge is to form part of the Name Tally for Life (NTfL) and is to be worn as detailed in Para 3932.

3924. Trainee Submarine Badge (Black Dolphins)

a. **Description.** The Trainee Submarine Badge consists of the QEII commissioning crown above a fouled anchor, supported by heraldic dolphins. It matches the submarine badge in design but is produced entirely in black.

b. **Entitlement and Wear.** The badge is worn by submariner-streamed trainees only. It is worn in the same manner as the submarine badge, as described at Para 3923, except that miniature versions are not procured, and not to be worn as part of the NTfL.

c. **Award Authority.** The badge is awarded by the CO of the Royal Navy Submarine School during a visit to the phase 1 trainees at HMS Raleigh or Britannia Royal Naval College.

3925. Royal Navy Deterrent Patrol Recognition

a. **Description and Award Levels.** The Royal Navy Deterrent Patrol Pin depicts HMS Resolution with a superimposed Polaris missile and electron rings, with a scroll below inscribed 'Always Ready'. It is awarded in two levels for patrols completed after the initial qualifying patrol: only patrols lasting more than 30 days count:

(1) **Silver:** one to nineteen qualifying patrols.

(2) **Gold:** twenty or more qualifying patrols.

b. **General Wear.** Eligible personnel are to wear the pin with the Submarine Badge. Placement depends on rank or rate group and the order of dress.

(1) **Officers, Warrant Officers and Senior Ratings.** On No. 1 Dress, the 62 mm pin is worn at the centre top of the left breast pocket, with the top of the missile just below the top of the pocket. On No. 2 Dress, the miniature 42 mm pin is worn 6 mm below miniature medals or, if medals are not worn, 6 mm below and centred on the Submarine Badge. On No. 2C and No. 3B, the 62 mm pin is worn as for No. 1 Dress. On No. 3A, the miniature 42 mm pin may be worn on the tie.

(2) **Junior Ratings.** On No. 1 Dress, the 62 mm pin is worn 10 mm below medals, with the missile aligned on the centre line of the Submarine Badge. For No. 1C and No. 1CW, it is worn 10 mm below the medal ribbon. If medals are not worn, it is worn 20 mm below and centred on the Submarine Badge. On No. 2C, No. 3A and No. 3B, the 62 mm pin is worn at the top of the left breast pocket, with the top of the missile just below the top of the pocket.

c. **Restrictions.** The pin is not worn with RIG22.

3926. Parachutist Qualification

a. **Entitlement and Placement.** Qualified military parachutists wear the Army pattern parachutist badge, depicting a parachute with wings, on the right arm. The badge is positioned 31 mm below the shoulder seam.

b. **No. 1 Uniform.** The full-size badge is worn in gold on blue.

c. **No. 2 Uniform (Mess Undress).** The miniature badge is worn in gold on blue and measures 51 mm in length by 20 mm in height.

d. **RIG22.** The Parachutist badge forms part of the Name Tally for Life (NTfL) and is to be worn by qualified personnel as detailed in Para 3932.

e. **MTP.** On MTP, badges are worn as described in Para 3933.

3927. HUMINT Qualification

a. **Entitlement and Badge Variants.** Officers and ratings who complete the HUMINT training pipeline wear the HUMINT specialist badge. Royal Marines HUMINT Operators are covered separately in Chapter 40. The badge is a trident on a black kite-shaped background coloured gold for Op SAMSON and silver for Op METIS.

b. **No. 1 Uniform:** the badge is worn on the left forearm, above Warrant Officer rank insignia and approximately 165 mm from the cuff.

c. **No. 2 Uniform.** The smaller version of the badge is worn on No. 2 uniform.

d. **RIG22 / MTP.** It is not worn on RIG22, MTP or other combat uniform.

3928. UK Space Command Qualification

a. **Entitlement.** Personnel awarded the Space Operator Qualification Badge may wear the half-wing badge.

b. **No. 1 Uniform.** The gold half-wing Space Operator Badge consists of a single gold angled wing with gold laurel surrounding a delta, orbit ellipse, and Aries star constellation. It is worn on the left forearm: for ratings, 165 mm from the cuff; for officers and Warrant Officers, above the rank insignia and approximately 165 mm from the cuff.

c. **No. 2 Uniform.** The miniature gold half-wing badge is worn in the same position as the No. 1 Uniform badge.

d. **MTP Uniform.** The MTP half-wing badge, consisting of a single black angled wing with black laurel on a green background, is worn over the left breast pocket.

e. **RIG22 Uniform.** The badge is to form part of the Name Tally for Life (NTfL) and is to be worn as detailed in Para 3932. The badge consists of a single silver angled wing with a blue laurel and is worn as approved by UK Space Command.

3929. Service Marksman Qualification

a. **Scope.** Marksmanship badges are specialist qualification badges. They are awarded in two grades, listed below in ascending order of seniority. Images, eligibility criteria, and detailed wearing instructions are provided at Annex 39E.

(1) **RN and RM Marksmanship Badge.** Awarded to ranks and ratings up to OR7 who achieve the Marksmanship standard during an ACMT. This badge is valid for one year post receipt, after which the recipient must re-qualify. BRd 8988 para 0807 refers.

(2) **Service Marksman (Navy 10) Badge.** Awarded to personnel from OR1 to OF9 who achieve one of the top ten rifle scores at the annual RNRM OSC. It is comparable to the Army 100 and RAF 20 badges and can be worn for the duration of the recipient's career. BRd 8988 para 1327 refers.

b. **Precedence.** Only the highest-level marksmanship badge is worn. Personnel awarded the Navy 10 Badge are to remove any lower-level marksmanship badge and replace it with the higher award.

c. **Issue.** Marksmanship badges are normally issued at the course, competition or exercise at which they are earned.

d. **RIG22.** The badge is not worn with RIG22.

3930. Coxswain (SM) Brassard

a. **Purpose.** The wearing of the brassard identifies the COXN(SM) branch at every rate, recognises its specialist role, and underlines the functional authority of WO1 COXN(SM) personnel in relation to CPO and WO2 COXN(SM) personnel. It also helps preserve a clear and recognisable branch identity for all COXN(SM)s. It is to be worn with DWR only.

b. **Entitlement by Rate.** COXN(SM) personnel are to wear the appropriate right-wrist badge for their rate as follows:

(1) **WO1 COXN(SM).** Warrant Officer Insignia Wrist Badge (NSN 8455-99-416-5518), worn on the right wrist with a white wrist strap (NSN 8455-99-974-0618).

(2) **WO2 COXN(SM).** WO2 laurel leaves with crown badge (NSN 8455-99-416-5522).

(3) **CPO COXN(SM).** Badge comprising laurel leaves with a crown supporting a ship's wheel (NSN 8455-99-978-8104).

3931. Insignia and Badges Worn with RIG22

a. **Name Tally for Life.** The Name Tally for Life (NTfL) is attached to the Velcro strip sewn across the upper breast of the lightweight RIG22 jacket and is worn by all ranks and rates. Name tapes are to show the surname only, without initials, in 15 mm Helvetica Condensed lettering. Names longer than 15 to 17 characters are condensed to fit. The standard format is white lettering on a blue background. Where applicable, a small "c" may be used in names such as "McDonald"; the authoritative spelling source is the nominal list supplied by the unit.

(1) Personnel entitled to professional qualification badges are to order a 50 mm NTfL showing the badge above the surname. Personnel entitled to more than one badge should order sufficient versions of each and wear the badge most appropriate to the environment and audience.

(2) Authorised NTfL formats incorporating professional qualification badges are shown at Annex 39E.5.

b. **"Royal Navy" and "Royal Fleet Auxiliary" Shoulder Badges.** These badges are factory-fitted and pre-sewn along the top of the RIG22 jacket shoulders. They use 15 mm Helvetica Condensed lettering within a 120 mm tape, with white lettering on a blue background. No other shoulder badges (mudguards) are to be affixed to RIG22 shirts.

c. **Royal Navy White Ensign and Royal Fleet Auxiliary Blue Ensign badges.** The RN White Ensign or RFA Blue Ensign badge is attached to the Velcro strip pre-sewn to the left arm of the RIG22 jacket. The badge measures 100 mm by 50 mm and is to appear centred and horizontal when viewed from the left. Its exact vertical position may vary with sleeve length and shoulder shape, but the top of the badge is normally 70 mm below the centre of the shoulder seam.

d. **Organisational Badges.** Personnel assigned to the following are authorised to wear an organisation or unit badge with RIG22:

(1) Units under NATO Command (see Fig 39E.4-1).

(2) Units under DIO Command (see Fig 39E.4-2).

(3) FOST (see Fig 39E.4-3).

(4) Operational Advantage Centre (see Fig 39E.4-4).

e. **Branch Badges.** Branch badges are worn as detailed in para 3911.

f. **Rank Slides and Outer-Layer Badges.** Existing gold-on-black rank slides are worn on the shoulders of the RIG22 shirt. Officers wear the single right-hand rank slide on the RIG22 Thermal Layer Jacket and the left-hand slide on the RIG22 Outer Layer Jacket. An RN White Ensign or RFA Blue Ensign patch, as appropriate, is attached by Velcro to the left arm of the outer jacket. MTP rank slides are not to be used, and no other badges, patches or pins are permitted on the thermal or outer jacket.

3932. Insignia and Badges Worn with Multi-Terrain Pattern (MTP)

a. **Royal Navy Shoulder Flashes.** All RN personnel wear a black-on-green 'Royal Navy' flash on both sleeves of MTP. The flash is attached centrally, with its upper edge 7 mm below the shoulder seam.

b. **Tactical Recognition Flashes.** Tactical Recognition Flashes (TRFs) may be worn when directed by Force Commanders.

c. **Shoulder Flashes (Mudguards).** Shoulder Flashes may be worn when directed by Force Commanders.

d. **RN Police Shoulder Flashes.** RN Police personnel wear a black-on-green 'Royal Navy Police' shoulder flash at the top of both sleeves. Depending on theatre requirements, they may also wear the Military Police (MP) badge on the right sleeve only.

e. **Chief Petty Officer Police Armlet.** When wearing MTP, CPO(Police) wear a badge of laurel leaves supporting a crown as a brassard on the right wrist, secured with a brown wrist strap.

3933. Highland Dress

Where a Unit has a serving Piper endorsed by the Army's School of Bagpipe music and Highland drumming, Highland Dress may be worn by qualified personnel in accordance with Annex 39A Para 7.

ANNEX 39A

RN DRESS TABLES

1. No. 1A Dress – Formal Dress

a. **Occasions for Wear.**

(1) When receiving the Sovereign, other crowned heads or Heads of State.

(2) When receiving members of the Royal Family, unless Fleet Commander orders otherwise.

(3) For inspections by Flag Officers.

(4) At State Funerals, Courts Martial, Divisions and other appropriate ceremonial events.

(5) At full ceremonial State events, when ordered.

b. **Description.** See table below.

c. **Decorations / Medals.**

(1) Collar and/or broad Riband.

(2) Up to four stars of orders.

(3) Up to three neck decorations.

(4) Medals.

Table 39A-1- No. 1A Dress

Admirals	Other Officers	Warrant Officers and Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap (Note 1)
Ceremonial day coat/Black reefer jacket (Note 2)	Black reefer jacket with sleeve rank lace	Black reefer jacket with rate badges	Black JRs jumper
Gold laced trousers/black trousers/skirt (Note 7)	Black trousers/skirt (Note 7)	Black trousers/skirt (Note 7)	Black JRs trousers
White long-sleeved shirt	White long-sleeved shirt	White long-sleeved shirt	Shirt uniform JRs

(Continued)

Table 39A-1- No. 1A Dress (Continued)

Admirals	Other Officers	Warrant Officers and Senior Ratings	Junior Ratings
Black Tie	Black Tie	Black Tie	Sailor's blue collar
Black socks/black tights/stockings (Note 7)	Black socks/black tights/stockings (Note 7)	Black socks/black tights/stockings (Note 7)	Black scarf assembly
Black shoes or mess boots/court shoes	Black shoes or mess boots/court shoes	Black shoes/court shoes	Lanyard
Sword with Admiral's scabbard (Note 9)	Sword (Note 3)	Sword (Note 3 & Note 6)	Black socks
Admiral's sword belt (Note 9)	Sword belt (Note 3)	Sword belt (Note 3 & Note 6)	Black boots
White gloves (Note 3)	White gloves (Note 3 & Note 9)	Black boots (Note 3 & Note 5)	White webbing (Note 3 & Note 5)
Brown gloves (Note 4)	Brown gloves (Note 4)	White webbing (Note 3 & Note 5)	"Frog" and bayonet (Note 3 & Note 5)
Greatcoat (Note 3)	Greatcoat (Note 3)	Greatcoat (Note 3)	Rifle as appropriate (Note 3 & Note 6)
	Black boots (Note 3 & Note 5)	Sword/rifle and bayonet (Note 6)	Greatcoat (Note 3)
		Brown gloves (Note 3, Note 4 & Note 10)	White gloves (Note 3 & Note 9)

Notes:

1. Junior Ratings' chin-stays are to be down when armed.

2. Ceremonial Day Coats are worn by members of the Royal Family attaining Flag Rank, First Sea Lord, Admirals of the Fleet, full Admirals and the Defence Services Secretary when a Naval Officer. Officer Uniform Grant Scale 217, 218, 220 payable as appropriate, by Unit HR Cell.

3. Ceremonial occasions when ordered by SCTO (Drawn from Loan Pool). See BRd3 Ch 38 Para 3825.m.

4. Worn only with greatcoat (see Note 8).

5. Worn on ceremonial parade with rifle and by Officers forming a guard with rifles (MMC).

(Continued)

Notes: (Continued)

6. Warrant Officers and nominated Chief Petty Officers will carry black handled swords when escorting a White Ensign Ceremonial Kit (WECK), Senior and Junior Ratings may be armed with rifle and bayonet.



7. Service personnel to wear tights or stockings with skirts, socks are to be worn with trousers.

8. White gloves for ratings may be ordered for bi/tri-Service parades when Officers are to wear brown gloves (see also BRd 1834 Chap 5). The Colour Officer wears white gloves.

9. Only to be worn with the Ceremonial day coat.

10. Warrant Officers Only.

No. 1A Dress – Formal Dress

Fig 39A.1-1 - Officers



Fig 39A.1-2 - Warrant Officers



Fig39A.1-3 - Senior Ratings



Fig 39A.1-4 - Junior Ratings



2. No. 1B Dress – Formal Dress / Undress

a. **Occasions for Wear.**

(1) Inspection by Flag Officers.

(2) Exchanging visits of ceremony as an alternative to 1A dress.

(3) Funerals.

(4) Other occasions as ordered.

b. **Description.** See table below.

c. **Decorations / Medals.**

(1) Up to two stars of orders.

(2) One neck decoration.

(3) Medals.

Table 39A-2 – No. 1B Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap
Black reefer jacket with sleeve rank lace	Black reefer jacket with rate badges	Black JRs jumper
Black trousers/skirt	Black trouser/skirt	Black JRs trousers
White long-sleeved shirt	White long-sleeved shirt	Shirt uniform JRs
Black tie	Black tie	Sailor's blue collar
Black socks/black tights/ stockings	Black socks/black tights/ stockings	Black scarf assembly
Black shoes or mess boots/ court shoes	Black shoes//court shoes	Lanyard
Greatcoat (Note 1	Greatcoat (Note 1)	Black socks
Brown gloves (Note 2)		Black shoes
		Greatcoat (Note 1)

Notes:
1. Ceremonial occasions when ordered by SCTO (drawn from Loan Pool).

2 Worn only with Greatcoat

No. 1B Dress – Formal Dress / Undress

Fig 39A.2-1 - Officers

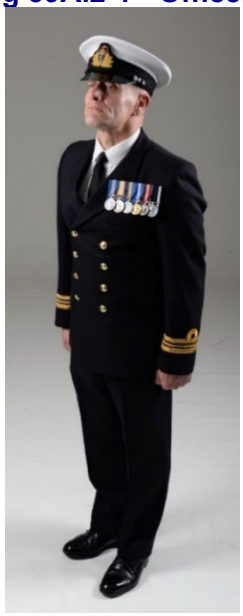


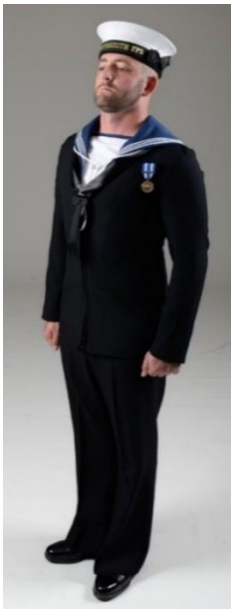
Fig 39A.2-2 - Warrant Officers



Fig39A.2-3 - Senior Ratings



Fig 39A.2-4 - Junior Ratings



3. No. 1C Dress – Formal Dress / Undress

a. **Occasions for Wear.**

(1) Memorial Services unless ordered to the contrary by the convening authority.

(2) Other occasions of duty or minor ceremonial.

(3) Hosting of VIP visits and certain RNIPE events when ordered.

b. **Description.** See table below.

c. **Decorations / Medals.** Medal Ribbons.

Table 39A-3 – No. 1C Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap
Black reefer jacket with sleeve rank lace	Black reefer jacket with rate badges	Black JRs jumper
Black trousers/skirt	Black trousers/skirt	Black JRs trousers
White long-sleeved shirt	White long-sleeved shirt	Shirt uniform JRs
Black Tie	Black Tie	Sailor's blue collar
Black socks/black tights/stockings	Black socks/black tights/stockings	Black scarf assembly
Black shoes or mess boots/court shoes	Black shoes/court shoes	Lanyard
		Black socks
		Black shoes

No. 1C Dress – Formal Dress / Undress

Fig 39A.3-1 - Officers



Fig 39A.3-2 – Officers - Servicewomen



Fig39A.3-3 – Warrant Officer and Senior Ratings



Fig 39A.3-4 - Junior Ratings



4. No. 2A Dress - Formal Evening Mess Dress

a. **Occasions for Wear:**

(1) Official or public balls, mess dinners and evening receptions of the formal nature.

(2) Full ceremonial evening events.

b. **Description.** See table 39A-4.

c. **Decorations / Medals.**

(1) Broad riband.

(2) Up to four stars of orders.

(3) One neck decoration.

(4) Miniature medals.

Table 39A-4 – No. 2A Dress

Admirals	Other Officers	Warrant Officers and Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Warrant Officers & Senior Ratings wear 1C or 2B rig as directed.	As for 1C rig
Dress tailcoat with sleeve rank lace (Note 2)	Black mess jacket with sleeve rank lace (Note 2)		
Gold laced trousers/skirt (Note 4)	Black mess trousers/skirt (Note 4)		
Stiff fronted shirt with detached wing collar (Note 3)	White Marcella shirt		
Black bowtie	Black bowtie		
White waistcoat (Note 5)	White waistcoat (Note 5)		
Black socks/black tights/stockings	Black socks/black tights/stockings		
Black shoes or mess boots/court shoes	Black shoes or mess boots/court shoes		

Notes.

1. Optional at discretion of organising authority.

2. Dress tailcoat is an optional alternative to black mess jacket for officers of the rank of Captain and above.

3. Soft white Marcella shirt may, optionally, be worn.

4. Gold-laced trousers are an optional alternative to black mess trousers (for wear with either dress tailcoat or black mess jacket) for officers of the rank of Captain and above.

5. Black cummerbunds may be worn in lieu of white waistcoats by officers as ordered by Command. A ship's cummerbund may be worn in lieu of plain black.

No. 2A Dress – Formal Evening Mess Dress

Fig 39A.4-1 - Officers



Fig 39A.4-2 – Officers - Servicewomen



No. 2A Dress – Formal Evening Mess Dress (continued)

Fig39A.4-3 – Warrant Officer and Senior Ratings



Fig 39A.4-4 - Junior Ratings



5. No. 2B Dress - Evening Mess Dress / Undress

a. **Occasions for Wear.**

(1) Dinner when 2A dress is not appropriate.

(2) Evening dances and entertainments.

(3) Evening Duties.

b. **Description.** See table 39A-5.

c. **Decorations / Medals.**

(1) Up to two stars of orders.

(2) One neck decoration.

(3) Miniature medals.

Table 39A-5 – No. 2B Dress

Officers	Warrant Officers & Senior Ratings (*1C with bowtie if mess kit not issued (Note 7)*)		Junior Ratings
Peaked Cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	As for 1C rig
Black mess jacket with sleeve rank lace (Note 2 & Note 6)	Black reefer jacket with rate badges	Black mess jacket with rate badges (Note 7)	
Black mess trousers/skirt (Note 2, Note 3 & Note 6)	Black trousers/skirt	Black mess trousers/skirt (Note 6 & Note 7)	
White / Black waistcoat / black cummerbund (Note 4)	-	Black cummerbund (Note 4)	
White Marcella shirt	White long-sleeved shirt	White Marcella shirt	
Black bowtie	Black bowtie	Black bowtie	
Black socks/black tights/stockings (Note 6)	Black socks/black tights/stockings	Black socks/black tights/stockings (Note 6)	
Black court shoes or mess boots/court shoes (Note 6)	Black shoes/court shoes	Black shoes/court shoes (Note 6)	
Cultural Mess Dress may now be worn by entitled officers, Warrant Officers & Senior Rates (Note 8).			

Notes.

1. Optional at discretion of organising authority.

2. Dress tailcoat is an optional alternative to black mess jacket for officers of the rank of Captain and above.

3. Gold laced trousers are an optional alternative to black mess trousers (for wear with either dress tailcoat or black mess jacket) for officers of the rank of Captain and above.



4. Cummerbund optional in place of white / black waistcoat onboard HM Ships or exceptionally when approved by Command. A ship's cummerbund may be worn in lieu of plain black.

5. A kilt with accoutrements may be worn optionally by personnel in place of black mess trousers, black socks and shoes. Long tartan skirts may also be worn by Servicewomen personnel.

6. Senior Ratings who have been eligible to receive (i.e. those promoted Petty Officer after 1 Apr 09) and claimed the grant for the purchase of Mess Dress uniform are to wear such uniform, as required by the mess occasion.

7. For Cultural Mess Dress, personnel will be required to maintain existing standards of identifiable Naval Uniform above the waist, i.e. mess jacket, shirt and bow tie. Further details regarding this policy can be found in Chapter 38.

No. 2B Dress – Formal Evening Mess Dress / Undress

Fig 39A.5-1 - Officers



Fig 39A.5-2 – Officers Servicewomen



Fig39A.5-3 – Warrant Officer and Senior Ratings



Fig39A.5-4 – Warrant Officer and Senior Ratings *(1C if Mess Dress not available)*



Fig39A.5-5 – Junior Ratings



No. 2B Dress – Formal Evening Mess Dress / Undress

Fig 39A.5-6 - No. 2B – Cultural Mess Dress Examples









6. No. 2C Dress - Formal Evening Dress / Undress

a. **Occasions for Wear.**

(1) "Red Sea Rig" at sea.

(2) Official receptions and events in HM Ships in tropical climes when No 2A/Bs are impractical.

(3) Informal evening uniform in ships and establishments.

b. **Description.** See table 39A-6.

c. **Decorations / Medals.** None

Table 39A-6 – No. 2C Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Sailor's cap (Note 1)
Shoulder rank boards	Shoulder rate slides (Note 3)	Shoulder rate slides
White short sleeved shirt	White short sleeved shirt	White short sleeved shirt
Cummerbund (Note 2)	Cummerbund (Note 2)	Black trousers/skirt
Black trousers/skirt	Black trousers/skirt	Black socks/black tights/ stockings
Black socks/black tights/stockings	Black socks/black tights/stockings	Black shoes
Black shoes or mess boots/court shoes	Black shoes/court shoes	



Notes.

1. Unless duty, the wearing of the cap/Tricorn hat is optional at discretion of Command.

2. A ship, unit or fighting arm cummerbund may be worn in lieu of plain black.

3. Shoulder boards may be worn in lieu of slides.

No. 2C Dress – Formal Evening Dress / Undress

Fig39A.6-1 – Officers



Fig39A.6-2 – Warrant Officer and Senior Ratings

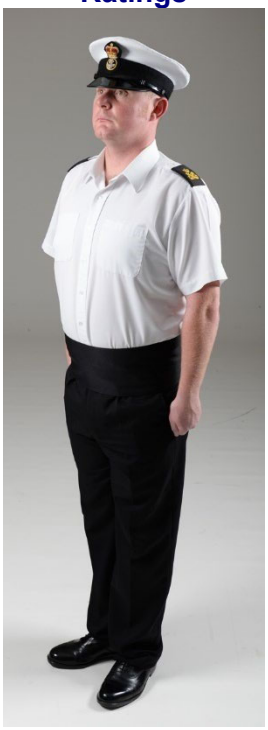


Fig39A.6-3 – Junior Ratings



7. No. 2 Highland Dress

a. **Occasions for Wear**. Where a Unit has a serving Piper endorsed by the Army's School of Bagpipe music and Highland drumming, Highland Dress may be worn by qualified personnel on the following occasions:

(1) When performing with or in support of the Royal Marines Band Service.

(2) At memorial and/or Commemoration services.

(3) Mess Dinners (e.g. to pipe in the top table).

(4) At Unit functions and ceremonial events as directed by the Commanding Officer.

b. **Description.** RN No.2 Highland Dress is to consist of:

(1) Black Glengarry (without dicing) with Royal Navy cap badge.

(2) Tailored No. 1 Blue tunic (Highland pattern) with white belt, senior rate or officer anchor buttons, and small anchor collar badges.

(3) Badges as authorised for No. 1C Dress.

(4) Royal Navy tartan kilt.

(5) Black dress sporran with Royal Navy cap badge mounted centrally.

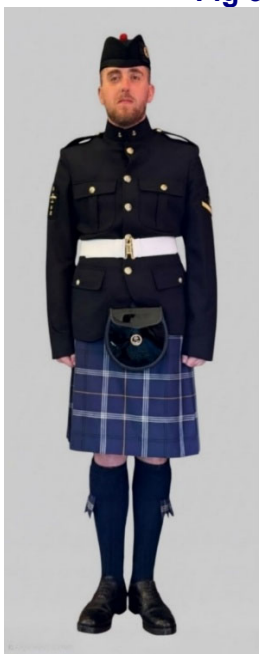
(6) Navy blue kilt socks with Royal Marines Corps pattern sock flashes.

(7) Black brogues.

(8) Sgian-dubh.

c. **Decorations/Medals.** Medal Ribbons

Fig 39A.7-1 - No. 2 Highland Dress





8. No. 3A Dress – General Duty Rig

a. **Occasions for Wear:**

(1) Semi-formal day rig, worn ashore and afloat when No1 uniform is considered inappropriate.

(2) Can be worn throughout the year.

b. **Description.** See table 39A-7.

c. **Medals / Decorations.** None.

Table 39A-7 – No. 3A Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn/Beret (see Note 1 & 2)	Peaked cap/Tricorn/Beret (see Note 1 & 2)	See No. 3B Dress (Para 8)
White long-sleeved shirt	White long-sleeved shirt	
Shoulder rank slides	Shoulder rate slides	
Black tie	Black tie	
Black trousers/skirt	Black trousers/skirt	
Black socks/black tights/stockings	Black socks/black tights/stockings	
Black shoes/court shoes	Black shoes/court shoes	



Notes.

1. The wearing of berets is optional only on the following occasions:

a. When travelling to or from units and/or whereby a cap or Tricorn hat may suffer damage in one's luggage.

b. At Air Stations if the wearing of caps is deemed unsafe or inappropriate.

c. At CO's discretion when deemed appropriate.

*2. The **routine** wearing of berets with No.3 uniform in shore establishments is not permitted.*

3. A standard approved leather flying jacket may be purchased at personal expense and worn by Aircrew with No 3A Dress or No 5 Dress (Mk16A/B or Mk17A/B one-piece flying coverall only). If worn, the jacket zip slider is to be zipped up to at least 10cm from the top zip stop. Commanding Officers should direct when leather flying jackets may not be worn in local Standing Orders. Clothing permissible for use in aircraft is governed by the aircraft's Release to Service and is not superseded by this Order.

No. 3A Dress – General Duty Rig

Fig 39A.8-1 - Officers



Fig 39A.8-2 – Officers - Servicewomen



Fig39A.8-3 – Warrant Officer and Senior Ratings



Fig 39A.8-4 - Aircrew



9. No. 3B Dress – General Duty Rig

a. **Occasions for Wear.**

(1) Semi-formal day rig, worn ashore and afloat when No1 uniform is considered inappropriate

(2) Can be worn throughout the year.

b. **Description.** See table 39A-8.

c. **Medals / Decorations.** None.

Table 39A-8 – No. 3B Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn/Beret (see Note 1 & 2)	Peaked cap/Tricorn/Beret (see Note 1 & 2)	Sailor's Cap/Beret (see Note 1 & 2)
White short sleeved shirt	White short sleeved shirt	White short sleeved shirt
Shoulder rank boards or rank slides	Shoulder rate slides (see Note 3)	Shoulder rate slides
Black trousers/skirt	Black trousers/skirt	Black trousers/skirt
Black socks/black tights /Stockings	Black socks/black tights /Stockings	Black socks/black tights /Stockings
Black shoes/court shoes	Black shoes/court shoes	Black shoes/court shoes

Notes.

1. The wearing of berets is optional only on the following occasions:

a. When travelling to or from units and/or whereby a cap or Tricorn hat may suffer damage in one's luggage.

b. At Air Stations if the wearing of caps is deemed unsafe or inappropriate.

c. At CO's discretion when deemed appropriate.



*2. The **routine** wearing of berets with No.3 uniform in shore establishments is not permitted.*

3. Shoulder boards may be worn in lieu of slides.

4. A standard approved leather flying jacket may be purchased at personal expense and worn by Aircrew with No 3 Dress or No 5 Dress (Mk16A/B or Mk17A/B one-piece flying coverall) only. If worn, the jacket zip slider is to be zipped up to at least 10cm from the top zip stop. Commanding Officers should direct when leather flying jackets may not be worn in local Standing Orders. Clothing permissible for use in aircraft is governed by the aircraft's Release to Service and is not superseded by this Order.

No. 3B Dress – General Duty Rig

Fig 39A.9-1 - Officers



Fig 39A.9-2 – Warrant Officer and Senior Ratings

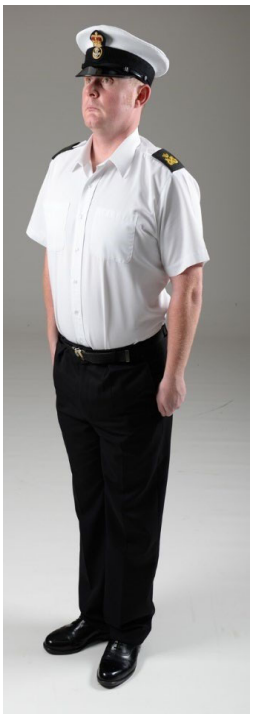


Fig39A.9-3 – Junior Ratings



Fig 39A.9-4 – Junior Ratings- Servicewomen



10. No. 3C Dress – General Duty Rig

a. **Occasions for Wear.**

(1) Semi-formal day rig, worn ashore and afloat when No1 uniform is considered inappropriate.

(2) Can be worn throughout the year.

b. **Description.** See table 39A-9.

c. **Medals / Decorations.** None.

Table 39A-9 – No. 3C Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Optional Inner Layer Thermal Jacket may be worn over No. 3A & No. 3B dress. (see Notes 1 & 2)	Optional Inner Layer Thermal Jacket may be worn over No. 3A & No. 3B dress. (see Notes 1 & 2)	Optional Inner Layer Thermal Jacket may be worn over 3B dress. (see Note 1 & 2)
Shoulder rank slide to front of jacket (See Note 3)	Shoulder rate slide to front of jacket	Shoulder rate slide to front of jacket



Notes.

1. The wearing of berets is optional only on the following occasions:

a. When travelling to or from units and/or whereby a cap or Tricorn hat may suffer damage in one's luggage.

b. At Air Stations if the wearing of caps is deemed unsafe or inappropriate.

c. At CO's discretion when deemed appropriate.

*2. The **routine** wearing of berets with any No.3 uniform in shore establishments is **not permitted**.*

*3. Officers to wear **RH** rank slide with Inner Layer Thermal Jacket.*

No. 3C Dress – General Duty Rig

Fig 39A.10-1 - Officers



Fig 39A.10-2 – Warrant Officers



Fig39A.10-3 – Senior Ratings



Fig 39A.10-4 – Junior Ratings



11. RIG22 Dress

a. **Background.** RIG22 is a dynamic, multi-climate wear, clothing system which maximises fire protection that is functional, modern, and practical.

b. **Occasions For Wear.**

(1) Action Working Dress.

(2) Daily Working Rig ashore, in ships at sea and alongside for all Ranks and Rates.

(3) Daily Working Dress for Armed Sentries and Boarding Teams.

c. **Description.** See table 39A-10.

d. **Medals / Decorations.** None.

Table 39A-10 – RIG22 Dress

All Ranks and Rates	
T-Shirt	**Standard issue.** The black wicking T-shirt is now the standard Fleet issue, replacing the RNPCS blue cotton T-shirt, although the blue cotton T-shirt may still be worn with RIG22. **Submarine exception.** Submariners are to continue wearing the blue cotton T-shirt until the black wicking T-shirt is cleared for submarine use following toxicity testing, or until a replacement item is introduced. **Note:** Commanding Officers may authorise locally sourced or procured unit-badged cotton T-shirts (navy blue or black) to be worn under RIG22 shirts, provided the badge is not visible.

(Continued)

All Ranks and Rates (Continued)	
Blue FR Shirt	The shirt is to be worn tucked in neatly and all buttons secured except for the top button (unless local orders dictate otherwise). **Rank slides.** Rank slides are to be worn on the shoulder straps. **Name Tally for Life.** A Name Tally for Life (NTfL)(name only), measuring 50 mm by 135 mm, is provided on initial issue. It is to be attached to the factory-fitted Velcro patch on the left breast of the RIG22 shirt. See para 3946.a and Annex 39E.5. **Name Tally for Life with Profession.** A Name Tally for Life (NTfL) with Profession, measuring 50 mm by 135 mm can be sought in accordance with Annex E. It is to be attached to the factory-fitted Velcro patch on the left breast of the RIG22 shirt. See also para 3946.a and Annex 39E.5. **White Ensign badge.** A White Ensign badge is provided on initial issue and is to be attached to the factory-fitted Velcro patch on the upper left arm. No overlay, such as an image of an aircraft is permitted. **Branch, Skill at Arms and qualification badges.** These badges are worn as detailed in para 3916 and Annex 39E.2. **Authorised organisation or unit badges.** Only personnel assigned directly to the organisations detailed at para 3946.d are authorised to wear an organisation or unit badge on RIG22. No other unit badges or patches (including deployment specific badges) are to be worn. Authorisation for wear can be sought through Navy Culture-ExecPol-SO3. See also Annex 39E.4. **Unauthorised badges and substitutions.** Ships, units, organisations and individuals must not replace or alter any badge or patch authorised in this chapter. This includes substituting 'Royal Navy' shoulder flashes with any other shoulder flash. **Sleeves.** These should be either rolled up neatly to just **above** the elbow, or where safety necessitates (such as on a flight deck), left rolled down and secured with the cuff button.
Blue FR Trousers	To be worn with the RIG22 blue stable belt only.
Boots	RN Safety Boots are to be worn with RIG22 when ashore, at sea or when alongside in harbour. Note: Boarding Teams will wear RIG22 and 'High Leg" boots when deployed.
Headgear	Beret. Peaked Cap, Tricorn or Sailors Cap (see Note 1 and 2).
Other	Black socks only. Black or Blue gloves maybe worn in cold/windy weather.

(Continued)

All Ranks and Rates (Continued)	
Inner Thermal Jacket	Worn over the RIG22 shirt as cold weather or cold ambient temperature dictates and requires. This replaces the Woolly Pully. Jacket to be zipped to within 10cm of the top zip stop.
Outer Gortex Jacket	Worn over the RIG22 shirt and/or the Inner Thermal Jacket as wet and/or windy weather dictates and requires. The Jacket hood is to be rolled away and stowed in normal circumstances. However, during heavy rain the hood may be worn (with headgear removed) but it should be fully re-stowed when not in use and headgear replaced.
High Visibility Belt	An optional High Vis Belt may be worn during periods of darkness when transiting on foot in poor ambient light conditions. Local standing orders should define the use of High Visibility Belts as required.
RIG22 Relaxed: Options	**Authorisation.** RIG22 Relaxed may be authorised by Command during hot conditions above 29°C at sea, ashore or, exceptionally, for working parties in harbour, provided personnel remain within the confines of the jetty. **Public visibility.** Command must consider whether personnel are likely to be seen or photographed in the public domain. RIG22 Relaxed should not be used where public visibility or photography is likely, such as during Ship Open to Visitors, VIP visits or events with significant media coverage. Where these conditions apply, relaxed options should be limited to between-decks or below-decks areas. Personnel are to wear full and correctly fitted RIG22 above decks or whenever they are in public view. **Relaxed options.** In extreme heat above 29°C, local Command may authorise personnel to either: A. De-layer – therefore not requiring the t-shirt to be worn under the RIG22 shirt, or b. Remove the RIG22 shirt, allowing personnel to wear the T-Shirt only. ***Note:*** *When transiting Naval Bases, the RIG22 shirt is to be worn in accordance with this Annex, regardless of locally authorised relaxations.* **Firefighting readiness.** Commanding Officers may authorise RIG22 Relaxed only where immediate firefighting is unlikely. When relaxed, the RIG22 shirt must remain readily available for basic firefighting. **Unit-specific T-shirts.** When RIG22 Relaxed is authorised, locally sourced or procured unit-badged T-shirts must not be visible to the public.

Notes.

1. Peaked Cap, Tricorn and the Sailors Cap may be worn with RIG22 for ceremonial purposes. For guidance, the following situations are considered "ceremonial":

a. Parade or Guard training / duties.

b. Colours or Sunset Party.

c. Entering/Leaving Harbour duties (Bridge and POS Safety personnel only). No personnel acting as a POS hand working ropes/lines/fender should wear a sailors cap.



d. Attendance at Church or similar religious service (including remembrance services).

e. Formal "Rounds Parties".

f. Formal "Clear Lower Deck" gatherings.

*2. The **routine** wearing of caps for the following situations is not permitted:*

a. Gangway "Welcome Parties".

b. Walking the upper deck or jetty for routine purposes.

c. Routine movement within a shore establishment unless directly involved in Guard/Parade

RIG22 Dress

Fig 39A.11-1 – RIG22 DWR Service Personnel



Fig 39A.11-2 – RIG22 DWR – Optional Inner Layer Jacket



Fig39A.11-3 – RIG22 DWR – Optional Outer Layer Gortex Jacket



Fig 39A.11-4 – RIG22 DWR – Optional Outer Layer Gortex Jacket and High Vis Belt



12. No. 5 Dress – Working Rigs

a. **Occasions for Wear.** Job specific working rigs worn at sea and ashore.

b. **Description.** See table 39A-11.

c. **Medals / Decorations.** None.

Table 39A-11 – No. 5 Dress

Officers and all Ratings
Occupational working rigs worn at sea and ashore for specific tasks (all ranks) (e.g. chefs, divers, flight deck crews, boats crews, medics, etc) This includes MTP; see Note 4.

Notes.

1. White coveralls may be worn by officers and Warrant Officers and FOST staff when working in sterile environments as required.

2. White coveralls should be worn by Flight Deck officers.

3. QARNNS new ward clinical uniform jacket and trousers is compulsory for QARNNS Officers, Warrant Officers, Senior Ratings and Junior Ratings. Student Nurses under training will wear this uniform when on clinical placements.



4. For General Duty Dress: MTP (or shirt) is to be worn tucked inside the trouser waistband; sleeves are to be rolled up to above the elbow and only brown issued T-shirts are to be worn. For Combat Dress: (operations or exercise in the field) MTP jacket may be worn loose, and sleeves may be rolled up or down.

5. A leather flying jacket of the standard approved pattern may be purchased at personal expense and worn by all Aircrew with No 5 Dress (Mk16A/B or Mk17A/B one-piece flying coverall only or No 3A/3B Dress. It may not be worn over RIG22. If worn, the jacket zip slider is to be zipped up to at least 10cm from the top zip stop. To ensure uniformity on specific occasions, Commanding Officers should direct when leather flying jackets may not be worn. Clothing permissible for use in aircraft is governed by the aircraft's Release to Service and is not superseded by this Order.

No. 5 Dress – Working Rigs

Fig 39A.12-1 – Flight Deck Rating



Fig 39A.12-2 - Overalls



Fig 39A.12-3 – Aircrew Leather Jacket and Flying Overalls



Fig 39A.12-4 – MTP



Fig 39A.12-5 – MTP with Foul weather Jacket



QARNNS Officers and Ratings

Fig 39A.12-6 – Clinical Uniform Officer (Servicewoman)



Fig 39A.12-7 – Clinical Uniform Officer



Fig 39A.12-8 – Clinical Uniform Rating



13. No. 1AW Dress – Formal Dress (White)

a. **Occasions for wear.**

(1) When receiving the Sovereign, other crowned heads or Heads of State.

(2) When receiving members of the Royal Family, unless ordered to the contrary by the relevant Regional Commander / Defence Attaché.

(3) For inspections by Flag Officers.

(4) At funerals, Courts Martial, Divisions and other appropriate ceremonial events.

(5) At full ceremonial State events, when ordered.

b. **Description.** See table 39A-12 below.

c. **Decorations / Medals.**

(1) Collar and/or broad Riband.

(2) Up to four stars of orders.

(3) Up to three neck decorations.

(4) Medals.

Table 39A-12 - No. 1AW Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Sailor's cap (Note 1)
Bush jacket (Note 2)	Bush jacket (Note 2)	White JRs jacket (C/W blue on white badges)
White trousers/skirt (Note 3)	White trousers/skirt (Note 3)	White trousers (Note 3)
Shoulder rank boards	Shoulder rate slides/rate badges	Shirt uniforms JRs
White socks	White socks	Sailor's blue collar
White shoes/white court shoes	White shoes/white court shoes	Black scarf assembly
Sword with scabbard (Note 4)	Sword with scabbard (Note 4 and Note 6)	Lanyard
Sword belt (Note 4)	Sword belt (Note 4 and Note 6)	White socks
Black Socks (Note 5)	Black socks (Note 5)	White shoes
Black Boots (Note 5)	Black boots (Note 5)	Black socks (Note 5)
	White webbing (Note 4 & Note 5)	Black boots or shoes as ordered (Note 5)
	White gloves (Note 4 & Note 7)	White webbing (Note 4 & Note 5)
	Rifle and bayonet (Note 5 and Note 6)	"Frog" and bayonet (Note 4 & Note 5)
		Rifle as appropriate (Note 4)
		White gloves (Note 4 & Note 7)

Notes.

1. Junior ratings' chin-stays to be down when armed.

2. White tunic may be worn by Officers of Flag rank and certain members of staff, Commodores, Captains, Commanders in command, certain members of Flag Officers' staffs, Executive Officers of major warships, Attaches, Advisors, British Naval Staff overseas and Officers in certain exchange appointments. Also, by other officers, Warrant Officers and Senior Ratings when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by the WO1 State Ceremonial Training Officer.



3. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

4. Drawn from Loan Pool.

5. Worn on ceremonial parades when carrying rifle and by Officers forming a guard with rifles.

6. Warrant Officers and nominated Chief Petty Officers will carry black handled swords/cutlass when escorting a WECK. Senior and Junior Ratings may be armed with rifle and bayonet.

7. White gloves may be ordered for tri-service parades.

8. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

No. 1AW Dress – Formal Dress (White)

Fig 39A.13-1 – Officers



Fig 39A.13-2 – Warrant Officers and Senior Ratings



Fig39A.13-3 – Senior Ratings



Fig 39A.13-4 – Junior Ratings



14. No. 1BW Dress – Formal Dress / Undress (White)

a. **Occasions for Wear.**

(1) Inspection by Flag Officers.

(2) Exchanging visits of ceremony as an alternative to 1A dress.

(3) Funerals.

(4) Other occasions as ordered.

b. **Description.** See table below.

c. **Decorations / Medals.**

(1) Up to two stars of orders.

(2) One neck decoration.

(3) Medals.

Table 39A-2 – No. 1BW Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap
Bush jacket (Note 1)	Bush jacket (Note 1)	White JRs jumper
White trousers/skirt	White trousers/skirt	White trousers
Shoulder rank boards	Shoulder rate slides	C/W badges
White socks	White socks	Shirt uniform JRs
White shoes/white court shoes	White shoes/white court shoes	Sailor's blue collar
		Black scarf assembly
		Lanyard
		White socks
		White shoes

Notes.

1. White tunic ('Prestige Suit') may be worn by officers of Flag rank and certain members of staff, Commodores, Captains, Commanders in Command, Executive Officers of major warships, Attaches, Advisors, British Naval Staff overseas and officers in certain exchange appointments. Also, by other officers, Warrant Officers and senior ratings when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with Navy Command Executive Team, the Base Logistics Officer and Navy Logistics Service Clothing Policy Desks.

2. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

3. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

No. 1BW Dress – Formal Dress / Undress (White)

Fig 39A.14-1 – Officers

<Image Place Holder>

Fig 39A.14-2 – Warrant Officers and Senior Ratings



Fig 39A.14-3 – Junior Ratings



15. No. 1CW Dress – Formal Dress / Undress (White)

a. **Occasions for Wear.**

(1) Memorial Services unless ordered to the contrary by the convening authority.

(2) Other occasions of duty or minor ceremonial.

(3) Hosting of VIP visits and certain RNIPE events when ordered.

b. **Description.** See table below.

c. **Decorations / Medals.** Medal Ribbons

Table 39A-3 – No. 1CW Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap
Bush jacket	Bush Jacket	White JRs jacket
White trousers/skirt (Note 3)	White trousers/skirt (Note 3)	White trousers
Shoulder rank boards	Shoulder Rate Slides	Shirt uniform JRs
White socks (Note 4)	White socks (Note 4)	Sailor's blue collar
White shoes/white court shoes	White shoes/white court shoes	Black scarf assembly
		Lanyard
		White socks
		White shoes



Notes.

1. Black shoes and raincoats may be worn in inclement weather.

2. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

3. Skirt optional in tropical climates (> 30°C is to be considered as a guide).

4. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

No. 1CW Dress – Formal Dress / Undress (White)

Fig 39A.15-1 – Officers

<Image Place Holder>

Fig 39A.15-2 – Officers – Skirt Optional



Fig39A.15-3 – Warrant Officers and Senior Ratings



Fig 39A.15-4 – Junior Ratings



16. No. 2AW Dress – Formal Evening Dress (White)

a. **Occasions for Wear.**

(1) Official or public balls, mess dinners and evening receptions of the formal nature.

(2) Full ceremonial evening events.

b. **Description.** See table 39A-15.

c. **Decorations / Medals.**

(1) Broad riband.

(2) Up to four stars of orders.

(3) One neck decoration.

(4) Miniature medals.

Table 39A-15 – No. 2AW Dress

Admirals	Other Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	1CW or optional 2BW white rig	As for 1CW rig
White mess jacket with shoulder rank boards	White mess jacket with shoulder rank boards		
Gold laced trousers/skirt (Note 3)	Black mess trousers/skirt (Note 3)		
Stiff fronted shirt with detached wing collar (Note 2)	White Marcella shirt		
Black bowtie	Black bowtie		
White waistcoat/black cummerbund (Note 4)	White waistcoat/black cummerbund (Note 4)		
Black socks/black tights/stockings	Black socks/black tights/stockings		
Black shoes or mess boots/court shoes	Black shoes or mess boots/court shoes		

Notes.

1. Optional at discretion of command unless duty.

2. Soft white Marcella shirt may optionally be worn.

3. Gold laced trousers are optional for officers of the rank of Captain and above.

4. Cummerbunds or a white waist coat may be worn by officers.

5. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

No. 2AW Dress – Formal Evening Dress (White)

Fig 39A.16-1 – Officers



Fig 39A.16-2 – Warrant Officers and Senior Ratings



Fig 39A.16-3 – Junior Ratings



17. No. 2BW Dress – Formal Evening Dress / Undress (White)

a. **Occasions for Wear.**

(1) Dinner when 2A dress is not appropriate.

(2) Evening dances and entertainments.

(3) Evening Duties.

b. **Description.** See table 39A-16.

c. **Decorations / Medals.**

(1) Up to two stars of orders.

(2) One neck decoration.

(3) Miniature medals.

Table 39A-16 – No. 2BW Dress

Officers	Warrant Officers & Senior Ratings 1CW or optionally:	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	As for 1CW rig
White mess jacket with shoulder rank boards	White mess jacket with miniature rate badges	
Black mess trousers/skirt (Note 2 & Note 4)	Black mess trousers/skirt (Note 4)	
Black cummerbund (Note 3)	White Marcella shirt	
White Marcella shirt	Black cummerbund (Note 3)	
Black bowtie	Black bowtie	
Black socks/black tights/stockings (Note 4)	Black socks/black tights/stockings (Note 4)	
Black shoes or mess boots/court shoes (Note 4)	Black shoes or mess boots/court shoes (Note 4)	

Notes.

1. Optional at discretion of Command unless duty.

2. Gold laced trousers are optional for officers of the rank of Captain and above.

3. Black or white waist coats to be worn by officers but may be relaxed to cummerbunds at discretion of Command.

4. Kilt with accoutrements may optionally be worn by male personnel in place of black mess trousers, black socks and shoes. Long skirts may similarly be worn by Servicewomen personnel.

5. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

No. 2BW Dress – Formal Evening Dress / Undress (White)

Fig 39A.17-1 – Officers



Fig 39A.17-2 – Warrant Officers and Senior Ratings



Fig 39A.17-3 – Junior Ratings



18. No. 2CW Dress – Formal Evening Dress / Undress (White)

a. **Occasions for Wear.**

(a) "Red Sea Rig" at sea when deemed appropriate to be worn in lieu of RIG22.

(b) Official receptions and events in HM Ships in tropical climes when No 2AW/BWs are impractical.

(c) Informal evening uniform in ships and establishments.

b. **Description.** See table 39A-17.

c. **Decorations / Medals.** None.

Table 39A-17 – No. 2CW Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (see Note 1)	Peaked cap/Tricorn hat (see Note 1)	Sailor's cap (see Note 1)
Shoulder rank boards	Shoulder rate slides	Shoulder rate slides
White short sleeved shirt	White short sleeved shirt	White short sleeved shirt
Black cummerbund (Note 2)	Black cummerbund (See Note 3)	Black trousers/skirt
Black trousers/skirt	Black trousers/skirt	Black socks/black tights/stockings
Black socks/black tights/stockings	Black socks/black tights/stockings	Black shoes/court shoes
Black shoes or mess boots/court shoes	Black shoes/court shoes	

Notes.

1. Optional at discretion of Command unless duty.

2. May be replaced by unit specific cummerbunds appropriate to occasion and uniformity.

3. Optional at discretion of Command / WO&SR Mess President.

No. 2CW Dress – Formal Evening Dress / Undress (White)

Fig 39A.18-1 – Officers



Fig 39A.18-2 – Warrant Officers and Senior Ratings



Fig 39A.18-3 – Junior Ratings



19. No. 3AW Dress – General Duty Rig (White)

a. **Occasions for Wear:**

(1) Semi-formal day rig, worn ashore and afloat when No1 uniform is considered inappropriate.

(2) Can be worn throughout the year.

b. **Description.** See table 39A-18.

c. **Medals / Decorations.** None.

Table 39A-7 – No. 3AW Dress

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/beret/Tricorn hat	Peaked cap/beret/Tricorn hat	Beret/Sailor's cap
White short sleeved shirt	White short sleeved shirt	White short sleeved shirt
Shoulder rank boards or rank slides	Should rate slides	Shoulder rate slides
White trousers/dress/skirt (Note 1)	White trousers/dress/skirt (Note 1)	White trousers/dress (Note 1)
White socks	White socks	White socks
White shoes/court shoes (Note 2)	White shoes/court shoes (Note 2)	White shoes/court shoes (Note 2)

Notes.

1. White trousers, dresses or skirts may be worn by Service personnel ashore as appropriate.

2. Black shoes and raincoats may be worn in inclement weather.

3. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

4. JR may, at Command discretion, wear straight cut white trousers in tropical climates (> 30°C to be considered as a guide).

5. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

No. 3AW Dress – General Duty Rig (White)

Fig 39A.19-1 – Officers

<Image Place Holder>

Fig 39A.19-2 – Warrant Officers and Senior Ratings



Fig 39A.19-3 – Junior Ratings



ANNEX 39B

RN and QARNNS OFFICERS OUTFIT SCALES

CONTENTS

Scale 1A. RN Male Officer on Promotion from Rating (Upper Yardman).
Scale 1B. RN Male Officer on Promotion from Senior Rating (Senior Upper Yardman).
Scale 2A. RN Female Officers on Promotion from Rating (Upper Yardman).
Scale 2B. RN Female Officers on Promotion from Senior Rating (Senior Upper Yardman).
Scale 3. New Entry Male Officers for Pre-University, General Naval and Academic Training or appointed to Medical or Dental Cadetships or to Pre-Registration Year Commissions
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Scale 5. Officers Assigned to the United States of America
Scale 6. Flag Officers, Officers Assigned to Royal Navy Presentation Teams, AIB Board Members, Area Careers Liaison Officers, Ethnic Minority Liaison Officers, Naval Regional Commanders, Chiefs of Staff to Flag Officers, Naval Regional Commanders, MA and EA to Flag Officers (see BRd3 Article 3802.d).
Scale 7. Officers Assigned for Service in Naval Attaches' Posts in South America, with No 32 Squadron RAF and Exchange Appointments with the Brazilian Navy
Scale 8. Officers Assigned for Service as RN Instructors at NATO Special Weapons School Oberammergau, in Naval Attaches and Assistant Naval Attaches Posts in Ankara, Athens, Bonn, Islamabad, Lisbon, Egypt, Madrid, Muscat and Rome and Naval Party 1002 Diego Garcia.
Scale 9. Officers Assigned to the British Military Advisor and Training Team (BMATT) Barbados
Scale 10. Officers Assigned to Joint Saudi Supply Support Cell (JSSSC) Saudi Arabia and Naval Attaché Bahrain
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Scale 20. Officers Assigned as Military Attache to Argentina
Scale 21. Sponsored Reserves
Scale 22. University Royal Naval Units – Officer Cadets (URNU – OCs)
Scale 23. RN Sponsored Undergraduate Scheme

1. Scale 1A – RN Male Officer on Promotion from Rating (Upper Yardman)

a. **Entitlement to Scale**.

(1) The uniform outfit shown at sub para b is to be issued to all Upper Yardman Officers on promotion from rating. For Senior Upper Yardmen see Scale 1B.

(2) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned officers generally.

b. **Basic Outfit**.

(1) **Items Provided by Contract Agreement**.

	Scale	Notes
Blue barathea undress uniform suit jacket and trousers; with Midshipman's turnbacks or rank lace as appropriate	1	3
Blue barathea mess jacket with rank lace	1	3
Blue barathea mess trousers	1	3
White mess waistcoat	1	

(2) **Items Provided from Service Stocks**.

	Scale	Notes
Badge, beret	1	
Badge, cap	1	
Bag, linen	1	
Bag, travelling	1	5
Bag, Day Sack, black	1	5
Cap, plastic DT	1	
Cummerbund, black	1	
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	2	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1	
Shorts, PT, blue	2	
Shoulder rank slides	2 pr	
Shoulder rank boards	1 pr	
Tie, evening, double ended	1	
Trousers, working, polyester	1	
Vest, gym, coloured	4	

(3) **Additional Items for QARNNS Ratings Promoted to Officer**.

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic (M), ward clinical, white with navy blue piping	5	
Trousers (M), ward clinical, navy blue	5	
Badge, QA insignia/name, white cloth	5	

c. **Tropical Outfit**.

(1) **Items Provided by Contract Agreement**.

	Scale	Notes
Jacket, mess, white PV	1	

(2) **Items Provided from Service Stocks**.

	Scale	Notes
Jacket, bush, white PV	2	
Trousers, white PV	2	
Belt buckles	2	
Belt hooks	2	
Belt, waist, white	1	
Buttons anodised RN Officers c/w split rings Size 1 (foreparts and pockets of bush jacket)	8	
Buttons anodised RN Officers c/w split rings Size 2 (white mess jacket and bush jacket)	6	
Shoes, white (all Ranks and Rates)	1 pr	
Socks, white	6 pr	

d. **Additional Items for Certain Officers**.

(1) For officers of Flag Rank and certain members of staff, Captains, Commanders in Command, Executive Officers of Major Warships, Attaches, Advisors and British Naval Staffs overseas and certain exchange appointments.

(2) For other officers, when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with NCHQ Logistics Capability Division.

	Scale	Notes
White Tunic and Trousers	1	1

e. **Additional Items for Senior Officers**. All 4* Admirals, all members of the Royal Family who are promoted to Rear Admiral and above, the Vice Admiral of the United Kingdom, any Royal Navy officer of 2* rank and above who is appointed as a member of the Royal Household, to include the Defence Services Secretary when an RN officer.

	Scale	Notes
Admiral's Ceremonial Day Coat	1	4

f. **Personal Loan Items**.

	Scale	Notes
Boots, combat assault, black	1 pr	6
Boots, combat assault, insoles	1	
Discs, identity, stainless steel	2	
Overall, white (Engineer Officers only)	3	2

Notes:

1. Obtained gratuitously on first occasion of need or free replacement, on a fair wear and tear basis, of garments previously issued. Applications to NCHQ, Logistics Capability Division via main clothing store.

2. To be issued by lead school on first occasion of need.

3. See Annex B Scale 6

4. By entitlement to a grant for purchase (Grants 217, 218 and 220 refer).

5. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

6. By exception only; exchange if required.

7. White Mess Jacket can be purchased privately by individuals via contractor.

2. Scale 1B – RN Male Officer on Promotion from Senior Rating (Senior Upper Yardman)

a. **Entitlement to Scale**.

(1) The uniform outfit shown at sub para b is to be issued to all Senior Upper Yardman Officers on promotion from rating.

(2) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned officers generally.

b. **Basic Outfit**.

(1) **Items Provided by Contract Agreement**.

	Scale	Notes
Blue barathea undress uniform suit jacket and trousers; with Midshipman's turnbacks or rank lace as appropriate	1	3
Blue barathea mess jacket with rank lace	1	3
Blue barathea mess trousers	1	3
White mess waistcoat	1	

(2) **Items Provided from Service Stocks**.

	Scale	Notes
Badge, beret	1	
Badge, cap	1	
Bag, travelling	1	1
Bag, Day Sack, black	1	1
Cummerbund, black	1	2
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	1	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1	
Shorts, PT, blue	2	
Shoulder rank slides	2 pr	
Shoulder rank boards	1 pr	
Tie, evening, double ended	1	2
Trousers, working, polyester	1	
Vest, gym, coloured	4	



Notes:

1. By exception only: where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

2. By exception only: where the individual has not drawn these items as part of their No. 2 dress.

3. See Annex B Scale 6.

4. White Mess Jacket can be purchased privately by individuals via contractor.

3. Scale 2A – RN Female Officers on Promotion from Rating

a. **Entitlement to Scale**.

(1) The uniform outfit shown at sub para b is to be issued to all Upper Yardman Officers on promotion from rating. For Senior Upper Yardmen see Scale 2B.

(2) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned officers generally.

b. **Basic Outfit**.

(1) **Items Provided by Means of a Cash Grant**.

	Scale	Notes
Evening bag	1	
Tights, black	12 pr	1
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL		
Grants and allowances Grant 142 refers		

(2) **Items Provided by Contract Agreement**.

	Scale	Notes
Blue barathea undress uniform suit (jacket, skirt and trousers) with Midshipman's turnbacks or rank lace as appropriate	1	5
Blue barathea, mess jacket	1	5
Blue barathea, mess trousers	1	5
Blue barathea, long full skirt	1	5

(3) **Items Provided from Service Stocks**.

	Scale	Notes
Badge, beret	1	
Badge, hat	1	
Bag. Linen	2	
Bag, travelling	1	7
Bag, Day Sack, Black	1	7
Cummerbund, black	1	
Hat, Tricorn	1	
Inner Layer Thermal Jacket	1	
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	4	
Shirt, white, short sleeve	4	
Shoes, black leather, leather soles	1	
Shoes, black leather, non-slip soles	1	

(Continued)

(3) **Items Provided from Service Stocks. (Continued)**

	Scale	Notes
Shorts, PT, blue	2	
Shoulder rank slides	2	
Shoulder rank boards	1	
Tie, evening, double ended	1	
Trousers, working, worsted/polyester	1	
Vest, gym, coloured	4	

(4) **Additional Items for QARNNS Ratings Promoted to Officer**.

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic (F), ward clinical, white with navy blue piping	5	
Trousers (F), ward clinical, navy blue	5	
Badge, QA insignia/name, white cloth	5	

c. **Tropical Outfit**.

(1) **Items Provided by Contract Agreement**.

	Scale	Notes
Jacket, bush, white PV	2	
Skirt, White (on request)	2	2

(2) **Items Provided from Service Stocks**.

	Scale	Notes
Belt buckles	2	
Belt hooks	2	
Belt, waist, white	1	
Buttons, anodised, RN officer's c/w split rings, Size 1 (foreparts and pockets of bush jacket)	8	
Buttons, anodised, RN officers c/w split rings, Size 2 (mess jacket and shoulder flaps of bush jacket)	6	
Shoes, ward duty, white	1	
Shoes, white (all Ranks and Rates)	1	
Socks, white	6 pr	5
Trousers, white,	2	5
Dress, white, tropical (on request)	6	6

d. **Additional Items for Certain Officers**.

(1) For officers of Flag Rank and certain members of staff, Captains, Commanders in Command, Executive Officers of Major Warships, Attaches, Advisors and British Naval Staffs overseas and certain exchange appointments.

(2) For other officers, when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with NCHQ Logistics Capability Division.

	Scale	Notes
White Tunic and Trousers	1	3

e. **Additional Items for Senior Officers.** All 4* Admirals, all members of the Royal Family who are promoted to Rear Admiral and above, the Vice Admiral of the United Kingdom, any Royal Navy officer of 2* rank and above who is appointed as a member of the Royal Household, to include the Defence Services Secretary when an RN officer.

	Scale	Notes
Admiral's Ceremonial Day Coat	1	7

f. **Personal Loan Items**.

	Scale	Notes
Boots, combat assault, black	1 pr	8
Boots, combat assault, insoles	1 pr	
Discs, identity, stainless steel	2	
Overall, white (Engineer Officers only)	3	4

Notes:

1. Optionally, black stockings may be worn.

2. For officers appointed to a shore establishment the allowance for the skirt is increased to four.

3. Obtained gratuitously on first occasion of need or free replacement, on a fair wear and tear basis, of garments previously issued. Applications to NCHQ, Logistics Capability Division via main clothing stores.



4. To be issued by lead school on first occasion of need.

5. See Annex B Scale 6.

6. QARNNS officers x 6 Dresses.

7. By entitlement to a grant for purchase (Grants 217, 218 and 220 refer).

8. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

9. By exception only; exchange if required.

10. White Mess Jacket can be purchased privately by individuals via contractor.

4. Scale 2B – RN Female Officers on Promotion from Senior Rating

a. **Entitlement to Scale**.

(1) The uniform outfit shown at sub para b is to be issued to all Senior Upper Yardman Officers on promotion from rating.

(2) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned officers generally.

b. **Basic Outfit**.

(1) **Items Provided by Means of a Cash Grant**.

	Scale	Notes
Evening bag	1	
Tights, black	12 pr	1
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL		
Grants and allowances Scale 142 refers		

(2) **Items Provided by Contract Agreement**.

	Scale	Notes
Blue barathea undress uniform suit c/w skirt (jacket, skirt and trousers) with Midshipman's turnbacks or rank lace as appropriate	1	3
Blue barathea, mess jacket	1	3
Blue barathea, mess trousers	1	3
Blue barathea, long full skirt	1	3

(3) **Items Issued from Service Stocks**.

	Scale	Notes
Badge, beret	1	
Badge, hat	1	
Bag, travelling	1	1
Bag, Day Sack, Black	1	1
Cummerbund, black	1	2
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	1	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1 pr	
Shorts, PT, blue	2	
Shoulder rank slides	2 pr	
Shoulder rank boards	1 pr	
Tie, evening, double ended	1	2
Trousers, working, worsted/polyester	1	
Vest, gym, coloured	4	



Notes:

1. By exception only: where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

2. By exception only: where the individual has not drawn these items as part of their No. 2 dress.

3. See Annex B Scale 6.

4. White Mess Jacket can be purchased privately by individuals via contractor.

5. Scale 3 – New Entry Male Officers for Pre-University, General Naval and Academic Training or appointed to Medical or Dental Cadetships or to Pre-Registration Year Commissions

a. **Entitlement to Scale**.

(1) The uniform outfit shown at sub para b is to be issued to all new entry officers.

(2) Officers who resume full RN Service, or return on FTRS, after a break of more than four years are entitled to free issue of uniform in accordance with sub para b.

(3) Officers who resume full RN Service, or return on FTRS, after a break of less than four years are to be reimbursed in accordance with JSP 754.

b. **Basic Outfit**.

(1) **Items Provided by Means of a Cash Grant**.

	Scale	Notes
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL		
Grants and allowances Grant 142 refers		

(2) **Items Provided by Contract Agreement**.

	Scale	Notes
Blue barathea undress uniform suit (jacket and trousers) with Midshipman's turnbacks or rank lace as appropriate	1	2
Blue barathea, mess jacket with Midshipman's turnbacks or rank lace as appropriate	1	2
Blue barathea, mess trousers	1	2
White Mess waistcoat	1	

(3) **Items Provided from Service Stocks**.

	Scale	Notes
General Service Respirator	1	
General Service Respirator – Haversack	1	
General Service Respirator – Canister	1	
Badge, beret	1	
Badge, cap	1	
Bag, Day Sack, black	1	
Bag, travelling	1	
Bag, linen	2	
Belt, waist, black	1	

(Continued)

(3) **Items Provided from Service Stocks. (Continued)**

	Scale	Notes
Beret, blue	1	
Cap, plastic DT	1	
Cummerbund, black	1	
Goretex Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	4	
Shirt, white, short sleeve	4	
Shoes, black leather, leather soles	1 pr	
Shoes, black, leather, non-slip soles	1 pr	
Shoes, fitness training	1 pr	
Shorts, PT, blue	2	
Shoulder rank slides	2 pr	
Shoulder rank boards	1 pr	
Socks, thick, black	8 pr	3
Socks, thin, black	4 pr	
Socks, PT, white	2 pr	
Tie, black, polyester	2	
Tie, evening, double ended	1	
Trousers, working, worsted/polyester	2	
Vest, gymnasium	4	

(4) **Additional Items for QARNNS Officers**.

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic (M), ward clinical, white with navy blue piping	5	
Trousers (M), ward clinical, navy blue	5	
Badge, QA insignia/name, white cloth	5	

c. **Tropical Outfit.** Tropical uniform, as detailed in Scale 1A.c is to be issued to all officers on first occasion of need.

d. **Personal Loan Items**.

	Scale	Notes
Boots, combat assault, black	1 pr	
Boots, combat assault, insoles	1 pr	
Boots, DMS (Safety Boot?)	1 pr	
Disc, identity, stainless steel	2	
RIG22 Shirt	3	
RIG22 Trousers	3	
RIG22 T-Shirt	3	
RIG22 Belt	1	
Overall, white (Engineer officers only)	3	1



Notes:

1. To be issued by lead school on first occasion of need.

2. See Annex B Scale 6.

3. Only 4 pairs required to be maintained on completion of training.

4. White Mess Jacket can be purchased privately by individuals via contractor.

6. Scale 4 – New Entry Female Officers for Pre-University, General Naval and Academic Training or appointed to Medical or Dental Cadetships or to Pre-Registration Year Commissions

a. **Entitlement to Scale**.

(1) The uniform outfit shown at sub para b is to be issued to all new entry officers.

(2) Officers who resume full RN Service, or return on FTRS, after a break of more than four years are entitled to free issue of uniform in accordance with sub para b.

(3) Officers who resume full RN Service, or return on FTRS, after a break of less than four years are to be reimbursed in accordance with JSP 754.

b. **Basic Outfit**.

(1) **Items Provided by Means of a Cash Grant**.

	Scale	Notes
Evening bag	1	
Tights black	12	1
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL		
Grants and allowances Scale 102 refers		

(2) **Items Provided by Contract Agreement**.

	Scale	Notes
Blue barathea undress uniform suit (Jacket and Trousers) with Midshipman's turnbacks or rank lace as appropriate	1	4
Blue barathea mess jacket with Midshipman's turnbacks or rank lace as appropriate	1	4
Blue barathea mess trousers	1	4

(3) **Items Provided from Service Stocks**.

	Scale	Notes
General Service Respirator	1	
General Service Respirator – Haversack	1	
General Service Respirator – Canister	1	
Badge, beret	1	
Badge, hat	1	
Bag, linen	2	
Bag, daysack, black	1	
Bag, travelling	1	
Belt, waist, black	1	
Beret, blue	1	
Cummerbund, black	1	
Hat, Tricorn	1	
Goretex Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	4	
Shirt, white, short sleeve	4	
Shoes, black leather, leather soles	1 pr	
Shoes, black, leather, non-slip soles	1 pr	
Shoes, fitness training	1 pr	
Shorts, PT, blue	2	
Shoulder rank slides	2 pr	
Shoulder rank boards	1 pr	
Socks, thick, black	8 pr	
Socks, thin, black	4 pr	
Socks, PT, white	2 pr	
Tie, black, polyester	2	
Tie, evening, double ended	1	
Trousers, working, worsted/polyester	2	
Vest, gymnasium	4	

(4) **Additional Items for QARNNS Officers**.

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic (F), ward clinical, white with navy blue piping	5	
Trousers (F), ward clinical, navy blue	5	
Badge, QA insignia/name, white cloth	5	

c. **Tropical Outfit.** Tropical uniform, as detailed in Scale 1A.c is to be issued to all officers on first occasion of need.

d. **Personal Loan Items**.

	Scale	Notes
Boots, combat assault, black	1 pr	
Boots, combat assault, insoles	1 pr	
Boots, DMS, Conductive, non-slip	1 pr	
Disc, identity, stainless steel	2	
RIG22 Shirt	3	
RIG22 Trousers	3	
RIG22 T-Shirt	3	
RIG22 Belt	3	
Inner Layer Thermal Jacket	1	
GORTEX Outer Layer Jacket	1	
Overall white (Engineer Officers Only)	3	4



Notes:

1. Optionally, black stockings may be worn.

Not to be maintained on completion of training.

To be issued by lead school on first occasion of need.

See Annex B Scale 6.

Gratuitous exchange for Officers serving onboard seagoing units only.

Only 4 pairs required to be maintained on completion of training.

7. Scale 5 – Officers Assigned to the United States of America

a. As a rule, officers are to wear RN uniform. Exceptionally, as summer working uniform, khaki clothing may be worn.

b. RN Male Officers assigned for Service in the USA are paid a cash grant towards the cost of:

	Scale	Notes
Stone, collar attached shirts	3	2
Stone, drill, washable, trousers	2	2
Stone, webbing belt	1	2
Collar, rank badges	1 set	3
Brown shoes		4
Stone tie		4
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and Allowances Scale 202 refers).		

RN Female Officers assigned for Service in the USA are paid a cash grant towards the cost of:

	Scale	Notes
Stone, collar attached shirts	3	2
Stone, drill, washable trousers	2	2
Stone, webbing, belt	1	3
USN woman officers belt, buckle and tip	1 set	2
Hat, woman officers, USN	1	2
Collar, rank badges	1 set	3
Cash grant paid automatically by Unit HR Cell on receipt of OAL (grants and Allowances Scale 200 refers).		

Notes:

1. Paid on first occasion of qualifying only.

Stone clothing can usually be obtained in the USA from USN sources.

Metal collar badges representing, in miniature, the USN officers' distinction marks of rank may be worn optionally on the khaki shirt by officers assigned for duty, which necessitate their wearing of khaki uniform in the presence of US officers. The badge, available on repayment from CBNS, is to be worn on both sides of the collar with the centre approximately 2.5cm from the bottom. The badges are to be horizontal when the collar is fastened.

Optional item provided at officer's own expense.

8. Scale 6 – Flag Officers, Officers Assigned to Royal Navy Presentation Teams, AIB Board Members, Area Careers Liaison Officers, Ethnic Minority Liaison Officers, Naval Regional Commanders, Chiefs of Staff to Flag Officers, Naval Regional Commanders, MA and EA to Flag Officers (see BRd3 Article 3802.d)

	Scale	Notes
Blue Barathea uniform suit c/w lacing (Jacket, and Trousers) (male only)	1	1
Blue Barathea uniform suit c/w lacing (Jacket, Trousers and skirt) (female only)	1	1
Blue barathea mess jacket with rank lace	1	1
Blue barathea mess trousers	1	1
Blue barathea, long full skirt (female only)	1	1



Note.

In accordance with JSP 752 Chapter 8 Art 08.0314, officers assigned to certain high-profile roles requiring frequent wearing of ceremonial uniform may be eligible for a grant to purchase a second uniform. This includes initial issue of Tropics and Prestige Suit if required.

9. Scale 7 - Officers Assigned for Service in Naval Attaches' Posts in South America, with No 32 Squadron RAF and Exchange Appointments with the Brazilian Navy

Male Officers.

	Scale	Notes
Tropical stone coloured uniform (prestige suit)	1	1
Tropical stone coloured uniform (RM pattern bush jacket and trousers)	1	1
Stone coloured, collar attached shirts	3	2
Brown shoes		3

Female Officers.

To be completed.



Notes:

1. Requirements should be notified in the first instance to NCHQ, Logistics Capability Division, who will advise on supply procedures.

2. Available through main clothing stores.

3. Optional item provided at officer's own expense.

10. Scale 8 - Officers Assigned for Service as RN Instructors at NATO Special Weapons School Oberammergau, in Naval Attaches and Assistant Naval Attaches Posts in Ankara, Athens, Bonn, Islamabad, Lisbon, Egypt, Madrid, Muscat and Rome and Naval Party 1002 Diego Garcia

	Scale	Notes
Tropical stone coloured Uniform (RM pattern bush jacket and trousers)	2	1
Brown shoes		2

Notes:

1. Requirements should be notified in the first instance to NCHQ, Logistics Capability Division, who will advise on supply procedures.

2. Optional item provided at officer's own expense.

11. Scale 9 - Officers Assigned to the British Military Advisor and Training Team (BMATT) Barbados

	Scale	Notes
Tropical stone coloured uniform (RM pattern bush jacket and trousers)	2	1
Shirt, tropical, stone coloured	6	1
Socks, GS, olive drab	6 pr	1
Trousers, stone coloured	1	1
Desert boots	1 pr	1
Shoes brown		2



Notes:

1. Requirements should be notified in the first instance to NCHQ, Logistics Capability Division, who will advise on supply procedures.

2. Optional item provided at officer's own expense

12. Scale 10 - Officers Assigned to Joint Saudi Supply Support Cell (JSSSC) Saudi Arabia and Naval Attaché Bahrain

	Scale	Notes
Desert boots chukka	2 pr	1
Shirt, stone coloured, short sleeve	4	2
Trousers, stone coloured	4	2
Epaulettes	2 pr	2
Jacket Combat lightweight	4	
Trousers Combat Lightweight	4	
T-shirt khaki	4	
Sock desert	4	



Notes:

1. Qty 1 issued to UK based MOD Saudi Arabian Project.

2. Qty 2 issued to UK based MOD Saudi Arabian Project.

13. Scale 11 - Officers Assigned to The Falkland Islands

See Annex 39C Para 9.

14. Scale 12 – Officers Assigned to RN Billets in Cyprus (Basic Kit)

	Scale	Notes
Shirt, desert, MTP	3	
Trousers, desert, MTP	3	
T-Shirt, desert, MTP	3	
Boots, desert	1 pr	
Jacket, desert, MTP	1	
Sweat rags, desert MTP	3	
Socks, desert, MTP	5 pr	
Hat, floppy, desert, MTP	1	
Hydration system	1	

15. Scale 13 – RN Male Chaplains

a. 1. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Scarf, Clerical	1	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 118 refers).		

(2) Items Provided Under Contract.

	Scale	Notes
Blue barathea undress uniform suit (jacket and trousers)	1	
Blue barathea mess jacket	1	
Blue barathea mess trousers	1	

(3) Items Issued from Service Sources.

	Scale	Notes
General Service Respirator	1	
General Service Respirator – Haversack	1	
General Service Respirator - Canister	1	
Badge, beret, Chaplains'	1	
Badge, cap, Chaplains'	1	
Badge collar, cloth, Chaplain's	3 pr	
Bag, daysack, black	1	
Bag, travelling	2	
Belt, waist, black	1	
Beret, blue	1	
Cap, plastic, Chaplain's	1	
Cummerbund black	1	
Gloves, brown cape	1 pr	
Gortex Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Jersey H/W green	1	1
Jersey sports white	1	
Shirt, double cuff, collar unattached	4	
Shirt, white, collar-attached	5	
Shirt, white, short sleeve	3	
Shoes, black leather, leather sole	1 pr	
Shoes, black, leather, non-slip sole	1 pr	
Shoes, fitness training	2 pr	

(Continued)

	Scale	Notes
Shorts PT blue	2	
Shoulder rank slides	2 pr	
Shoulder rank boards	1 pr	
Socks, thick, black	4 pr	
Socks, thin, black	4 pr	
Tie, black, polyester	1	
Trousers, working, polyester	2	
Vest, gymnasium	2	

b. **Tropical Outfit (to be supplied on first occasion of need)**.

(1) **Items Provided by Means of Cash Grant**.

	Scale	Notes
Cassocks, white	2	2
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and Allowances Scale 119 refers).		

(2) **Personal Loan Items**.

	Scale	Notes
Boots, combat assault	1 pr	
Boots, combat assault, insoles	1 pr	
Boots, DMS	1 pr	
Discs, identity, stainless steel	2	
Shirt, blue, working FR	2	
Trousers, blue, working FR	2	



Notes:

1. Not to be maintained on completion of training.

2. Tropical uniform as detailed is to be issued to all officers on first occasion of need.

3. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

16. Scale 14 – RN Female Chaplains

a. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Evening bag	1	
Tights, black	12	1
Scarf, clerical	1	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 190 refers).		

(2) Items Provided Under Contract.

	Scale	Notes
Blue barathea undress uniform suit (jacket, skirt and trousers)	1	
Blue barathea mess jacket	1	
Blue barathea mess trousers	1	
Blue barathea long skirt	1	
Skirt, working, worsted/polyester	1	

(3) Items Issued from Service Sources.

	Scale	Notes
General Service Respirator	1	
General Service Respirator – Haversack	1	
General service Respirator - Canister	1	
Badge, beret, Chaplains	1	
Badge, cap, Chaplain’s	1	
Badge collar, cloth, Chaplain’s	3 pr	
Bag, daysack, black	1	
Bag, travelling	2	
Belt, waist, black	1	
Beret, blue	1	
Cummerbund, black	1	
Gloves, brown cape	1 pr	
Hat, Tricorn	1	
Jersey, sports	1	
GORTEX Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Shirt, double cuff, collar unattached	4	
Shirt, white, collar-attached	5	
Shirt, white, short sleeve	3	

(Continued)

	Scale	Notes
Shoes, black leather, leather soles	1 pr	
Shoes, black, leather, non-slip sole	1 pr	
Shoes, court, black	1 pr	
Shorts, PT, blue	2	
Shoulder, rank, slides	2 pr	
Shoulder, rank boards	1 pr	
Socks, thick, black	4 pr	
Socks, thin, black	4 pr	
Tie, black, polyester	1	
Trousers, working, polyester	2	
Vest, gymnasium	2	

b. **Tropical Outfit (to be supplied on first occasion of need)**.

(1) **Items Provided by Means of Cash Grant**.

	Scale	Notes
Cassocks, white	2	2
Shoes, court, white	1 pr	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and Allowances Scale 119 refers).		

(2) **Personal Loan Items**.

	Scale	Notes
Boots, combat assault	1 pr	
Boots, combat assault, insoles	1 pr	
Boots, DMS	1 pr	
Discs, identity, stainless steel	2	
Shirt, blue, working FR	2	
Trousers, blue, working FR	2	



Notes:

1. Optionally, black stockings may be worn.

2. Tropical uniform to be issued to all officers on first occasion of need.

3. For officers appointed to a shore establishment, the allowance for the skirt is increased to 4.

4. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

17. Scale 15 – RNR Officers (including RNR Chaplains)

a. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Blue barathea undress uniform suit with appropriate rank lace (jacket, trousers, skirt (females only))	1	
Skirt, working, pleated (females only)	1	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 155-160 refers).		

(2) Items Provided from Service Sources.

(a) Kit to be Issued at Point of Allocation to RNR Initial Naval Training.

	Scale	Notes
Badge, beret	1	
Bag, Day Sack, black	1	
Beret, blue	1	
GORTEX Outer Layer Jacket	1	
Shoulder rank slides (white flashes)	2 pr	
Socks, thick, black	2 pr	
Boots, combat assault, black	1 pr	
Boots, combat assault, insoles	1 pr	
Boots, DMS	1 pr	
Disc, identity, stainless steel	2	
RIG22 Belt	1	
RIG22 Shirt	3	
Inner Layer Thermal Jacket	1	
RIG22 Trousers	3	
RIG22 T-shirt	3	
Shorts PT	1	
T-Shirt Blue	2	3
Shoes Fitness	1 pr	
Socks White PT	2 pr	

(b) **Kit to be Issued a BRNC During RNR INT(O) Confirmation Course**.

	Scale	Notes
Badge, cap	1	
Cap, plastic DT (males only) or Hat, Tricorn (females only)	1	
Bag, linen	1	
Bag, travelling	1	
Belt, waist, black	1	
Cummerbund, black	1	
Shirt, white, collar-attached	3	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1 pr	
Shoes, black leather, non-slip soles	1 pr	
Shoes court, black (females only)	1 pr	
Shoulder rank boards	2 pr	
Shoulder rank slides	1 pr	
Socks, thick, black	4 pr	1
Socks, thin black	3 pr	
T Shirt, blue	2	
Tie, black, polyester	1	
Trousers, working, worsted/polyester	2	
General Service Respirator	1	
General Service Respirator - Haversack	1	
General Service Respirator - Canister	1	

(3) **Personal Loan Items**

	Scale	Notes
Overalls, white	1	2

(4) **Additional Items for QARNNS (Reserve) Officers.**

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic, ward clinical, white with navy blue piping	5	
Trousers, ward clinical, navy blue	5	
Badge, QA insignia/name, white cloth	5	

(5) **Additional Items for Chaplains.**

	Scale	Notes
RNR Chaplain's Clerical Scarf, provided by means of cash grant, via UPO/Unit HR Cell	1	

b. **Tropical Outfit (to be supplied on first instance of need).**

	Scale	Notes
Jacket, mess, white PV (provided under contract)	2	
Jacket, bush, white PV (provided under contract)	2	
Skirt, white (on request (provided under contract))	2	
Belt buckles	2	
Belt hooks	4	
Belt, waist, white	1	
Buttons, anodised, RN officers with split ring, Size 1 (foreparts and pockets of bush jacket)	6	
Shoes, white	1 pr	
Shirt, white, short sleeve	2	
Socks, white	2 pr	
Trouser, white PV	2	

Notes:

1. Only two pairs to be maintained on completion of training.

2. Engineer Officers only.

3. For gymnasium use.

4. RNR officers undertaking FTRS are entitled to a gratuitous issue of those items that make up the shortfall between Scales 15 and 3. Gratuitous items will be made on first appointment only.

5. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

18. Scale 16 – Home Retention kit for All RN RFR and Recall Reserve Officers

The Home Retention Kit listed below is to be retained on discharge from active service by Officers with a Reserve Liability.

	Scale	Notes
Beret Badge	1	
Beret	1	
Bag, Travelling	1	
Disc, Identity, stainless steel	2	
Shoulder Rank Slides	2 pr	
Safety Boots	1 pr	
Inner Layer Thermal Jacket	1	
GORTEX Outer Layer Jacket	1	
Rig 22 – Shirt	3	
Rig 22 – Trousers	3	
Rig 22 – Belt	1	
Rig 22 – T-Shirts	3	
Rig 22 – RN Ensign Shoulder Badge	3	
Rig 22 – Name Tally (NTfL)	3	

19. Scale 17 – RN and RNR Officers (Including Chaplains) Serving in RM and RMR Units

a. As a general rule, RN and RNR officers are to wear RN uniform. Exceptionally, officers in Commando units (including CTCRM) may wear combat dress on operations or field exercises, and military working dress on appropriate occasions when ordered locally. Officers wear shoulder badges of rank on all occasions and black-on-green 'ROYAL NAVY' flashes on both shoulders of the olive green heavy wool jersey. RN chaplains when in the field will be required to wear combat dress or military working dress with the chaplain's badge on the shoulder, and the shoulder title 'Royal Navy' on each arm. The clerical collar and stock are to be worn with military working dress.

b. **Items Issued from Service Sources.**

	RN & RNR Officers (inc Chaplains) Serving in RM Commando Units and CTCRM (inc personnel under training at CTCRM)	RNR Officers Attached to RMR Units
Badge, beret, Chaplain's, embroidered	1 (Note 4)	1
Beret blue, RN	1	1
Beret, green	1 (Note 1)	1 (Note 1)
Boots, ankle, DMS	1 pr	1 pr
Defenders, ear - Gunfender	1 pr	-
Drawers, olive, drab	2 pr (Note 2)	-
Flashes, 'Royal Navy'	2	2
Gloves, knitted polyester, olive drab	1 pr	-
Holdall	1	-
Jersey, wool, heavy, olive drab	1	1
Knife, fork and spoon set	1	-
Lanyard, blue	1	-
Puttee, short	1 pr	-
Shirt, combat	2	2
Shoulder badges EBG	3 pr	3 pr
Socks, polyester, olive drab	3 pr	2 pr
Stockings, khaki	3 pr (Note 3)	-
Towels, hand, green	2 (Note 2)	-
Trousers, men's, lightweight	2 (Note 5)	1 (Note 5)
Vest, olive drab	2 (Note 2)	-



Notes:

1. To be issued to RN and RNR officers on Commando qualification.

2. To be issued on personal loan.

3. To be provided as required and only whilst tropical outfits include olive drab hats, shirts, shorts and trousers on personal loan from unit holdings.

4. An additional badge may be issued to Chaplains on qualification for a green beret.

5. Trousers, men's, lightweight/barrack dress are designed for clean fatigue wear. They may be used for light training in and around barracks. All personnel should be made aware that they can be a fire hazard: they burn rapidly and decompose into a molten material that adheres to the skin. Such burns are difficult to treat and slow to heal. Heat along from weapon flash or contact with hot metal will melt the material. All personnel should be made aware of the risks involved when wearing the trousers near field cookers, other naked flames or very hot surfaces.

6. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

20. Scale 18 – MSF Officers on Re-entry

a. **Entitlement to Scale**. Only MSF officers who ceased active service more than 4 years before taking up their MSF appointment are entitled to a gratuitous issue of the items listed below. The appropriate Administrative Authority will give approval for the wearing of uniform by MSF officers. This approval annotated with the last day of active service is the authority for the issue of all items of uniform.

b. **Basic Outfit**.

(1) **Items Provided Under Contract**.

	Scale	Notes
Blue Barathea Suit	1	

(2) **Items Issued from Service Sources**.

	Scale	Notes
Badge, cap, RN officers	1	
Cap, detachable top. Hat Tricorn	1	
Inner Layer Thermal Jacket	1	
GORTEX Outer Layer Jacket	1	
Shirt, white, collar-attached	4	
Shirt, white, short sleeve	4	
Shoes, black leather, non-slip soles	1 pr	
Shoulder slides	2 pr	
Socks, thin, black	4 pr	
Tie, black	1	
Trousers, working, worsted/polyester	2	2



Notes.

1. MSF officers who take up their appointment after a break of less than 4 years are to be reimbursed in accordance with JSP 754.

2. Female MSF officers may draw two skirts WWP instead of trousers WWP or 1 skirt WWP and 1 pair of trousers WWP.

21. Scale 19 – Officers Uniform to be Returned on Early Discharge

a. Officers discharged within the first six months of service are to return all clothing issued in accordance with Chap 39 Annex 39B Para 5 and Para 6 Scale.

b. Officers discharged after six months but with less than four years' service are to return all items in sub para d.

c. Officers discharged with more than four years' service are to return all items on Personal Loan and their General Service Respirator.

d. **Items.**

	Scale	Notes
General Service Respirator	1	
Uniform, suit, blue barathea	1	1
Uniform, suit, blue barathea, c/w skirt	1	2
Mess, suit, blue barathea	1	
Blue, barathea, long skirt	1	2
White, waistcoat	1	1
Cap plastic/Hat Tricorn	1	
Cap, badge	1	
Bag, travelling	2	
Bag, Daysack, Black	1	
GORTEX Outer Layer Jacket	1	
Jacket, bush, white	2	3
Trousers, mess, white	2	1 & 3
Skirt, white	2	2 & 3
Inner Layer Thermal Jacket	1	
Trousers, working, polyester	1	
Luggage grant		4
All items held on Personal Loan as detailed in Kit Record Book.		



Notes:

1. Male officers only who joined before May 2026 to return 2 suits.

2. Female officers only who joined before May 2026 to return 2 suits.

3. Only if issued with Tropical Clothing.

4. Officers are required to refund the cash grant that is paid for the purchase of suitable luggage, unless they can provide the appropriate receipts for luggage bought. Officers who are unable to provide a receipt may submit an application for waiver to BRNC or CTCRM as appropriate. Each case will be dealt on its merits (JSP 754 refers).

22. Scale 20 – Officers Assigned as Military Attache to Argentina

a. **Basic Outfit.** Items issued by means of a uniform grant.

	Scale	Notes
Tropical No 1 Jacket	1	
Lightweight Overalls	1	
Tropical Mess Jacket	1	
Prestige Lovat Uniform	1	

23. Scale 21 – Sponsored Reserves

a. Basic Outfit - Items Issued from Service Stocks.

	Scale	Notes
Badge, beret	1	
Badge, cap	1	1
Belt, waist, black	1	
Beret, blue	1	
Cap, plastic DT (male) or Tricorn (female)	1	1
GORTEX Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Shirt, white, collar-attached	3	1
Shirt, white, short sleeve	3	
Shoes, black leather, non-slip soles	1 pr	
Shoulder rank slides	2 pr	
Socks, thin, black	2 pr	
Tie, black polyester	1	1
Trousers, working, worsted/polyester	1	

b. Tropical outfit (issued on first occasion of need) – Items Issued from Service Stocks.

	Scale	Notes
Shoes, white	1 pr	
Shirt, white, short sleeved	4	
Shorts, white	2	
Shorts, blue, working	2	
Shoulder rank boards	1 pr	2
Stockings, blue	2	
Stockings, white	1	
Trousers, white PV	2	

c. Personal Loan Items.

	Scale	Notes
Boots, DMS	1 pr	
Shirt, blue, working FR	2	
Trousers, blue, working FR	2	
Overall, white	2	2
Overall, blue	2	3



Notes.

1. Officers and Senior Ratings Only.

2. Officers Only.

3. Ratings Only.

24. Scale 22 – University Royal Naval Units – Officer Cadets (URNU – OCs)

a. **Basic Outfit - Items Issued from Service Stocks (Kit to be issued at Point of Allocation to URNU Training).**

	Scale	Notes
Badge, beret	1	
Badge, cap	1	
Belt, waist, black	1	
Beret, blue	1	
Cap, plastic DT (males only) or Hat, Tricorn (females only)	1	
Boots, combat assault, black	1 pr	
Boots, DMS	1 pr	
Cummerbund, black	1	
Inner Layer Thermal Jacket	1	
RIG22 Name Tally for Life	2	
RIG22 Belt	1	
RIG22 Shirt	2	
RIG22 Trousers	2	
RIG22 T-Shirt	2	
Shirt, white, collar-attached	2	
Shirt, white, short sleeve	2	
Shoes, black leather, non-slip soles	1 pr	
Shoes, fitness training	1 pr	
Vest, gymnasium	2	
Shorts, PT, blue	2	
Socks, PT, white	2 pr	
Shoulder rank slides (Midshipmen)	2 pr	
Shoulder rank slides (white flashes)	1 pr	
Socks, thick, black	2 pr	
Socks, thin, black	2 pr	
Tie, black polyester	1	
Trousers, working, worsted/polyester	1	
URNU tabs	2 pr	

b. **Items to be Issued from Unit Loan Pool.** RSUs to issue items to URNU units on AinU to establish a loan pool.

	Scale	Notes
Bag, daysack, black	1	
Bag, travelling	1	
GORTEX Outer Layer Jacket	1	

25. Scale 23 – RN Sponsored Undergraduate Scheme

a. **Basic Outfit - Items Issued from Service Stocks.**

Serial	Joining Kit Issue	Tailoring Issue	Joining INT(O)	Joining INT(O) Tailoring Issue
Issuing Stores	**BRNC**	**BRNC Tailors**	**BRNC**	**BRNC Tailors**
Medical Cadets	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform X 1 Mess Dress	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform
Dental Cadets	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform X 1 Mess Dress	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform
Defence STEM Undergraduate Scheme (DSUS) Personnel	URNU OC Kit (Scale 22)	Not Entitled	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform X 1 Mess Dress

b. **Basic Outfit - Items Issued from Service Stocks.**

Serial	Joining INT(O)	Joining INT(O) Tailoring Issue
Issuing Stores	**BRNC**	**BRNC Tailors**
University Cadetship Entrants (UCEs)	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform X 1 Mess Dress

Notes.

1. Sponsored Personnel will receive their initial kit issue when attending the Sponsored Undergraduates Acquaint Weekend (SUAW) at BRNC. A further full-scale issue will be granted to reflect the period between joining their sponsorship scheme and joining BRNC for INT(O), as well as in some cases a change in uniform scales.

2. DSUS personnel are also entitled to a GORTEX Outer Layer Jacket.

3. DSUS Personnel will receive 'DSUS' Epaulettes instead of 'URNU' Epaulettes as part of their Scale 22 issue.

4. As URNU uniform scales do not include the following as of Oct 2024, DSUS personnel will also receive the following additional kit for Mess Dinners:

5. 1 of: Shirt, White, short sleeve.

6. 1 of: Trousers, working, worsted/polyester.

7. 1 of: Cummerbund, black.

8. 1 pr: Shoes, black leather, non-slip shoes.

ANNEX 39C

RN and RNR RATINGS KIT SCALES

CONTENTS

Scale 1. RN Male Ratings.
Scale 2. RN Female Ratings.
Scale 3. Captain Recruit and Attract Service Male RN RFR Careers Adviser (CA).
Scale 4. Captain Recruit and Attract Service Female RN RFR Careers Adviser (CA).
Scale 5. RN Ratings Serving in North America.
Scale 6. RN Ratings Serving in Commando Units and Medical Branch Male Ratings Serving in Other RM Units.
Scale 7. Female Ratings Assigned to Serve with Royal Marines Units in Northern Ireland.
Scale 8. Naval Party 1002 - Diego Garcia. Uniform Scale for RN Male and Female Ratings on Police and Customs Duty.
Scale 9. RN Officers and Ratings Assigned to the Falkland Islands.
Scale 10. RN Senior Ratings Serving with British Military Advisory and Training Team (BMATT) Barbados and Tortola, British Virgin Islands.
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Scale 12. RN Ratings Assigned to HQ AFNORTH, HQ BALTAP and Canada - Items provided by means of a Cash Grant.w
Scale 13. Warrant Officers Assigned as WORN, 2SL WO, Flt Cdr WO, Base WO, Senior Ratings Assigned to AIB as Board Senior Ratings, Ratings Assigned to State Ceremonial Training Team - Items Provided by Contract.
Scale 14. MR Ratings.
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Scale 16. Home Retention Kit for All RN RFR and Recall Reserve Ratings.
Scale 17. Uniform to be taken to Military Corrective Training Centre.
Scale 18. Ratings Uniform to be Returned on Early Discharge.

Scale 1 - RN Male Ratings

a. **Basic kit**.

(1) **Items Provided by Contract.**

	WOs & SRs	JRs	Notes
Jacket, uniform WOs & SRs	1	-	
Trousers, uniform WOs & SRs	1	-	
Jumper, uniform, JRs	-	1	
Trousers, uniform, JRs	-	1	

(2) **Items Provided from Service Sources.**

	WOs & SRs	JRs	Notes
General Service Respirator (GSR)	1	1	
GSR – Haversack	1	1	
GSR – Canister(s)	1	1	
Badge, cap	1	-	
Badge, beret	-	1	
Badge, embroidered name (Name Tally for Life)	3	3	12
Bag, daysack, black	1	1	
Bag, travelling	1	1	
Belt, waist, black	1	1	
Beret, blue	1	1	7
Cap, plastic	-	1	
Cap, plastic, detachable top	1	-	
Cap ribbon	-	1	
Collar, Sailors, blue	-	1	
Epaulettes	2	2	
White Ensign Badge for Outer Jacket		1	
Inner Thermal Layer Jacket	1	1	
GORTEX Outer Layer Jacket	1	1	
Lanyard, white	-	1	
Net Washing		1	
RIG22 Shirt	3	3	17
RIG22 Trousers	3	3	
RIG22 T-Shirt	3	3	
RIG22 Belt	1	1	
Scarf, black, assembly (silk)	-	1	
Shirt, uniform JRs (White front)	-	1	
Shirt, white, collar-attached	3	-	

(Continued)

	WOs & SRs	JRs	Notes
Shirt, white, short sleeve	3	3	4
Shirt, T, green (PT use)	2	2	6 & 9
Shoes, black leather, DMS	1 pr	1 pr	
Shoes, fitness	1 pr	1 pr	
Shorts, PT, blue	2	2	
Socks, thick, black	3 pr	3 pr	
Socks, thin, black	2 pr	2 pr	
Socks, white	2 pr	2 pr	
Tie, black	2	-	
Trousers, working, polyester	2 pr	2 pr	

b. **Additional Items for Certain Ratings**.

(1) **Catering Services (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Jacket Food Handlers	6	6	15, 16
Neckerchief	6	6	15, 16
Trousers Food Handlers	6 pr	6 pr	15, 16
Apron Food Handlers	6	6	15, 16
Cap Food Handlers	6	6	15, 16
Shirt, white, short sleeve	4	4	
Trousers, working, polyester	1 pr	1 pr	
Shirt, Uniform JRs	-	1	

(2) **Submariners (on first qualifying for service in submarines) (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Cover, suit	2	2	
Drawers, ECW	2 pr	2 pr	
Jersey, wool, white	1	1	
Shirt, T blue PCS	2	2	
Socks, thick, black	2 pr	2 pr	
Vest, ECW	2	2	

(3) **Royal Navy Police (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Trousers, working, polyester	1 pr	1 pr	
Royal Navy Police chest flash when wearing a Foul Weather Jacket Mk IV	1	1	
Quickcuffs (8465-99-864-6459)	1	1	
Case Handcuff (8465-99-876-0487)	1	1	
Black Patrol Boots (Iturri Male 8430-99-512-2153/2154 or 8430-99445-8586/8605 or YDS Male 8430-99-512-2155/2156 or 8430-99-5846674/6693)	1 pr	1 pr	

(4) **Medical Assistants / QARNNS (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Trousers, working, polyester	1 pr	1 pr	
Badge, QA insignia, EGB	-	4	
Tunic (M), ward clinical, white (with royal blue piping for QA only)	-	5	
Trousers (M), ward clinical, navy blue	-	5 pr	
Badge, QA insignia/name, white cloth	-	5	
Jacket, white, hospital service	6	6	3
Trousers, white, hospital service	6	6	3
Shirt K C	6	6	3
Shoes, ward duty, black	1 pr	1 pr	

(5) **Physical Trainer Instructor (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Shorts, White	5	5	
White Indoor Top (Vest for Males - T-Shirt for Females)	5	5	
Snake Belt (one Size)	2	2	
Sweatshirt, Grey	2	2	
Trousers, Gym	2	2	
Shorts, Blue	3	3	
Jacket, White	2	2	
Tracksuit Jacket	1	1	
Tracksuit, Trousers	2	2	
Jacket, Goretex	1	1	
Trousers, Goretex	1	1	
Socks, White	5	5	
Indoor PT Trainers	2	2	1
Outdoor PT Trainers	1	1	1

(6) **Clearance Divers**.

	WOs & SRs	JRs	Notes
Watch Diving	1	1	11

c. **Petty Officer Mess Undress**.

(1) **Items Provided via Supply Fit Contract**.

	WOs & SRs	JRs	Notes
Petty Officer Mess Undress (Jacket & Trousers)	1		1



Note. *All Regular Royal Navy Leading Hands promoted to acting paid or substantive Petty Officer on or after 1 Apr 12 are entitled to a gratuitous issue of a made to measure Mess Dress uniform. There is no retrospective entitlement to this gratuitous issue. Individuals are to contact their Base Port Clothing Store to book an appointment. Any through life alterations or repairs to the Mess Dress are the personal responsibility of the owner.*

(2) **Items Issued from Service Sources**.

	WOs & SRs	JRs	Notes
Bow tie	1		
Cummerbund, male	1		
Shirt, evening, male	1		

d. **Personnel Employed as Naval Military Training Instructors**.

	WOs & SRs	JRs	Notes
Cap, Cold Weather	1	1	
T-Shirt, Brown	3	3	
Shirt, Combat, Temperate, MTP	3	3	
Trousers, Combat, Temperate, MTP	3 pr	3 pr	
Thermal Smock Buffalo	1	1	
Jacket, Thermal Softy	1	1	
Trousers, Thermal Softy	1	1	
Smock, Combat MTP	1	1	
Jacket MVP MTP	1	1	
Trousers MVP MTP	1 pr	1 pr	
Boots (Cold Weather)	1 pr	1 pr	

(Continued)

	WOs & SRs	JRs	Notes
Webbing Belt	1	1	
Sock, Combat, MVP	2 pr	2 pr	
Gloves, Leather, MTP	1	1	
Flask, 1 L.	1	1	
Patrol Sack, MTP	1	1	
Head Torch	1	1	
Combat Thermal Undershirt	2	2	

e. **Tropical Outfit (issued on first occasion of need)**.

(1) **Items Issued from Service Sources**.

	WOs & SRs	JRs	Notes
Bush, jacket	1	-	13
Belt buckle	2	-	
Belt hook	2	-	
Belt, waist, white	1	1	
Buttons, Anodised, RN: 2.22 cm (forepart and pockets of bush jackets)	8	-	
Buttons, Anodised, RN: 1.43 cm (shoulder flaps of bush jackets)	2	-	
Jumper, white uniform	-	1	
Shirt, T	-	2	
Shirt, white, short sleeve	1	1	
Shoes, white canvas	1 pr	1 pr	
Socks, white	2 pr	2 pr	
Trousers, white PV	2 pr	2 pr	

(2) **Additional Items for Certain Senior Ratings**. White tunics may be worn by Senior Ratings when required to conform with accepted international standards of dress on State or major ceremonial occasions as directed by Fleet Commander.

f. **Personal Loan Items**.

	WOs & SRs	JRs	Notes
Boots, combat assault	1 pr	1 pr	
Boots, combat assault, insole	1	1	
Boots, DMS	1 pr	1 pr	10
Disc, identity, stainless steel	2	2	
Coverall, blue	1	1	11

Notes:

1. Coloured, are to be issued to RN ratings during Phase 1 training. MR Ratings are issued with different coloured epaulettes to represent each INT(R) Squadron.

2. Additional coveralls issued on first occasion of need: Engineers 2 pr.

3. QARNNS/Medical Assistant ratings only.

4. Optional for Muslim Junior Ratings shirt white collar attached in lieu of shirt white short sleeve.

5. Optional for Muslim ratings tracksuit on lieu of T Shirt and shorts blue.

6. Optional for Muslim Ratings trousers white in lieu of shorts blue.

7. Whilst issued with a Beret as part of the general uniform issue, Muslim Ratings may in its place wear a Hijab. The Hijab should be a triangular shaped, dark blue cotton material, to fit the individual. Stock is held at OCS HMS RALEIGH for call off as required. NSN 8145 99 862 1577 refers.



8. Not to be maintained as part of kit after completion of Phase 2/Trade Training.

9. Only 2 pr to be maintained on Part 1 Training.

10. Ratings who routinely work in wet conditions may, at the LO's discretion, be issued with an extra pair of DMS boots on individual loan (MOD Form 3352A).

11. To be issued on Personal Loan.

12. Issued on first occasion of need at HMS RALEIGH. To be replaced at own cost when required.

13. WO1, WO2 and CPOs undertaking Officer of the Day duties in tropical conditions are to be issued an additional bush jacket.

14. This Uniform Grant is a one-time only issue applicable to individuals newly promoted to Petty Officer. Future maintenance costs are to be met at the individual's own expense.

15. Gratuitous Issue to Catering Services personnel on completion of the Petty Officer Catering Services (POCS) Qualifying/Conversion Course.

(Continued)

Notes: (Continued)

16. Gratuitous Issue to Catering Services and AB(D) in MCMV/River Role whilst employed in Galley Duties.

17. For RIG22 Shirts, Branch, Skill at Arms and Qualification badges are to be worn as detailed in Chapter 39.



*18. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the 'ROYAL NAVY' shoulder flashes with other flashes) are **NOT** permitted to be worn.*

19. Personnel assigned directly to organisations listed at para 3942.d are authorised to wear an Organisation or Unit badge on RIG22.

20. Refer to BRd3 Chapter 38 para 3802, and BRd3 Chapter 39 Annex B Scale 6.

Scale 2 - RN Female Ratings

a. **Basic kit**.

(1) **Items Provided by Contract**.

	WOs & SRs	JRs	Notes
Jacket, uniform WOs & SRs	1	-	
Trousers, uniform WOs & SRs	1	-	
Skirt, uniform, WOs & SRs	1	-	
Jumper, uniform, JRs	-	1	
Trousers, uniform, JRs	-	1	

(2) **Items Provided from Service Sources**.

	WOs & SRs	JRs	Notes
General Service Respirator (GSR)	1	1	
GSR – Haversack	1	1	
GSR – Canister(s)	1	1	
Badge, Tricorn, hat	1	-	
Badge, beret	1	1	
Badge, embroidered name (Name Tally for Life)	3	3	16
Bag, daysack, black	1	1	
Bag, travelling	1	1	
Belt, waist, black	1	1	
Belt Blue RN PCS	1	1	
Beret, blue	1	1	12
Cap, plastic	-	1	
Cap ribbon	-	1	
Collar, Sailors, blue	-	1	
Epaulettes	2	2	1
Hat, Tricorn	1	-	
Inner Thermal Layer Jacket		1	
GORTEX Outer Layer Jacket		1	
Lanyard, knife		1	
RIG22 Shirt	3	3	19
RIG22 Trousers	3	3	
RIG22 T-Shirt	3	3	
RIG22 Belt	1	1	
Scarf, black, assembly (silk)	-	1	
Shirt, uniform, JRs (White front)	-	1	
Shirt, white, collar-attached	3	-	

(Continued)

	WOs & SRs	JRs	Notes
Shirt, white, short sleeve	3	3	9
Shoes, black leather, DMS	1 pr	1 pr	
Shoes, court, black (on first occasion of need)	1 pr	-	
Shoes, fitness	1	1 pr	
Shorts, PT, blue	2	2	10/13
Shirt, T, Green (PT use)	2	2	
Skirt, working, pleated	1	1	
Socks, thick, black	3 pr	3 pr	
Socks, thin, black	2 pr	2 pr	
Socks, white	2 pr	2 pr	
Tie, black	2	-	
Trousers, working, worsted/polyester	2 pr	2 pr	

b. **Additional Items for Certain Ratings**.

(1) **Catering Services (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Jacket, food handlers	6	6	17
Neckerchief	6	6	17
Trousers, food handlers	6 pr	6 pr	17
Apron, food handlers	6	6	17
Cap, food handlers	6	6	17
Shirt, white, short sleeve	4	4	
Trousers, WP/skirt pleated	1 pr	1 pr	
Shirt, Uniform JRs	-	1	

(2) **Submariners (on first qualifying for service in submarines) (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Cover, suit	2	2	
Drawers, ECW	2 pr	2 pr	
Jersey, wool, white	1	1	
Shirt T blue PCS	2	2	
Socks, thick, black	2 pr	2 pr	
Vest, ECW	2	2	

(3) **Royal Navy Police (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Trousers, WP/skirt pleated	1	1	
Royal Navy Police chest flash when wearing a Foul Weather Jacket Mk IV	1	1	
Quickcuffs (8465-99-864-6459)	1	1	
Case Handcuff (8465-99-876-0487)	1	1	
Black Patrol Boots YDS Female 8435995846694-6707)	1 pr	1 pr	

(4) **Medical Assistants / QARNNS (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Trousers WP/skirt, pleated	1	1	
Belting, petersham coloured	9 de	9 de	
Dress, white	12	12	
Badge, QA insignia, EGB	-	4	
Tunic (F), ward clinical, white (with royal blue piping for QA only)	-	5	6 & 7
Trousers (F), ward clinical, Navy Blue	-	5 pr	
Jacket White Hospital Service	6	6	6
Trousers White Hospital Service	6	6	6
Shirt KC	6	6	6
Badge, QA insignia/name, white cloth	-	5	
Shoes, ward duty black	1 pr	1 pr	



Note. *New entry JRs will no longer be issued with a JRs skirt at HMS RALEIGH. All JRs may on first occasion of need, draw a WOs & SRs skirt i.e. as worn by Officers and SRs.*

(5) **Physical Trainer Instructor (Items issued from Service stock)**.

	WOs & SRs	JRs	Notes
Shorts, White	5	5	
White Indoor Top (Vest for Males - T-Shirt for Females)	5	5	
Snake Belt (one Size)	2	2	
Sweatshirt, Grey	2	2	
Trousers, Gym	2	2	
Shorts, Blue	3	3	
Jacket, White	2	2	
Tracksuit Jacket	1	1	

(Continued)

	WOs & SRs	JRs	Notes
Tracksuit, Trousers	2	2	
Jacket, Goretex	1	1	
Trousers, Goretex	1	1	
Socks, White	5	5	
Indoor PT Trainers	2	2	
Outdoor PT Trainers	1	1	

(6) **Clearance Divers**.

	WOs & SRs	JRs	Notes
Watch Diving	1	1	11

c. **Petty Officer Mess Undress**.

(1) **Items Provided via Supply Fit Contract**.

	WOs & SRs	JRs	Notes
Petty Officer Mess Undress (Jacket & Trousers/Skirt)	1	-	18



Note. *All Regular Royal Navy Leading Hands promoted to acting paid or substantive Petty Officer on or after 1 Apr 12 are entitled to a gratuitous issue of a made to measure Mess Dress uniform. There is no retrospective entitlement to this gratuitous issue. Individuals are to contact their Base Port Clothing Store to book an appointment. Any through life alterations or repairs to the Mess Dress are the personal responsibility of the owner.*

(2) **Items Issued from Service Sources**.

	WOs & SRs	JRs	Notes
Bow tie	1	-	
Cummerbund, female	1	-	
Shirt, evening, female	1	-	

d. **Personnel Employed as Naval Military Training Instructors**.

	WOs & SRs	JRs	Notes
Cap, Cold Weather	1	1	
T-Shirt, Brown	3	3	
Shirt, Combat, Temperate, MTP	3	3	
Trousers, Combat, Temperate, MTP	3 pr	3 pr	
Thermal Smock Buffalo	1	1	
Jacket, Thermal Softy	1	1	
Trousers, Thermal Softy	1	1	
Smock, Combat MTP	1	1	
Jacket MVP MTP	1	1	
Trousers MVP MTP	1 pr	1 pr	
Boots (Cold Weather)	1 pr	1 pr	
Webbing Belt	1	1	
Sock, Combat, MVP	2 pr	2 pr	
Gloves, Leather, MTP	1	1	
Flask, 1 Ltr	1	1	
Patrol Sack, MTP	1	1	
Head Torch	1	1	
Combat Thermal Undershirt	2	2	

e. **Tropical Outfit (issued on first occasion of need)**.

(1) **Items Issued by Contract**.

	WOs & SRs	JRs	Notes
Skirt	1	-	5

(2) **Items issued by Service Sources**.

	WOs & SRs	JRs	Notes
Bush, jacket	1	-	13
Belt buckle	2	-	
Belt hook	2	-	
Belt, waist, white	1	1	
Buttons, Anodised, RN: 2.22 cm (forepart and pockets of bush jackets)	8	-	
Buttons, Anodised, RN: 1.43 cm (shoulder flaps of bush jackets)	2	-	
Jumper, white uniform	-	1	
Shirt, T	-	2	
Shirt, white, short sleeve	1	1	9
Shoes, white canvas	1 pr	1 pr	
Socks, white	2 pr	2 pr	
Trousers, white PV	2 pr	2 pr	

(3) **Additional Items for Certain Senior Ratings**. White tunics may be worn by Senior Ratings when required to conform with accepted international standards of dress on State or major ceremonial occasions as directed by Fleet Commander.

f. **Personal Loan Items**.

	WOs & SRs	JRs	Notes
Boots, combat assault	1 pr	1 pr	
Boots, combat assault, insole	1	1	
Boots, DMS	1 pr	1 pr	15
Disc, identity, stainless steel	2	2	
Coverall, blue	1	1	2

Note. *Orange epaulettes are to be issued to RN ratings during Phase 1 training. MR Ratings are issued with different coloured epaulettes to represent each INT(R) Squadron.*

1. Additional coveralls issued on first occasion of need: Engineers 2 pr.

2. Local purchase only, further information available from Staff Officer Policy HMS TEMERAIRE.

3. Entitled to a maximum of 5 shirts or vests. Preferred configuration to be determined by serving unit.

4. Senior Ratings drafted ashore will be entitled to four skirts.

5. QARNNS Ratings only – white tunic with royal blue piping.

6. Medical Assistants only – plain white tunic.

7. Senior Ratings only.



8. Optional for Muslim Junior Ratings shirt white collar attached in lieu of shirt white, short sleeve.

9. Optional for Muslim Ratings tracksuit in lieu of T-shirt and shorts white.

10. Optional for Muslim Ratings trousers white in lieu of shorts white.

11. Whilst issued with a Beret as part of the general uniform issue, Muslim Ratings may in its place wear a Hijab. The Hijab should be a tri-angular shaped, dark blue cotton material, to fit the individual. Stock held at OCS HMS RALEIGH for call off as required. NSN 8145 99 862 1577 refers.

12. Not to be maintained as part of kit after completion of Phase 2 training.

13. Only 2 pr to be maintained on completion of Phase 1 training.

14. Ratings who routinely work in wet conditions may, at the LO's discretion, be issued with an extra pair of DMS boots on Individual Loan (S95).

15. Issued on first occasion of need at HMS RALEIGH. To be replaced at own cost when required

(Continued)



Notes: (Continued)

*16. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the 'ROYAL NAVY' shoulder flashes with other flashes) are **NOT** permitted to be worn.*

17. Personnel assigned directly to organisations listed at para 3942.d are authorised to wear an Organisation or Unit badge on RIG22.

Scale 3 - Captain Recruit and Attract Service Male RN RFR Careers Adviser (CA)

a. **Items Provided by Contract (Note 1)**.

	WOs & SRs	JRs	Notes
Badge, breast, Captain Recruit and Attract Service	2	As required	2
Jacket, uniform, WOs & SRs	1	-	3
Trousers, uniform, WOs & SRs	1	-	3

b. **Items Issued from Service Sources (Note 1)**.

	WOs & SRs	JRs	Notes
Badge, cap	1	As required	4 and 5
Belt, waist, black	1	As required	
Cap, peaked	1	As required	
Inner Layer Thermal Jacket	1	-	3
Goretex Outer Layer Jacket	1	-	3
Shirt, white long sleeve	4	As required	
Shirt, white, short sleeve	4	As required	
Shoes, black leather, DMS	1 pr	As required	
Slides, shoulder, rate badge	2 pr	As required	4 & 5
Socks, thick, black	2 pr	As required	
Socks, thin, black	2 pr	As required	
Tie, black	2	As required	
Trousers, working, worsted/polyester	2	1 every year	3



Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 22.

2. The Captain Recruit and Attract service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by the Captain Recruit and Attract contract.

3. These items may be exchanged for new items, if necessary, at the intervals specified, or earlier if there is sufficient evidence that irreparable wear or damage is due to Service reasons beyond the owner's control.

4. A CA3 is entitled, on advancement to CA2, to a gratuitous initial issue, if not previously received, of the full range of CPO badges in accordance with the scales laid down in Annex 39D Para 1.

5. A CA2 is entitled, on advancement to CA1, to a gratuitous initial issue, if not previously received, of the full range of WO badges in accordance with the scales laid down in Annex 39D Para 1.

Scale 4 - Captain Recruit and Attract Service Female RN RFR Careers Adviser (CA)

a. **Items Provided by Contract (Note 1)**.

	WOs & SRs	JRs	Notes
Badge, breast, Captain Recruit and Attract Service	2	As required	2
Jacket, uniform, WOs & SRs	1	-	3
Trousers, uniform, WOs & SRs	1	-	3

b. **Items Issued from Service Sources (Note 1)**.

	WOs & SRs	JRs	Notes
Badge, cap	1	As required	4 and 5
Belt, waist, black	1	As required	
Cap, peaked	1	As required	
Inner Layer Thermal Jacket	1	-	3
GORTEX Outer Layer Jacket	1	-	3
Shirt, white long sleeve	4	As required	
Shirt, white, short sleeve	4	As required	
Shoes, black leather, DMS	1 pr	As required	
Slides, shoulder, rate badge	2 pr	As required	4 & 5
Socks, thick, black	2 pr	As required	
Socks, thin, black	2 pr	As required	
Tie, black	2	As required	
Trousers, working, worsted/polyester	2	1 every year	3



Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 22.

2. The Captain Recruit and Attract service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by the Captain Recruit and Attract contract.

3. These items may be exchanged for new items, if necessary, at the intervals specified, or earlier if there is sufficient evidence that irreparable wear or damage is due to Service reasons beyond the owner's control.

4. A CA3 is entitled, on advancement to CA2, to a gratuitous initial issue, if not previously received, of the full range of CPO badges in accordance with the scales laid down in Annex 39D Para 1.

5. A CA2 is entitled, on advancement to CA1, to a gratuitous initial issue, if not previously received, of the full range of WO badges in accordance with the scales laid down in Annex 39D Para 1.

Scale 5 - RN Ratings Serving in North America

Senior Ratings serving in North America for a period of at least nine months. (As a general rule, ratings are to wear RN uniform. Exceptionally as a working uniform, khaki clothing may be worn. See Note 1).

	Scale	Notes
Belt, webbing, khaki	1	2
Collar rank badges	2	2
Shirt, khaki, short-sleeved	3	2
Trousers, khaki	2 pr	2



Notes:

1. Similar arrangements apply to ratings assigned for lesser periods. CBNS Washington or SSA SWS/CSSE, as appropriate, is to review, in each case, the need to provide khaki clothing.

2. Eligible ratings are to provide themselves with these items from US Service sources. Receipted invoices are to be forwarded to Royal Navy Overseas Support Unit, HMS NELSON.

Scale 6 - RN Ratings Serving in Commando Units and Medical Branch Male Ratings Serving in Other RM Units

a. As a general rule, RN personnel in RM units are to wear RN uniform. Junior Ratings are to wear cap ribbons lettered 'ROYAL MARINES UNIT.' Exceptionally, RN personnel in commando units, including CTCRM, and RN Medical Branch Ratings only, in other RM units, may wear combat dress on operations or field exercises, and military working dress on appropriate occasions when ordered locally.

b. For RIG22 Shirts, Branch, Skill at Arms and Qualification badges are to be worn as detailed in para 3942.d.

c. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the 'ROYAL NAVY' shoulder flashes with other flashes) are **NOT** permitted on RIG22.

d. Shoulder flashes lettered 'ROYAL NAVY COMMANDO' in black on green as appropriate, are worn by Commando qualified personnel when wearing MTP. The shoulder flashes are to be worn as detailed in para 3943.

e. On combat dress and military working dress rank and rate badges are worn as follows:

(1) RN Warrant Officers black on green, or anodised badges, in the same manner as RM Warrant Officers.

(2) CPOs, POs and Leading Hands; black on green shoulder badges.

f. Parachutist badge is to be worn on the right cuff and the Commando badge is to be worn on the left cuff of No 1 Dress, 127mm from the end of the sleeve. No other badges are to be worn on No 1 Dress.

	Scale	Notes
Beret, green	1	1
Boots, combat, assault	pr	
Cap ribbon, lettered 'ROYAL MARINES UNIT'	1	2
Defenders, ear, gunfender	1 pr	
Drawers, olive drab	2 pr	3
Gloves, knitted polyester, olive drab	1 pr	
Holdall	1	
Jersey, wool, heavy, olive drab	1	
Knife, fork and spoon set	1	
Lanyard, white	1	
Puttees, short	1 pr	
Shirt, combat	2	
Socks, olive drab	3 pr	

(Continued)

	Scale	Notes
Towels, hand, green	2	3
Trousers, olive drab	2 pr	
Vest, olive drab	2	3
Wrist strap, brown	1	5



Notes:

1.Only for Commando qualified personnel.

2. Junior Ratings only.

3. Provided on Personal Loan.

4. To be provided as required and only whilst tropical outfits include hats, shirts, shorts and trousers in olive drab.

5. WOs only.

6. All other garments in temperate or tropical combat assemblies are to be provided on Individual Loan when required.

Scale 7 - Female Ratings Assigned to Serve with Royal Marines Units in Northern Ireland

	Scale	Notes
Cap, ribbon, lettered 'ROYAL MARINES UNIT'	1	1
Jersey, heavy wool, olive drab	1	
Parka or anorak, working dress	1	2
Shirt, olive drab	1	

Notes:

1. JRs Ratings only.

2. Issued on arrival in Northern Ireland.

Scale 8 - Naval Party 1002 - Diego Garcia. Uniform Scale for RN Male and Female Ratings on Police and Customs Duty

a. **Customs Duty.**

(1) **All Ratings.**

	Scale	Notes
Shirts, tropical, stone	4	1
Shorts, tropical, stone	4 pr	1
Stockings, RM, stone	4 pr	1
Trousers, tropical, stone	2 pr	1, 2
Boots, desert, RAF	1 pr	1
Beret, grey, Army	1	1
Badge, beret	1	3
Buckle belt	1	3

(2) **Female Ratings.**

	Scale	Notes
Dress, warm weather	3	1
Shoes, flat, brown or fawn	1 pr	4

b. **Police Duty.**

(1) **All Ratings.**

	Scale	Notes
Shirt, white, with patch pockets/radio and shoulder straps	6	1
Trousers, black lightweight	3 pr	1
Boots, lightweight patrol, black warm weather, high leg	1	1
BIOT Police badge, hat	1	3
Belt, trouser	1	3
Cap, Service MOD Police	1	1

(2) **Female Ratings.**

	Scale	Notes
Hat, Service MOD Police	1	1



Notes:

1. Issued by RM Poole before departure.

2. Senior Ratings only.

3. Issued on arrival at Diego Garcia.

4. To be purchased in UK. Receipts to be kept for refund at Diego Garcia.

Scale 9 - RN Officers and Ratings Assigned to the Falkland Islands

	Scale	Notes
Boots Combat Assault	1 pr	1
Insoles for boots	1 pr	1
Jacket, MTP	1	1
Jacket, MTP	3	1
Liner, MTP	1	1
Liner, thermal, MTP	1	1
Trousers, MTP	1	1
Trousers, lightweight, MTP	3	1
T Shirt	4	1
Drawers, cold weather	3	1
Shirts, Norwegian	2	1
Hood, field, jacket	1	1
Gloves, combat	1 pr	1
Gloves, contact	1 pr	1
WO brown wrist strap	1	1, 2



Notes:

1. This scale is the default for authorised RN personnel to wear (criteria met iaw Para 3823). It is to be adjusted accordingly to meet climatic conditions. Personnel are to note that it is not an alteration to Standing Mounting Cell Scale. The full kit list issued for Operational Tours by Mounting Cell remains extant.

2. WO1 & WO2.

Scale 10 - RN Senior Ratings Serving with British Military Advisory and Training Team (BMATT) Barbados and Tortola, British Virgin Islands

	Scale	Notes
Tropical stone coloured uniform (RM pattern bush jacket and trousers)	1	
Shirt, Stone coloured, short sleeve	6	
Socks, GS, olive drab	6 pr	
Stone coloured cap cover	2	
Trousers, stone coloured	1 pr	
Desert boots	1 pr	

Scale 11 - Senior Ratings Assigned to Saudi Arabia (KSA)

	Scale	Notes
Desert boots	2 pr	1
Shirt, stone coloured, short sleeve	4	2
Trousers, stone coloured	4 pr	2
Epaulettes	2 pr	2
Jacket, DPM, combat, lightweight	4	
Trousers, DPM, combat, lightweight	4 pr	



Notes:

1. Qty 1 to be issued to UK based MOD Saudi Arabian Project.

2. Qty 2 to be issued to UK based MOD Saudi Arabian Project.

Scale 12 - RN Ratings Assigned to HQ AFNORTH, HQ BALTAP and Canada - Items provided by means of a Cash Grant

	Scale	Notes
Boots, leather, black, fur-lined	1 pr	1
Gloves, leather, fur-lined	1 pr	1
Hat, fur lined	1	1



Note. *Eligible ratings are to provide themselves with these items from NCHQ Logistics Capability Division approved sources. Receipted invoices are to be forwarded to UPO/Unit HR Cell for reimbursement.*

Scale 13 – Warrant Officers Assigned as WORN, 2SL WO, Flt Cdr WO, Base WO, Senior Ratings Assigned to AIB as Board Senior Ratings, Ratings Assigned to State Ceremonial Training Team - Items Provided by Contract

	WOs & SRs	JRs	Notes
Jacket, uniform WOs & SRs	1	-	
Trousers, uniform WOs & SRs	1	-	
Skirt, uniform, WOs & SRs (female only)	1	-	
Jumper, uniform, JRs No.1 Uniform	-	1	
Trousers, uniform, JRs No. 1 Uniform	-	1	
Mess Undress Uniform	1		2
Shoes, Service, RAF Officers, with toe cap, Oxford Style	1 pr	1 pr	3

Notes.

Notes:

1. In accordance with JSP 752 Chapter 8 Art 08.0314, those assigned to certain high-profile roles requiring frequent wearing of ceremonial uniform may be eligible for an issue of a second uniform. This includes initial issue of Tropics and Prestige Suit if required in accordance with Annex 39C Scale 1.c and Scale 2.c.

2. Issued to WORN, 2SL WO, Flt Cdr WO only.

3. Issued to members of the SCTT on first day of assignment.

Scale 14 - MR Ratings

a. **Basic kit**.

(1) **Items Provided by Contract**.

	WOs & SRs	JRs	Notes
Jacket, uniform, WOs & SRs	1	-	
Trousers, uniform, WOs & SRs	1 pr	-	
Skirt, uniform, WOs & SRs (females only to LH)	1		
Jumper, uniform, JRs	-	1	
Trousers, uniform, JRs	-	1 pr	

(2) **Items Provided from Service Stocks**.

(a) **Kit to be Issued (by JSUs) at Point of Allocation to MR Initial Naval Training.**

	JRs	Notes
Badge, beret	1	
Beret, blue	1	
Boots, HC (Combat Assault) c/w insoles	1 pr	
RIG22 Shirt	3	3
RIG22 Trousers	3	
RIG22 T- Shirt	3	
RIG22 Belt	1	
Socks, thick, black	4 pr	
GORTEX Outer	1	
Inner Layer Thermal Jacket	1	
White Ensign Badge	1	
Shorts PT	1	
T Shirt, Blue (PT)	2	
Shoes, fitness	1 pr	
Socks, white PT	2 pr	
Daysack, black	1	
Boots DMS	1 pr	

(b) **Kit to be Issued on Arrival at the Confirmation Course to Bring Individuals up to RN Scale.**

	WOs & SRs	JRs	Notes
Belt, waist, black	1	1	
Cap, plastic JR	1	1	
Cap, ribbon	-	1	
Collar, Sailors, blue	-	1	
Epaulettes	2	2	
Flash, shoulder, white	1	1	2
Lanyard, knife	-	1	
Silk assembly	-	1	
Badge embroidered name (Name Tally for Life)	3	3	
Shirt, white, short sleeve	2	2	
Shoes, black leather, DMS	1 pr	1 pr	
Shoes, court, black, (females only)	1 pr	1 pr	
Socks, thick, black	2 pr		
Socks, thin black	2 pr	2 pr	
Trousers, working, polyester	2 pr	2 pr	
General Service Respirator (GSR)	1		
GSR - Haversack	1		
GSR – Canister(s)	1		
Net Washing	1		
Bag, black, travelling	1		

b. **Tropical Outfit (issued on first occasion of need) (Note 1)**.

	WOs & SRs	JRs	Notes
Bush, jacket	1	-	
Belt buckles	2	-	
Belt hooks	2	-	
Belt, waist, white	1	1	
Buttons, anodised, RN 2.22 cms (forepart and pockets of bush jackets))	8	-	
Buttons, anodised, RN 1.43 cms (shoulder flaps of bush jackets)	2	-	
Jumper, white, uniform	-	1	
Scarf, black assembly	-	1	
Shoes, white, canvas	1 pr	1 pr	
Skirt, white (females only)	1	-	
Socks, white	2 pr	2 pr	
Trousers, white, PV	2 pr	2 pr	

c. **Catering Services Personnel**.

	WOs & SRs	JRs	Notes
Jacket Food Handlers	3	3	
Neckerchief	3	3	
Trousers, Food Handlers	3 pr	3 pr	
Apron, Food Handlers	3	3	
Cap, Food Handlers	3	3	

d. **Physical Training Instructor**.

	WOs & SRs	JRs	Notes
Shorts, White	5	5	
White Indoor Top (Vest for Males - T-Shirt for Females)	5	5	
Snake Belt (one Size)	2	2	
Sweatshirt, Grey	2	2	
Trousers, Gym	2	2	
Shorts, Blue	3	3	
Jacket, White	2	2	
Tracksuit Jacket	1	1	
Tracksuit, Trousers	2	2	
Jacket, Goretex	1	1	
Trousers, Goretex	1	1	
Socks, White	5	5	
Indoor PT Trainers	2	2	
Outdoor PT Trainers	1	1	

e. **QARNNS Ward Clinical Uniform**.

	Scale	Notes
Tunic, ward clinical, white with navy blue piping	5	
Trousers, ward clinical, navy blue	5 pr	
Badge, QA insignia/name, white cloth	5	



Notes:

1. Tropical uniform is only to be issued to ratings undergoing continuous training in ships or establishments where tropical clothing is worn.

2. Issued at HMS RALEIGH upon arrival. To be replaced at own expense when required.

3. For RIG22 Shirts, Branch, Skill at Arms, and Qualification badges are to be worn as detailed in para 3942.

*4. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the 'ROYAL NAVY' shoulder flashes with other flashes) are **NOT** permitted.*

Scale 15 - Ratings Assigned to RN Cyprus Squadron - Basic Kit

	Scale	Notes
Shirt, desert, MTP	3	
Trousers, desert, MTP	3	
T-shirt, desert, MTP	3	
Boots, desert	1	
Jacket, desert, MTP	1	
Sweat rags, desert, MTP	3	
Socks, desert, MTP	5	
Hat, floppy, desert, MTP	1	
Hydration system	1	
WO1 / WO2 brown wrist strap	1	

Scale 16 - Home Retention Kit for All RN RFR and Recall Reserve Ratings

	WOs & SRs	JRs	Notes
Beret Badge	1	1	
Beret	1	1	
Bag, Travelling	1	1	
Disc, Identity, stainless steel	2	2	
Epaulettes	2 pr	2 pr	
Safety Boots	1 pr	1 pr	
Inner Layer Thermal Jacket	1	1	
Goretex Outer Layer Jacket	1	1	
Rig 22 – Shirt	3	3	
Rig 22 – Trousers	3	3	
Rig 22 – Belt	1	1	
Rig 22 – T-Shirts	3	3	
Rig 22 – RN Ensign Shoulder Badge	3	3	
Rig 22 – Name Tally (NTfL)	3	3	

Scale 17 - Uniform to be taken to Military Corrective Training Centre

	Male SR	Male JR	Female SR	Female JR
Badge, beret	1	1	1	1
Badge, cap	1	-	1	-
Belt, waist, black	1	1	1	1
Beret, blue	1	1	1	1
Boots, combat, assault	1 pr	1 pr	1 pr	1 pr
Cap, plastic	1	1	-	1
Cap ribbon	-	1	-	1
Collar, Sailors, blue	-	1	-	1
Hat, Tricorn	-	-	1	-
Jacket, uniform, WOs & SRs	1	-	1	-
Inner Layer Thermal Jacket	1	1	1	1
GORTEX Outer Layer Jacket	1	1	1	1
Lanyard, white	-	1	-	1
General Service Respirator	1	1	1	1
General Service Respirator Haversack	1	1	1	1
General Service Respirator Canister	1	1	1	1
Scarf, black, assembly	-	1	-	1
RIG22 Shirt	3	3	3	3
RIG22 Trousers	3	3	3	3
RIG22 T-Shirt	3	3	3	3
RIG22 Belt	1	1	1	1
Shirts, uniform, JRs	-	1	-	1
Shirt, white, long sleeve	3	-	3	-
Shirt, white, short sleeve	3	3	3	3
Shoes, black leather	1 pr	1 pr	1 pr	1 pr
Shoes, fitness	1 pr	1 pr	1 pr	1 pr
Skirt, uniform, WOs & SRs	-	-	1	-
Socks, black (thick for boots, thin for shoes)	5 pr	5 pr	5 pr	5 pr
Tie, black, polyester	1	-	1	-
Trousers, uniform, WOs & SRs	1 pr	-	1 pr	1
Trousers, uniform, JRs	-	1 pr	-	1 pr
Trousers, working, worsted/polyester	1 pr	1 pr	1 pr	1 pr

Scale 18 - Ratings Uniform to be Returned on Early Discharge

a. Ratings discharged within the first six months of service are to return all clothing issued in accordance with BRd3(1) Part 6 Chapter 39 Annex 39C Scales.

b. Ratings discharged after six months but with less than four years' service are to return all items listed below.

c. Ratings discharged with more than four years' service are **only to return** all accountable items on Personal Loan and their GSR.

	WOs & SRs	JRs	Notes
General Service Respirator (GSR)	1	1	
GSR– Haversack	1	1	
GSR – Canister(s)	1	1	
Badge, beret	1	1	
Bag, travelling	1	1	
Bag, daysack, black	1	1	
Beret, blue	1	1	
Cap, plastic	-	1	
Cap, plastic/Tricorn	1	-	
Collar, Sailors, blue	-	1	
Inner Layer Thermal Jacket	1	1	
GORTEX Outer Layer Jacket	1	1	
Jacket, bush	1	-	1
Jumper, white, uniform	-	1	1
Trousers, white, PV	2	2	1
Jacket, uniform, WO & SR	1	-	
Trousers, uniform, WO & SR	1	-	
Jumper, uniform, JR	-	1	
Trousers, uniform, JR	-	1	
Scarf, Black assembly	-	1	
RIG22 Shirt	3	3	
RIG22 Trousers	3	3	
RIG22 T-Shirt	3	3	
RIG22 Belt	1	1	
Shoes, black leather, DMS	1	1	
Trousers, working, worsted	1 pr	1 pr	
All items held on Permanent Holding Record			



Notes:

1. Tropical uniform is only to be issued to ratings undergoing continuous training in ships or establishments where tropical clothing is worn.

ANNEX 39D

GRATUITOUS ISSUE OF BADGES – RN RATINGS

1. On Advancement

a. Headgear.

	AB	LH	PO	CPO	WO2	WO1
Cap/Hat badge	-	-	1	1	1	1
Beret Badge	-	1	1	1	1	1

b. Rate Badges.

	AB	LH	PO	CPO	WO2	WO1
Shoulder, multi-coloured/gold on black	2 pr	2 pr	2 pr	2 pr	2 pr	2prs
Arm, gold on blue embroidered	-	1	-	1	-	-
Arm, blue on white embroidered	-	1	-	-	-	-
Cuff, multi-coloured on blue embroidered	-	-	-	-	2	-

c. Branch / SQ Badges.

	AB	LH	PO	CPO	WO2	WO1
Gold on blue embroidered	-	-	-	1 pr	-	-
Blue on white embroidered	-	-	-	3	-	-

d. Additional Items for Certain Ratings.

(1) Leading Artificer on Advancement to Probationary Petty Officer Artificer.

	AB	LH	PO	CPO	WO2	WO1
Cap badge	-	1	-	-	-	-
Beret badge	-	1	-	-	-	-
Cuff Buttons (anodised) 1.43cms	-	4	-	-	-	-

(2) Senior Rating Caterers and Chef Ratings – Rate Badges.

	AB	LH	PO	CPO	WO2	WO1
Shoulder slides gold on black	1	1	1	1	-	1

(3) Ratings with Overalls and / or Foul Weather Clothing on Personal Loan – Rate Badges.

	AB	LH	PO	CPO	WO2	WO1
Shoulder slides gold on black	-	1	1	1	-	-
Branch//SQ badges (Note 1)	1	1	1	1	-	-

2. **On Qualifying For, or on Change of Branch / Specialist Qualification Badge**

a. **Branch / SQ Badge**.

	AB	LH	PO	CPO	WO2	WO1
Gold on blue embroidered	1	1	1	1 pr	-	-
Blue on white embroidered	3	3	3	3	-	-

b. **Additional Issues for Certain Ratings**.

(1) **Ratings with Overalls on Personal Loan – Branch / SQ Badge**.

	AB	LH	PO	CPO	WO2	WO1
Blue on white embroidered (Note 1)	1	1	1	1	-	-

(2) **Physical Training Instructors – Branch / SQ Badge**.

	AB	LH	PO	CPO	WO2	WO1
Blue on white embroidered	7	7	7	7	-	-

(3) **Submariners**.

	AB	LH	PO	CPO	WO2	WO1
Badge, Submariners	1	1	1	1	1	1

(4) **Qualifying Submariners Only**.

	AB	LH	PO	CPO	WO2	WO1
Pin, RN Deterrent Patrol	1	1	1	1	1	1

(5) **Royal Navy Police**.

	AB	LH	PO	CPO	WO2	WO1
Badge, CPO Police, anodised	-	-	-	1	-	-
Strap, wrist, leather, white	-	-	-	1	-	-
Strap, wrist, leather, brown	-	-	-	1	-	-
Branch badge, tie, gold	-	-	1	-	-	-

3. **On Award of Good Conduct Badge – Good Conduct Badge (Set of 1, 2, 3 as appropriate)**

	AB	LH	PO	CPO	WO2	WO1
Gold on blue embroidered	1	1	1	-	-	-

4. **On Award of Skill or Other Specialist Badge – Additional Qualifications or Special Skill Badge**

	AB	LH	PO	CPO	WO2	WO1
Gold on blue embroidered	1	1	1	1	1	1

5. On First Draft to a Station Where Tropical Uniform is Worn, or on Advancement or Award of Badge While Serving on Such a Station

a. Rate Badges.

	AB	LH	PO	CPO	WO2	WO1
Arm blue on white embroidered	1	1	1	-	-	-
Cuff/wrist, Royal Arms, anodised	-	-	-	-	2	2
Strap, wrist, leather, white	-	-	-	-	1	1

b. Branch / SQ Badges.

	AB	LH	PO	CPO	WO2	WO1
Blue on white, embroidered	1	1	1	-	-	-

c. Good Conduct Badges.

	AB	LH	PO	CPO	WO2	WO1
Blue on white (set of 1, 2 or 3, as appropriate)	1	1	1	-	-	-

d. Skill or Other Specialist Badges.

	AB	LH	PO	CPO	WO2	WO1
Blue on white embroidered	1	1	1	1	1	1

e. Buttons Anodised with Split Ring for Bush Jacket.

	AB	LH	PO	CPO	WO2	WO1
2.22 cm (foreparts and cuffs)	-	-	8	8	8	8
1.43 cm (shoulder flaps)	-	-	2	2	2	2
2.22 cm, domed (for cuffs)	-	-	-	6	-	-

6. On Attachment to a Commando Unit, Including CTCRM or (RN Medical Branch Ratings Only) other RM Units

a. On Issue of Uniform as Detailed in Annex 39C Scale 6 (Shoulder Rate Slides).

	AB	LH	PO	CPO	WO2	WO1
Black on green embroidered	1 pr	1 pr	1 pr	1 pr	1 pr	1 pr

b. On Successful Completion of the Commando Qualifying Course.

	AB	LH	PO	CPO	WO2	WO1
Flash lettered ‘ROYAL NAVY COMMANDO’: Black on green embroidered	2	2	2	2	2	2



Notes:

1. Per Garment for Overalls only.

2. Ratings provided with extra garments on loan may be issued with one additional rate and/or branch badge, as appropriate, for each garment on which they are worn.

ANNEX 39E

ILLUSTRATIONS OF RN AND QARNNS BADGES OF RANK AND RATE, AND OTHER INSIGNIA

1. Badges and Distinction Marks of Rank

a. Naval Officers.

(1) Cap / Beret Badges.

Fig 39E.1.a.1-1 – Cap Badge



Fig 39E.1.a.1-2 – Beret badge



Fig 39E.1.a.1-3 – Chaplains Cap / Beret Badge



(2) Cap Peaks.

Fig 39E.1.a.2-1 – Flag Officers



Fig 39E.1.a.2-2 – Commodore, Captain, Commander



Fig 39E.1.a.2-3 – Other Officers



(3) Tricorn Hats.

Fig 39E.1.a.3-1 – Flag Officers



Fig 39E.1.a.3-2 – Commodore, Captain, Commander



Fig 39E.1.a.3-3– Other Officers



(4) Officers Buttons.

Fig 39E.1.a.4-1 – Flag Officers and Commodores



Fig 39E.1.a.4-2 – Other Officers



(5) **Specialist Badges**.

	**Fig 39E.1.a.5-1 – Pilot** *See para 3933*
	**Fig 39E.1.a.5-2 – Observer** *See para 3933*
	**Fig 39E.1.a.5-3 – Parachutist** *See Para 3920*
	**Fig 39E.1.a.5-4 – Submarine Badge (Dolphins)** *See para 3935*
<Image Place Holder>	**Fig 39E.1.a.5-5 – Submarine Badge (Black Dolphins)** *See para 3936*
	**Fig 39E.1.a.5-6 – Deterrent Patrol (Gold or Silver)** *See para 3937*
	**Fig 39E.1.a.5-7 – RN Commando Shoulder Flash (MTP only)**
<Image Place Holder>	**Fig 39E.1.a.5-8 – RN Commando Shoulder Flash (No. 1 / 2 Uniform)**
	**Fig 39E.1.a.5-9 – HUMINT Badge (Op Samson)** *See para 3939*

	**Fig 39E.1.a.5-10 – HUMINT Badge (Op Metis)** *See para 3939*
	**Fig 39E.1.a.5-11 – Command Badge (Gold)**
	**Fig 39E.1.a.5-12 – PWO Badge (Silver)**
	**Fig 39E.1.a.5-13 – Space Operator (No. 1 / 2 Uniform)** *See para 3940*
	**Fig 39E.1.a.5-14 – Space Operator (MTP)** *See para 3940*

(6) **Flag Officer Shoulder Straps**.

Fig 39E.1.a.6-1 – Admiral of the Fleet



Fig 39E.1.a.6-2 – 4* Admiral



Fig 39E.1.a.6-3 – 3* Vice Admiral



Fig 39E.1.a.6-4 – 2* Rear Admiral



Fig 39E.1.a.6-5 – 1* Commodore



(7) **Officer's Sleeve Lace**.

Fig 39E.1.a.7-1 – Admiral of the Fleet



Fig 39E.1.a.7-2- Admiral



Fig 39E.1.a.7-3 – Vice Admiral



Fig 39E.1.a.7-4 – Rear Admiral



Fig 39E.1.a.7-5 – Commodore



Fig 39E.1.a.7-6 – Captain



Fig 39E.1.a.7-7 – Commander



Fig 39E.1.a.7-8 – Lt Commander



Fig 39E.1.a.7-9 – Lieutenant



Fig 39E.1.a.7-10 – Sub-Lieutenant



Fig 39E.1.a.7-11 – Medical Officers (See Note)



Fig 39E.1.a.7-12 – Midshipman



Fig 39E.1.a.7-13 – Chaplains Badge (no lace)



Fig 39E.1.a.7-14 - QARNNS





Notes:

1. *Coloured Distinction Cloth is worn between the gold sleeve lace to distinguish the following:*

- *Medical Officers - Scarlet.*
- *Dental Officers - Orange*
- *RCNC Officers - Grey*
- *Civilian Officers - Green*

2. Royal Navy Police Officers will have the words "ROYAL NAVY POLICE" embroidered at the base of the shoulder straps and shoulder badges.

b. **Naval Ratings.**

(1) **Cap Badges and Cap Ribbons.**

Fig 39E.1.b.1-1 – Warrant Officers (WO1 & WO2)



Fig 39E.1.b.1-2 – Chief Petty Officer



Fig 39E.1.b.1-3 – Petty Officer



Fig 39E.1.b.1-4 – Cap Ribbon



(2) **Beret Badges.**

Fig 39E.1.b.2-1 – Warrant Officers (WO1 & WO2)



Fig 39E.1.b.2-2 – Chief Petty Officer



Fig 39E.1.b.2-3 – Petty Officer



Fig 39E.1.b.2-4 – Junior Rating



(3) **Arm Rate Badges.**

Fig 39E.1.b.3-1 – Warrant Officer 1



Fig 39E.1.b.3-2 – Warrant Officer 2



Fig 39E.1.b.3-3 – Chief Petty Officer



Fig 39E.1.b.3-4 – Petty Officer



Fig 39E.1.b.3-5 – Leading Rating



(4) **Shoulder Rate Badges.**

Fig 39E.1.b.4-1 – Warrant Officer 1



Fig 39E.1.b.4-2 – Warrant Officer 2



Fig 39E.1.b.4-3 – Chief Petty Officer



Fig 39E.1.b.4-4 – Petty Officer



Fig 39E.1.b.4-5 – Leading Rating



Fig 39E.1.b.4-6 – Able Rating



Note. *All Royal Navy Police Warrant Officers, Senior and Leading Ratings will have the words "ROYAL NAVY POLICE" embroidered at the base of the shoulder badges.*

(5) **Good Conduct Badges.**

Fig 39E.1.b.5-1 – 4 Years



Fig 39E.1.b.5-2 – 8 Years



Fig 39E.1.b.5-3 – 12 Years



(6) **Buttons.**

Fig 39E.1.b.6-1 – Buttons (All Rates)



2. Branch Badges and Identifiers

a. Warfare.



Fig 39E.2.a-1 – Seamanship Specialisation

- AB2 – No Star.
- AB1 – with one star above.
- LH – with one star above and below.
- PO – with Crown above.
- CPO – with Crown above (issued in pairs).



Fig 39E.2.a-2 – Information Warfare Specialisation

- AB2 – No Star.
- AB1 – with one star above.
- LH – with one star above and below.
- PO – with Crown above.
- CPO – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *AWT – Above Water Warfare Tactical*
- *EW – Electronic Warfare*
- *INT – Intelligence*
- *CT – Cryptologic Technician*
- *IW METOC - Meteorology & Oceanography*



Fig 39E.2.a-3 – Warfare Specialisation

- AB2 – No Star.
- AB1 – with one star above.
- LH – with one star above and below.
- PO – with Crown above.
- CPO – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *AWW – Above Water Warfare Weapons*
- *UW – Underwater Warfare*
- *MW – Mine Warfare*
- *H - Hydrography*



Fig 39E.2.a-4 – Warfare Submarine Specialisation

- AB2 – No Star.
- AB1 – with one star above.
- LH – with one star above and below.
- PO – with Crown above.
- CPO – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *SSM – Sonar Submarine*
- *TSM – Tactical Submarine*



Fig 39E.2.a-5 – Photographer Specialisation

- AB2 – No Star.
- AB1 – with one star above.
- LH – with one star above and below.
- PO – with Crown above.
- CPO – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *PHOT - Photographer*



Fig 39E.2.a-6 – Diver Specialisation

- AB2 – No Star.
- AB1 – with one star above.
- LH – with one star above and below.
- PO – with Crown above.
- CPO – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *D - Diver*

<Image Place Holder>

Fig 39E.2.a.7 – WO1 and WO2 Coxswain



Fig 39E.2.a.8 – CPO Coxswain



Fig 39E.2.a.9 – PO and Below Coxswain

b. **Logistics.**



Fig 39E.2.d-1 – Logistics

- AB2 Logs – No Star.
- AB1 Logs – with one star above.
- LH Logs– with one star above and below.
- PO Logs– with Crown above.
- CPO Logs– with Crown above (issued in pairs).

Note. *Letters underneath the star denote sub specialisation as follows:*

- *CS – Catering Services*
- *SC – Supply Chain*
- *W – Writer*
- *RNW – Royal Navy Family & People Support (FPS)*



Fig 39E.2.d-2 – Physical Trainers

- LH PTI – with one star above and below.
- PO PTI – with Crown above.
- CPO PTI – with Crown above with star below (issued in pairs).



Fig 39E.2.b-1 - Chief Petty Officer Police



Fig 39E.2.b-2 - Petty Officer and Leading Hand Police



Fig 39E.2.b-3 - Military Police



Fig 39E.2.b-4 - Royal Navy Police Shoulder Flash

- MTP Only

c. **Medical and Dental.**



Fig 39E.2.f-1 – Medical

- AB2 Medic – No Star.
- AB1 Medic – with one star above.
- LH Medic – with one star above and below.
- PO Medic – with Crown above.
- CPO Medic – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *R – Radiographer*
- *L – Laboratory*
- *PD – Pharmacy Dispenser*
- *SC – Supply Chain*



Fig 39E.2.f-2 – Dental

- AB2 – No Star.
- AB1 – with one star above.
- LH – with one star above and below.
- PO – with Crown above.
- CPO – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *DH – Dental Hygienist*
- *DSA – Dental Surgery Assistant*
- *QA – Quarters Assistant*



Fig 39E.2.f-3 – QARNNS

- NN2 (AB2) – No Star.
- NN1 (AB1) – with one star above.
- LNN – with one star above and below.
- PONN – with Crown above.
- CPONN – with Crown above (issued in pairs).

d. **Engineering**.

(1) **Marine Engineering.**



Fig 39E.2.h.1-1 – Marine Engineering

- ET2(ME) (AB2) – No Star.
- ET1(ME) (AB1) – with one star above.
- LET(ME) – with one star above and below.
- POET(ME) – with Crown above.
- CPOET(ME) – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *ML – Mechanical*
- *EL – Electrical*



Fig 39E.2.h.1-2 – Marine Engineering (SM)

- ET(MESM) (AB2) – No Star.
- ET(MESM) (AB1) – with one star above.
- LET(MESM) – with one star above and below.
- POET(MESM) – with Crown above.
- CPOET(MESM) – with Crown above (issued in pairs).

Note. *There are no sub specialisation letters on ME submariner branch badges.*

(2) **Weapons Engineering.**



Fig 39E.2.h.2-1 – Weapons Engineering

- ET2(WE) (AB2) – No Star.
- ET1(WE) (AB1) – with one star above.

aw BRd3 Ch75 and BR2000(4)(3) Ch1.

- LET(WE) – with one star above and below.
- POET(WE) – with Crown above.
- CPOET(WE) – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *W – Weapons*
- *CIS – Communications and Information Systems*
- *S – Sensors*



Fig 39E.2.h.2-2 – Weapons Engineering (SM)

- ET(WESM) (AB2) – No Star.
- ET(WESM) (AB1) – with one star above.
- LET(WESM) – with one star above and below.
- POET(WESM) – with Crown above.
- CPOET(WESM) – with Crown above (issued in pairs).

Note. *There are no sub specialisation letters on WE submariner branch badges.*

(3) **Fleet Air Arm**



Fig 39E.2.h.3-1– Air Engineering Technician

- AET2 (AB2) – No Star.
- AET1 (AB1) – with one star above.
- LAET – with one star above and below.
- POAET – with Crown above.
- CPOAET – with Crown above (issued in pairs).

Note. *Letters denote sub specialisation as follows:*

- *AV – Avionics*
- *M – Mechanical*
- *AE – reserved for AB1 or AB2 only.*



Fig 39E.2.h.3-2 – Survival Equipment Technician

- SET2 (AB2) – No Star.
- SET1 (AB1) – with one star above.
- LSET – with one star above and below.
- POSET – with Crown above.
- CPOSET – with Crown above (issued in pairs).



Fig 39E.2.h.3-3– Aircraft Handler

- AB2 (AH) – No Star.
- AB1 (AH) – with one star above.
- LAH – with one star above and below.
- POAH – with Crown above.
- CPOAH – with Crown above (issued in pairs).



Fig 39E.2.h.3-4– Aircraft Controller

- AB2AC – No Star.
- AB1AC – with one star above.
- LHAC – with one star above and below.
- POAC – with Crown above.
- CPOAC – with Crown above (issued in pairs).



Notes:

1. With the exception of legacy Artificers, all source branch, Engineering Technicians, (AE), (ME), (MESM), (WE) and (WESM) from ET to CPOET will wear the relevant engineering branch badge for their main trade and where applicable their individual stream as above. Engineering Mechanics will continue to wear their existing badges.

2. Badges will be 'Gold on Black' for wear with No. 1 and No. 2 uniforms and 'Blue on White' for wear with RIG22, No. 5 and tropical uniforms.

3. **Specialist Badges**



Fig 39E.3-1– RN / RM Marksman
See para 3941



Fig 39E.3-2 – RN / RM Marksman (Navy 10)
See para 3941



Fig 39E.3-3 – RN Commando



Fig 39E.3-4 – Parachutist
See para 3938



Fig 39E.3-5 – Navigators Yeoman
See para 3932



Fig 39E.3-6 – Submarine Parachute Group
See para 3932



Fig 39E.3-7– RN Commando Shoulder Flash (MTP)

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Fig 39E.3-8 – RN Commando Shoulder Flash (No. 1 / 2 Uniform)



Fig 39E.3-9 – Submarine Badge (Dolphins)
See para 3935

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Fig 39E.3-10 – Submarine Badge (Black Dolphins)
See para 3936



Fig 39E.3-11 – RN Deterrent Patrol
See para 3937



Fig 39E.3-12 – FAA Aircrew
See para 3933



Fig 39E.3-13 – Space Operator (No. 1 / 2 Uniform)
See para 3940

Fig 39E.3-14 – Space Operator (MTP)
See para 3940



Fig 39E.3-15 – HUMINT (Op Samson)
See para 3939



Fig 39E.3-16 – HUMINT (Op Metis)
See para 3939

4. **Organisational Patches**

a. Only inclusion in this section of BRd3 is the authority to wear Organisational Patches on RIG22. No other Organisational Patches or Ships badges are to be worn with RIG22.

b. To gain authority to wear an Organisational patch not included in this article can be sought from **Navy Culture-ExecPol-SO3**.

c. Organisational patches should be no larger than 3” in diameter or 3” x 3”.



Fig 39E.4-1 – NATO
See para 3942.d



Fig 39E.4-2 – DIO
See para 3942.d



Fig 39E.4-3 – FOST
See para 3942.d



Fig 39E.4-4 – Operational Advantage Centre
See para 3942.d

<Image Place Holder> **Fig 39E.4-5 – Warrant Officer to the Royal Navy (WORN)**

<Image Place Holder> **Fig 39E.4-6 – Fleet Commander WO (FCWO)**

<Image Place Holder> **Fig 39E.4-7 – 2nd Sea Lord Warrant Officer (2SLWO)**

5. **Name Tally for Life (NTfL)**

a. Only inclusion in this section of Brd3 is authority to wear Name Tally for Life on RIG22.

b. To gain authority to wear a Name Tally for Life on RIG22 not included in this article units should seek approval from Navy Culture-ExecPol-SO3.

c. Process for obtaining NTfL through TailSpend contact **Navy FGen-Logs Uniform Improve.**

Fig 39E.5-1 – Standard NTfL



Fig 39E.5-2 - Command



Fig 39E.5-3 - PWO



Fig 39E.5-4 - Submariner



Fig 39E.5-6 - Pilot



Fig 39E.5-7 - Observer



Fig 39E.5-8 - Aircrew



Fig 39E.5-9 - Parachutist



Fig 39E.5-10 - QARNNS



Fig 39E.5-11 – Clearance Diver (OR7 and Below)



Fig 39E.5-12 – Clearance Diver (OR8 and Above)



Fig 39E.5-13 - RFA



Fig 39E.5-14 – Diving Medical Officer



Fig 39E.5-15 – RN Commando



Fig 39E.5-16 – RN Space Command



Fig 39E.5-17 – Flag Officer Sea Training



Fig 39E.5-18 – RN Police



Fig 39E.5-19 – RN Police (Operations)



Notes:

1. NTfL to be of size 135 mm (l) by 50 mm (h).

2. Names are to be surnames only. Rank, Position, Role or initials not permitted.

3. Names to be white in colour, Helvetica Condensed font, 15mm high.

4. 'POLICE' to be Hex C0C0C0 in colour, CG Triumvirate Condensed Bold font, 20mm high.

5. 'RN Commando' to be Commando Green (Hex 516A62) in colour, Helvetica Condensed font, 15mm high.

6. 'Royal Fleet Auxiliary' white in colour, Helvetica Condensed font, 12mm high.

7. 'Bomb Disposal' red in colour (Hex E31B23), Helvetica Condensed font, 15mm high.

8. 'FOST' to be white in colour, Helvetica Condensed font, 15mm high.

9. Names longer than 15-17 characters may be condensed to fit.

6. **Naval Careers Service**

a. The Naval Careers Service badge (see below) is worn centrally above the left breast pocket with the lower edge 3mm above the top seam or medal ribbon(s) when worn immediately above the pocket.

b. If necessary, the badge may be displaced towards the left arm sufficient to prevent concealment by the left lapel. Not to be worn with medals.



Fig 39E.6-1 – Naval Careers Service

See BRd3 Chapter 39 Annex C Scale 3 and 4.

ANNEX 39F

ISSUE AND RETURN OF AIGUILLETTES

1. This annex sets out the arrangements for the issue, loan and return of aiguillettes (see Para 3927).

2. **Issue to Officers of Captain Rank and Above.** Officers of Captain rank and above are to receive a gratuitous issue of aiguillettes upon first appointment to a post for which aiguillettes are required. Once issued, the items are to form part of the officer's enduring standard uniform and are to be recorded within personal kit records. Officers of Captain rank and above retire retaining the title and may therefore be required to wear aiguillettes at official military-led events in a civilian capacity.

3. **Issue to Officers Below Captain.** Officers below the rank of Captain are to be issued aiguillettes only for the duration of the period of entitlement, where appointed to a post for which aiguillettes are required. Such officers are to acknowledge liability for any financial charge incurred should the items not be returned at the conclusion of the entitling assignment.

4. **Non-return Hastener Process.** Where aiguillettes are not returned by the agreed return date, hasteners are to be issued in the following sequence:

   a. First hastener: to be issued one month after the agreed return date.

   b. Second hastener: to be issued two months after the agreed return date.

   c. Third hastener: to be issued three months after the agreed return date and to include notification of intent to initiate recovery action in accordance with extant regulations.

5. **Loan Arrangements.** Aiguillettes and associated accoutrements are to be issued on Individual Loan by the Uniform Clothing Store, HMS NELSON.

ANNEX 39G

DEMANDS AND ORDERING OF CAP RIBBONS / TALLIES

1. This annex sets out how cap ribbons/tallies (see Para 3915) are demanded and ordered.

2. **Initial Issue Before Commissioning.** Before commissioning, HM Ships are to demand an initial issue of cap ribbons/tallies:

a. Make a normal demand for NSN 8455-99-571-2297 using MJDI. The exact spelling and spacing required must be stated in the Special Instructions.

b. Units without MJDI access submit the demand via email through the Customer Service Desk at Team Leidos[1].

c. There is a minimum order of 50 cap ribbons/tallies and a lead time of approximately 12 weeks.



Note. *The NCHQ Commodities team has read-only access to MJDI and cannot place demands; this is normally done through an RN Establishment Clothing Store.*

3. **New Unit Cap Ribbons/Tallies.** All requests for new unit cap ribbons are to be sent to **Navy FGen-Logs Uniform Improve**.

a. Units with more than 20 Junior Ratings (including Joint Service establishments) may have their own cap ribbons/tallies to promote unit identity and esprit de corps.

b. Units with fewer than 20 Junior Ratings and no local sponsoring RN establishment wear the 'Royal Navy' cap ribbon/tally, available on request from HMS NELSON Clothing Store. Where a compelling case for individual unit identity exists, the Customer Service Desk at Team Leidos is to be consulted. (info **Navy Culture-ExecPol-SO2**).

c. The use of acronyms on cap ribbons/tallies is to be avoided wherever possible.

[1] CustomerServiceDesk@TeamLeidos.mod.uk

ANNEX 39H

ROYAL NAVAL VOLUNTEER BAND

1. Entitlement To Scale

a. embers of Royal Naval Volunteer Bands who are also serving members of any military Service, or non-military uniformed Service, are to wear their most appropriate uniform commensurate with the status of the band engagement.

b. Members of Royal Naval Volunteer Bands not entitled to wear other military Service uniforms, or other non-military Service uniforms, are entitled to wear a uniform as in Para 2 and Para 3 below.

c. Where at all possible, Clothing Stores are to recycle serviceable items of uniform for members of the RNVBA.

2. Concert Dress. Red Sea Rig, comprising White Short Sleeve Tropical Shirt with Black Trousers, or skirt for females (optional), Black Shoes, Volunteer Band Epaulettes.

3. Parade Dress. No 1 Suit with Band Service Lyre or Drum Badge Gold on Blue (see Fig 39H-1 to 4), Black Tie, Black Shoes, Peaked Cap/Tricorn Hat as appropriate.

4. Royal Naval Volunteer Band Association (RNVBA) Long Service Award

a. In recognition of those who voluntarily give much of their spare time to further the interests of the Naval Service, in 2014 the Second Sea Lord instituted the RNVBA Long Service Award. This award is to be worn in No. 1 Dress only (not concert rig).

b. The design of the Long Service Award consists of a metal Lyre Badge with oak leaves:

(1) Royal Naval Junior Ratings (and drummers as required) are to wear the Long Service Award centrally on the lower left sleeve, 150mm above the cuff (see Fig 39F-1 below).

(2) All other Royal Naval Volunteer Band personnel are to wear the Long Service Award centrally on the left lapel of the jacket with the bottom of the badge 50mm below the step seam (see Fig 39F-2 below).

c. The RNVBA Long Service Award is awarded to RNVBA members at the discretion of the Staff Officer (Music) of the Royal Marines Band Service, based upon recommendation by the individual's Volunteer Band Instructor (VBI).

d. Qualification for the award is based on time served in the RNVBA. There are awards for 5 (silver), 15 (silver/gold) and 25 (gold) years' service.

e. Unlike the LS&GC, campaign medals etc the RNVBA Long Service Award is not from the Sovereign (tracking and eligibility criteria for the award do not allow for this). In order for the RNVBA President, in liaison with the RNVBA Secretary, to satisfy themselves that the award is warranted, VBIs are required to submit annual nominal rolls to the Assistant Secretary RNVBA of members who attend regular rehearsals and engagements (including notes of the amount of time previously served). VBIs are to use the annual return to nominate and recommend eligible members for the most appropriate Award.

f. Submissions are to be forwarded by 31 Jan annually.

Fig 39H-1 – RNVB Long Service Lyre Sleeve Badge



Fig 39H-2 – RNVB Long Service Lyre Lapel Badge



Fig 39H-3 – RNVB Drummer



Fig 39H-4 - Musician



CHAPTER 40

ROYAL MARINES OFFICERS AND OTHER RANKS

(Sponsor: NAVY OCGRM-CORPS SEC)

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CHAPTER 40

ROYAL MARINES OFFICERS AND OTHER RANKS

SECTION 1

INTRODUCTION



Note. *The contents of this Chapter should be read in conjunction with Chapter 37 and Chapter 38.*

4001. History

The history of Marines in the UK commenced on 28 October 1664 when King Charles II signed an Order in Council for the formation of The Duke of York and Albany's Maritime Regiment of Foot (or The Admiral's Regiment), a regiment distinguished by its yellow coats with red facings. The subsequent century saw various disbandments and the raising of new regiments of Marines, some twenty-three in all, as well as four Invalid Companies. All of these had their own uniforms and distinctions. These early Marine Regiments provided men trained as soldiers for service at sea but were part of the Army. Accordingly, Marine uniforms were military rather than naval in style and followed the Army fashions of the day. The disastrous campaign at Cartagena, in Columbia, in 1741, led Admiral Lord George Anson to conclude that a principal fault had been the chaotic organisation and poor administration of the ten Marine Regiments then in the Army Order of Battle. In 1747 he carried through radical reforms which ensured that any future Marines should only be raised and administered by the Admiralty. As First Lord of the Admiralty in 1755, when war threatened once more, he was able to enact these reforms and thus an Order in Council of 5 April 1755 specified the creation of a Corps of Marines under Admiralty control. This Corps retained the tradition of military style uniforms along with military ranks and rank badges. Since 1755, the Corps has been in continuous existence as a distinct and separate part of the Naval Service. On 29 April 1802, King George III recognised the Corps' loyal service by directing that the Corps should be styled 'Royal' and, in consequence, the white facings on their scarlet coats were replaced by the blue of a Royal regiment. Although Marine Artillery Companies were formed in 1804 and the Royal Marines were designated a Light Infantry corps in 1855, it was not until 1862 that the Corps was formally split into the Royal Marine Light Infantry (RMLI) and the Royal Marine Artillery (RMA). The former wore infantry style uniforms with scarlet tunics whilst the latter wore artillery style uniforms with navy blue tunics. In 1923, the two arms of the Corps were re-merged to become once again the Royal Marines. This amalgamation led to the adoption of navy blue tunics for day dress whilst scarlet was retained for evening wear on mess jackets by officers, WOs and SNCOs. Khaki uniforms were adopted for field service in World War 1 and various forms of khaki uniforms remained in service until 1964, whilst khaki drill (and later stone) uniforms were introduced for tropical wear. In 1964, a lovat green uniform replaced Khaki Service Dress and Battledress for wear as a day undress uniform or alternative parade uniform. In addition to khaki battledress, various forms of combat clothing have been worn since World War 2, often theatre specific. Latterly, these are often tri-service items. In the late 19th Century and up until the 1980s, various orders of blue working dress, such as blue battledress, have been worn, particularly by ships' detachments. In 1992, recruiting into the RM Band Service was opened to females so female variants of appropriate Orders of RM Dress were introduced. In 2023, the Corps commissioned a review into how senior Royal Marines Officers dress can be more closely aligned with the Royal Navy. Several changes were recommended, including

officers at the rank of Colonel and above adopting a cloth globe and laurel cap badge, returning letters ‘RM’ to rank slides and using letters ‘RM’ as post nominals. Additional changes included getting rid of gorget patches and removing mounted order as a form of dress. Further detail on the history of RM uniforms can be found in RM Historical Society Special Publication 41 - ’Personal Distinctions - 350 Years of RM Uniforms and Insignia’ by John Rawlinson, published in 2014 (ISBN 978-1-908123-09-1).

4002. Dress Tables

Approved orders of dress are promulgated in Dress Tables. Whilst these lay down the standard configurations, commanders should note that, in some cases, variations may be authorized by the appropriate senior officer. This is to take account of particular circumstances which may include factors such as weather, location and context, or practical considerations such as being afloat or taking passage in boats. Details for RM General Service personnel are given in the tables at Annex 40A, whilst those for RM Special Boat Service (SBS) personnel are in Annex 40F and those for RM Band Service personnel are in Annex 40G. Numbers and names are assigned to the various orders of dress for convenience when referring to them. For the Orders of Dress to be worn at Court functions, or at Joint Service functions when members of the Royal Family are present, see the Joint Services Ceremonial Dress Table in Chapter 43. Associated items of equipment worn with various orders of dress are given in the Dress Tables at Annex 40A.

4003. Dress When Serving with RN or Other Services

Royal Marines will conform, when possible, to the number of dress ordered for the Royal Navy. When serving with the other Services, they are to wear the nearest appropriate Dress. For certain ceremonial occasions, however, where RN personnel are wearing No. 1B Dress, the senior RM officer may order No 1A Blue Dress (negative swords) to be worn in lieu of No. 1B Lovat Dress.

4004. Ex Regular Royal Fleet Reserve (RFR) and Recall Reserve Uniform on the occasion of their callout or recall for service

Royal Marines Officers, WOs NCOs and Marines personnel who leave the service and maintain a legal callout liability are to retain kit as detailed at Annex 40B Scale 5 (Officers) and Annex 40C Scale 3 (WOs, NCOs & Other Ranks). Upon recall, Ex-Regular Royal Marines RFR and Recall Reserve personnel will wear the same uniform as regular RM personnel of the same rank however Lovat uniform is not generally issued. Further uniform required will be role dependant and will be issued as required during subsequent phases of their integration back into service.

SECTION 2

DISTINCTIONS IN UNIFORM

4005. General Officers

Articles of uniform for General Officers are of Corps pattern with the following modifications:

a. **Greatcoat.** Corps pattern blue greatcoats are worn without gorget patches or globe and laurel collar insignia. Ceremonial greatcoats are to be buttoned to the neck when worn by officers unless they are wearing Orders and Decorations, then the greatcoat can be worn open at the neck.

b. **High Collar Blue Tunic.** In No. 1A Dress on ceremonial occasions a blue tunic with stand-up collar (Army pattern No. 1) is worn. The accessories for wearing with this dress comprise:

(1) Gold shoulder cords with silver-embroidered rank badges. Letters 'RM' are not worn.

(2) Crimson and gold waist sash.

(3) General Officers' full-dress sword with metal scabbard, crimson and gold sword knot, gold sword slings.

(4) Plain white gloves.

(5) All buttons are 20mm Corps pattern.

(6) Collar badge, embroidered silver globe in gold braided laurel wreath.

c. **Badges.** Royal Marines General Officers wear an embroidered Corps badge on both cap and beret (see Fig 40E-1a). The black version of the cap badge is worn on the peaked cap whereas the green version is worn on the beret.

d. **Gorget Patches.** General Officers' gorget patches are no longer worn on any orders of dress.

e. **Cap.** White, plastic-topped, Corps pattern but with gold-embroidered oak leaves all-round the peak. i.e. two bands of oak leaves (see sub-para c above and Fig 40E-2a).

f. **Gloves.** White, cotton.

g. **Scarlet Mess Jacket.** Fitted with blue cloth shoulder straps edged with 13mm oak-leaf pattern gold lace and fastened at point with small 13mm officer's silver gilt lion and crown buttons. Silver-embroidered rank badges on shoulder straps. Corps badge (see Para 4015) on each lapel.

h. **White Mess Jacket.** Fitted with white drill shoulder straps fastened at point with small 13mm officers' silver gilt lion and crown buttons. Miniature anodised rank badges on shoulder straps. Corps badges fitted with Velcro as above.

i. **Blue Trousers.** Scarlet cloth stripe 64mm wide in place of 6mm welt.

j. **13mm General Officer's Button (Anodised and Bronze).** Raised round button 13mm in diameter with silver gilt lion and crown. Worn by officers on the shoulder straps of mess jackets (see Fig 40E-4a).

k. **20mm RM General Officer's Button.** A Corps pattern anodised button 20mm in diameter for wear only on high collar blue and white tunics.

l. Items such as General Officers' dress swords, scabbards, sword knots, sword belts and sashes can be obtained from the Ceremonial Store, details of which are as follows:

G4 SNCO
JSAU London
London Central Garrison
Wellington Barracks
LONDON
SW1E 6HQ

CIV: 0207 414 3351/0207 799 2924
MIL: 94631 3351
rqmsmodmain@hotmail.co.uk

4006. Brigadiers and Colonels

Articles of uniform for Brigadiers and Colonels are of Corps pattern with the following modifications:

a. **Greatcoat.** Blue greatcoats are worn without globe and laurel collar insignia.

b. **Badges.** Royal Marines Brigadiers and Colonels wear an embroidered Corps badge on both cap and beret (see Fig 40E-1a). The black version of the cap badge is worn on the peaked cap whereas the green version is worn on the beret.

c. **Gorget Patches.** Staff gorget patches are no longer worn on any orders of dress.

d. **Cap.** White, plastic-topped, Corps pattern but with gold-embroidered oak leaves round the front of the peak (see Fig 40E-2b). Oak leaves also worn by Lt Col RM.

e. **Scarlet Mess Jacket.** As for General Officers, except that shoulder straps are edged with 13mm, Staff pattern gold lace.

f. **White Mess Jacket**. As for General Officers.

g. **Blue Trousers.** Scarlet cloth stripe 45mm wide in place of 6mm welt.

h. **13mm Button (Anodised and Bronze).** Raised round button 13mm in diameter with Corps silver gilt lion and crown. Worn by Colonels and Brigadiers on the shoulder straps of mess jackets.

4007. Colonels Commandant and Honorary Colonels

The policy for Colonels Commandant and Honorary Colonels uniforms is as follows:

a. **Colonels Commandant.** On special occasions Colonels Commandant of the Royal Marines may wear the uniform of their rank on retirement or the approved alternative, which is General Officer's uniform with Colonel's badges of rank.

b. **Honorary Colonels.** On special occasions, Honorary Colonels of the RM and RMR may wear the uniform of their rank on retirement or the approved alternative, which is Corps Uniform (i.e. uniform worn by Lieutenant Colonels RM and below) with Colonel's badges of rank and Colonels embroidered cap badge.

4008. Distinctions in Uniform - Band Officers

Articles of uniform for officers of the Royal Marines Band Service are of Corps pattern with the following modifications:

a. **No. 1 Dress - Ceremonial Blue Dress**. Blue cloth tunic with stand-up collar (pre-World War 2 Full Dress pattern); with the following accessories for wear with this Dress:

Either;

(1) Gold shoulder cords with silver-embroidered rank badges.

(2) Crimson waist sash.

(3) Dress sword with metal scabbard, gold sword knot and sword slings.

(4) Plain white cotton gloves.

Or;

(1) Blue frock coat with stand-up collar.

(2) Crimson sash.

(3) Gold embroidered rank badges.

b. **No. 1AW Dress - Tropical Ceremonial Dress.** White cloth tunic with stand-up collar, white trousers and white shoes. The accessories for wear with this Dress are as for Full Dress Blues above with anodised officers' pattern collar badges.

c. **Wellington Boots.** Patent leather officers' pattern Wellington boots may be worn for all appropriate occasions.

d. **Helmet Plate.** Officers of RM Band Portsmouth and RM Band CTCRM wear the same special insignia on the helmet plate (not cap or beret) as other ranks of these bands (see Para 4013).

e. **Blue Trousers and Overalls.** Scarlet cloth stripe 45mm wide in place of 6mm welt. Overalls may be worn on all appropriate musical occasions.

4009. Distinctions in Uniform - Warrant Officers Class 1

Articles of uniform for WO1s are of RM WOs, NCOs and Marines' pattern with the following modifications:

a. **Regimental Blue Uniform.** Officers' material and pattern, but tunics are to be fitted with a high collar worn with anodised officer pattern collar badges. Tunic sleeves are to have a subtle crease. Two buttons to be added to the tunic cuffs consistent with the officers' uniform. Rear skirting to be split and pockets modified consistent with the officers' uniform.

b. **Cap, Plastic, RM.** Officers' pattern.

c. **Helmet WP.** Officers' pattern helmet plate and ball ornament.

d. **Cap and Collar Badges.** Officers' pattern.

e. **Blue Lanyard.** Officers' pattern.

f. **Boots, Ankle.** Officers' pattern.

g. **Tie, Light Khaki Braided.** For wear with No. 1B and No. 1C Dress.

h. **Shoes, Black.** Officers' pattern.

4010. Distinction in Uniform - WO1 Bandmasters and WO1 Buglers

In addition to the articles at Para 4009, WO1 Bandmasters and WO1 Buglers are also entitled to the following articles of uniform:

a. **No. 1 Dress - Ceremonial Blue Dress.** Blue cloth tunic officers' pattern and blue frock coat, both as Para 4008 but with appropriate rank badges and worn with blue Band trousers and WO1 parade boots.

b. **No. 1AW Dress - Tropical Ceremonial Dress.** Officers' pattern as in Para 4008, with appropriate rank badges and worn with WO1 parade boots.

c. **No. 2C Dress - Red Sea Rig.** White short sleeved shirt, blue trousers (thick or thin stripe), red cummerbund, black shoes and white leather wrist strap for assignment or rank.

4011. Distinctions in Uniform - Drum Majors, Bugle Majors, Musicians and Buglers

Articles of uniform for ranks of the RM Band Service and Buglers are of RM WOs, NCOs and Marines pattern with the following modifications:

a. **No. 1 Dress - Ceremonial Blue Dress (Drum Majors' Pattern**). Drum Majors in complement billets are issued with a special, gold-braided ceremonial tunic.

b. **Wellington Boots and Overalls.** Officers' pattern Wellington boots and overalls will be worn by Drum Majors on ceremonial parades.

c. **Drum Majors' Ceremonial Accessories.** All Drum Majors to wear worsted scarlet sash, dress belt, dress sword with metal scabbard, white sword knot and slings (WO1 Drum Majors to wear gold sword knot and slings), blue sword belt (worn under tunic) and Drum Majors' pattern white gauntlets.

d. **Dress Cords Royal.** Dress Cords Royal, silk for Bugle Majors, worsted for other Buglers, are worn as ordered. The method of wearing is the hook at the tassel end is to be secured to a becket sewn underneath the left shoulder strap at the front, as near to the point of the shoulder as practicable. The tassels, when secured, should lie naturally at the front of the left shoulder. The running end should then be taken across the upper chest, over the right shoulder beneath the shoulder strap; the cord between the shoulders lying in a natural curve, being secured to the third button on No. 1 Dress – Ceremonial Blue Dress tunics, second button on No. 1A Dress - Regimental Blue Dress and No. 1AW Dress - Tropical Ceremonial Dress tunics and to the top button on No. 1B Dress - Lovat Dress tunics, between the two toggles provided. Securing of the cord is completed by bringing the running end round the back of the right shoulder, under the armpit, and, except for the lovat tunic, securing the eye at the end to the top button of the tunic. On the lovat tunic the eye is to be secured to a small hook sewn under the right lapel 90mm above the top button. The plait below the eye should curve naturally towards the right armpit. If a drum carriage is worn, the loop across the chest should be underneath, and that part of the cord running from the right armpit, secured over the top of the carriage.

e. **No. 1 Dress - Ceremonial Blue Dress.** A yellow-braided blue cloth tunic is provided for wear by Musicians and Buglers with No. 1 Dress – Ceremonial Blue Dress on appropriate occasions. For Band Sergeants, Sergeant Buglers and above the tunic is gold-braided.

f. **Blue Trousers.** Drum Majors and Musicians wear a broad scarlet stripe (45mm) on serge trousers. WO1 Drum Majors wear a thin stripe on serge trousers when in No. 1A, 1AS Dress and Frockcoat Order.

g. **Locket Union and White Belt.** All RMBS personnel (SNCO and below) are to wear a gold-plated locket union with lion and crown design surrounded by 'Gibraltar' above and regimental motto 'Per Mare Per Terram' below. Locket unions are to be attached to a solid plastic white belt in No. 1 Dress - Ceremonial Blue Dress (and other uniforms when ordered) and to be worn centrally around the waist. The plastic runners are to fit firmly against the metal bars with the 'tongue' behind (edge of plastic runners to point down). Metal side runners to be fitted as required, prong facing towards the front and pointing out.

h. **Cross Strap and Pouch with Device.** With the exception of SNCOs, bass players, bass drummers, tenor drummers and Buglers, all RMBS personnel in No. 1 Dress - Ceremonial Blue Dress are to wear a solid plastic cross strap and pouch. The cross strap is to be worn over the left shoulder with the brass buckle positioned immediately in front and below the left shoulder strap and is to lie diagonally across the front of the body, under the uppermost button on the tunic. The pouch is to be positioned centrally in the small of the back with the bottom of the device (lion and crown above regimental motto 'Per Mare Per Terram' scroll) fitted centrally on the pouch immediately above stitching.

i. **No. 1B/1C Dress - Lovat Dress.** Lovat suits are only to be issued and worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors (dress cords to be worn), HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band. Prince's Badge to be worn. Bandmaster, Drum Major and Bugle Major appointments to be worn (these badges are to be locally purchased as required). Musician and Bugler SQ badges are no longer worn (ranks already in possession of an SQ badge may continue to wear it).

j. **No. 1AW Dress - Tropical Ceremonial Dress.** White cloth tunic with stand-up collar, white trousers and white shoes. The accessories for wear with this dress are as for temperate No. 1 Full Dress Blues - Ceremonial Dress.

k. **No. 2C (Band) Dress - Red Sea Rig.** White short sleeved shirt, gold on red rank badges, sewn on white brassard, (WO2s white leather wrist strap for badge of rank or assignment), white epaulette slides with anodised letters 'RM', blue serge trousers, red cummerbund and black shoes. May be worn by RMBS personnel (SNCOs may wear No. 2C Dress in place of Mess Dress if performing as part of an ensemble) when performing on band engagements where guests are wearing No. 2B Mess Undress or No. 2C Red Sea Rig, with the permission of the Mess President. 'Royal Band' shoulder flash (on brassard) and Prince's badges (Velcro attachment) are to be worn in this uniform.

l. **Maternity Uniform.** Pregnant RMBS personnel are to wear Maternity Uniform iaw Para 3815. Rank/appointment badges and flashes to be worn iaw directions for Half Lovats (cardigan and shirts). Letters 'RM' (bronze) and rank (white on khaki) only to be worn on maternity dress (no Prince's Badge or shoulder flashes) with 'barely black' tights.

4012. Cap and Beret Badge

a. Officers and WO1s

(1) The Corps badge is worn by all officers and WO1. The embroidered badge is worn by Colonels and above.

(2) The Corps badge is in two parts: a globe in a laurel wreath and a lion on a crown; the globe in silver, remainder anodised (see Fig 40E-1b). The beret badge worn with Combat and Training Dress is similar but in bronze throughout. The manner of wearing on cap and beret is detailed below.

b. **WO2s.** A divided (split) badge (i.e. lion and crown separate from, and above, the globe and laurel) anodised (including the globe) or bronze, as appropriate, is worn by all WO2s (see Fig 40E-9b).

c. **NCOs, Marines, Musicians and Buglers.** The globe, laurel, lion and crown badge, anodised or bronze, as appropriate, is worn by all NCOs and Marines in one piece (composite) (see Fig 40E-9c), with the following exceptions:

(1) **RM Band Portsmouth.** On the cap only (not beret) WO2 Bandmaster, Drum Major/Corps Drum Major and all Musicians (excluding Director of Music and WO1 Bandmaster) of RM Band Portsmouth wear a gilt 'bursting grenade' on which is mounted the royal cypher GRV and a St Edward's crown in silver surrounded by a laurel wreath. The 'bursting grenade is to be fitted centrally with the tips of the laurel wreath just touching the white of the cap. The royal cypher EIIR/PP with crown in silver is worn centrally 10mm above the grenade. Corps Bugle Major/Bugle Major and Buglers do not wear these cyphers.

(2) **RM Band CTCRM.** On the cap only, band ranks (not beret) WO2 Bandmaster, Drum Major and all Musicians (excluding Director of Music and WO1 Bandmaster) of RM Band CTCRM wear the anodised divided cap badge with the Prince of Wales's plumes in silver between the globe and laurel and the lion and crown. The Globe and Laurel is to be fitted centrally with the tips of the laurel wreath just touching the stitching at the top of the red band. The Prince of Wales' plumes to be fitted above the globe and laurel with the bottom of the quills just touching the stitching. The lion and crown is to be worn centrally 10mm above the Prince of Wales's plumes. Buglers do not wear this cypher.

d. **Details for Wear**

(1) The composite badge is worn as follows:

(a) **Caps.** Centrally in front of the cap, with the top of the red band running through the crown.

(b) **Berets.** Immediately over the left eye: blue beret - centrally within the red patch; green beret - 5mm above the leather band. The lining is not to be removed.

(2) The divided badge is worn as follows:

(a) **Caps.** With the tips of the wreath level with the top of the scarlet band but below the scarlet welt. The base of the lion and crown is to be 10mm above the scarlet band. The lining is not to be removed.

(b) **Berets.** As in Para 4012 sub para b but with the crown 10mm above the globe.

e. SBS badged personnel wear the cloth SBS badge on their berets, 5mm above the leather band centrally over the left eye.

f. SBS(R) ranks wear the cloth badge on completion of JSF Selection Course, when they reach the level of Sabre Squadron Ready.

4013. Helmet Plate and Ball Ornament

a. Helmet Plate

(1) **Officers and WO1s.** A gilded metal eight-pointed star with dead and bright rays, and crown above (see Fig 40E-3). On the star a gilded metal laurel wreath and saw-pierced garter with regimental motto ‘Per Mare Per Terram’; above the garter a scroll ‘Gibraltar’ and below it an anchor, in the centre a silver globe. Under the saw-pierced garter, blue enamel. The plate is to be positioned centrally on the front of the helmet with the top crown and bottom central ray in line with the central seam. The points of the lower two rays (either side of the centre) are to just touch the top edge of the helmet band. Directors of Music of the RM Bands wear the appropriate cyphers as detailed in Para 4013.a sub para (3) and Para 4013.a sub para (4) below.

(2) **WO2s, NCOs, Marines, Musicians and Buglers.** A gold-plated metal eight-pointed star with dead and bright rays, and crown above (see Fig 40E-10). On the star a laurel wreath and saw-pierced garter with regimental motto ‘Per Mare Per Terram’; above the garter a scroll ‘Gibraltar’ and below it an anchor, in the centre a globe positioned iaw Para 4013.a sub para (1) above.

(3) **RM Band Portsmouth.** The Director of Music, WO1/WO2 Bandmaster, Corps Drum Major/Drum Major and all Musicians of RM Band Portsmouth wear two royal cyphers in silver attached to the helmet plate, the cypher GVR over the anchor and below the globe and the cypher EIIR/PP below the crown. Corps Bugle Major/Bugle Major and Buglers do not wear these cyphers. Positioned iaw Para 4013.a sub para (1) above.

(4) **RM Band CTCRM.** The Director of Music, WO1/WO2 Bandmaster, Drum Major and all Musicians of RM Band CTCRM wear the Prince of Wales’s plumes in silver centrally upon the helmet badge above the globe and partially covering the crown. Buglers do not wear this cypher. Positioned iaw Para 4013.a sub para (1) above.

b. Ball Ornament

(1) **Officers and WO1s.** A threaded gilded metal ball in a gilt leaf cup on a dome base with open vents. The ball ornament is to be worn on top of the helmet, screwed through the fitted lacquered metal ventilator with the central leaf of the cup in line with the front helmet seam and the middle vent hole of the dome in line with the rear helmet seam.

(2) **WO2s, NCOs, Marines, Musicians and Buglers.** A threaded gold-plated metal ball in a leaf cup on a dome base with closed vents. Worn iaw Para 4013.b sub para (1) above.

4014. Collar Badges

a. **Officers (General Officer).** An embroidered silver globe in gold braided laurel wreath (see Fig 40E-6) on high collar blue tunic. To be set centrally within the collar band, with the centre of the badge 50mm from the outside edge of the collar. A silver globe in anodised laurel wreath (see Fig 40E-5) is worn on 1AW Dress - Tropical Full Ceremonial Dress and the same badge all in bronze on lovats. Worn centrally on the step of the collar of lovat and stone prestige tunics.

b. **Officers (Colonel and Brigadier).** A silver globe in anodised laurel wreath (see Fig 40E-5) or the same badge all in bronze (the latter is only worn on lovat tunics). Worn centrally on the step of the collar of blue, lovat and stone prestige tunics. The badge is also worn on No. 1AW Dress - Tropical Full Ceremonial Dress.

c. **Officers (Lt Col and below) and WO1s.** A silver globe in anodised laurel wreath (see Fig 40E-11a) or the same badge all in bronze (the latter is only worn on lovat tunics). Worn centrally on the step of the collar of blue, lovat and stone prestige tunics (WO1s on blue tunics with badges set 4mm above the collar seam with the centre of the badge 50mm from the end of the collar). The badge is also worn on No. 1AW Dress - Tropical Full Ceremonial Dress. Worn in a miniature on each lapel of the mess jacket, both scarlet and white, with the centre of the badge 170mm below the neck point of the shoulder seam. On mess jackets, miniature medals are worn below the badge. On greatcoats, the badge is worn on the collar.

d. **WOs, NCOs Marines, Musicians and Buglers.** Metal globe and laurel badges on blue (see Fig 40E-11b) and lovat uniforms. On blue tunics the anodised badges are to be set 5mm above the collar seam with the centre of the badge 50mm from the end of the collar. On lovat tunics the bronze badges are to be worn centrally on the step of the collar, the bottom of the laurel wreath 5mm above the edge of the step. Worn in an anodised miniature version on each lapel of the mess jacket, both scarlet and white, with the centre of the badge 170mm below the neck point of the shoulder seam, by WO2s and SNCOs. On mess jackets, miniature medals are worn below the badge. Collar badges are not worn on other garments.

e. **RM Band Service Personnel**

(1) **No. 1 Dress – Ceremonial Blue Dress.** JNCOs, Musicians and Buglers wear embroidered yellow on scarlet collar badges on No. 1 Dress - Ceremonial Blue Dress. SNCOs wear braided gold on scarlet collar badges. To be set centrally within the collar band, with the centre of the badge 40mm from the end of the collar. Officers and WO1s wear solid silver globe in gold braided laurel wreath collar badges. To be set centrally within the collar band, with the centre of the badge 70mm from the outside edge of the collar.

(2) **No. 1 Dress – Ceremonial Blue Dress (Frockcoat Order).** Officers and WO1s wear solid silver globe in gold braided laurel wreath collar badges. To be set centrally within the collar band, with the centre of the badge 50mm from the outside edge of the collar. With the exception of officers and WO1s (Para 4014 sub para a), RM Band Service personnel do not wear collar badges on No. 1AW Dress - Tropical Ceremonial Dress.

f. **SBS Badged Personnel.** SBS badged personnel including SBS(R) personnel qualified Sabre Squadron Ready wear the metal SBS badge on lovat tunics. Officers and SNCOs wear a miniature SBS badge on each lapel of the mess jacket, with the centre of the badge 170mm below the neck point of the shoulder seam.

4015. Corps Badge (Mess Dress for General Officers, Brigadiers and Colonels)

The Corps badge (globe, laurel, lion and crown, battle honour 'Gibraltar', fouled anchor and Corps motto 'Per Mare Per Terram'), embroidered in gold, is worn by Colonels and above on each lapel of the mess jacket, both scarlet and white, with the centre of the globe 230mm below the neck point of the shoulder seam. On white jackets the badge is to be mounted on Velcro to permit removal when the jacket is washed. Miniature medals are worn above the badge. Miniature pilot's wings (if entitled) are worn above the miniature medals.

4016. Letters 'RM' and Corps Pattern Belt

a. **Block Letters (Size 13mm - Anodised or Bronze).**

(1) Worn in the centre of the shoulder straps below badges of rank and 10mm above the shoulder seam. Worn with all forms of No. 1 Dress, 2C, 3A, 3AW, and 3BW dresses. Not worn on raincoats, on General Officers high colour blue tunic or Band and Buglers' No. 1 Dress - Ceremonial Blue Dress.

(2) Badged SBS and Sabre Squadron Ready SBS(R) personnel wear the bronze letters SBS in place of RM in the centre of the shoulder straps below badges of rank and 10mm above the shoulder seam of the lovat suit.

b. **Corps Pattern Belt.** Worn with the leather buckle on left hip and silver buckle adjusted to fit centrally.

4017. Rank Badges

a. **Officers.** Rank badges are worn on the chest or shoulder straps, where fitted. On the mess jackets of officers below Colonel they are worn on both lapels, 5mm above the Corps badge.

(1) The following type of rank badges will be worn in the order of dress shown:

Bronze	No 1B Lovat Dress. No 1C Lovat Undress. No 3A Half Lovats.
Black on Olive Green	No 3C Half Lovats 3B and 3D Training Rig, 3E CU20 Field Uniform.
	No 4 and 4A Combat Dress.
Sand on MTP	No 4 Combat Dress for Operations (if directed by an operational theatre commander).
Anodised	Remaining orders of dress.

(2) The badges to be worn are as follows:

Second Lieutenant	Star
Lieutenant	2 Stars
Captain	3 Stars
Major	Crown
Lieutenant Colonel	Crown above 1 star
Colonel	Crown above 2 stars
Brigadier	Crown above 3 stars
Major General	Star above crossed sword and baton
Lieutenant General	Crown above crossed sword and baton
General	Crown above star above crossed sword and baton
Captain General (HM King Charles III)	Crown above crossed batons surrounded by a laurel wreath

(3) The devices, as in Para 4017 sub para a, above, are Army pattern. The sword and baton device reversed for right and left shoulders, with the point of the sword to the front in each case. Stars and crowns are to be 16mm size, except on the mess jacket of officers below Colonel, where they are to be 13mm. 13mm anodized miniature badges are also used by Colonels and above on white mess jackets. Crossed sword and baton badges worn on greatcoats, blue tunics, lovat tunics and stone tunics are to have batons which are 40mm long. White mess jackets are to have batons which are 33mm long. Army pattern crossed sword and baton of 48mm long worn on Army greatcoats are not worn by RM Generals. The distance apart of the devices is to be 5mm.

b. **WOs.** Rank badges are worn on the lower right arm only, except where Commando Uniform 20 (CU20) and Personal Clothing System Combat Uniform (PCS CU) Combat Jackets and Windproof Smocks are worn, badges are worn on the chest.

c. **SNCOs and Marines.** Rank badges are worn on the upper right arm only, except as follows:

(1) **Blue Greatcoat.** Gold on red - lower right arm only.

(2) **Commando Uniform 20 (CU20) and PCS CU Shirt, Combat Jacket and Windproof Smock.** Rank slide worn on chest.

d. A table showing details is at Annex 40D.

4018. Good Conduct Badges

a. 'V' shaped stripes, 13mm wide, 127mm across top. Worn point upwards on the left arm with the inner angle of the lowest stripe 7mm above the point of the sleeve slash on the regimental blue and stone tunics.

b. Good Conduct Badges are only to be worn by Marines, Musicians and Buglers and then only on the regimental blue and stone tunics. They are not worn on Musician and Bugler full dress blue or white ceremonial tunics.

4019. Branch, Specialist Qualification, Skill, and Special Badges

a. The category, description and wear of Branch, Specialist Qualification, Skill and Special badges is shown in Annex 40D.

b. **Stars and Crowns.** Stars and crowns are added to the basic specialist qualification badges to indicate the classes of qualification, as follows. When there are letters as part of the basic device, the letters are placed below the star.

(1) **Instructor.** Crown above basic device and two stars below.

(2) **First Class.** Crown above basic device.

(3) **Second Class.** Star above and star below basic device.

(4) **Third Class.** Star above basic device.

For a period of time, all classes of SQ wore the same basic device without crowns and stars. Uniforms with this basic device do not need to be altered.

c. **Badges Awarded During Former Service in RN, Army or RAF.** Badges from previous service are not to be worn unless they are badges currently authorised for wear by RM WOs, NCOs and Marines; provided also that the privilege of wearing the badge has not been withdrawn.

d. **RM Provost Armlets.** The ‘MP’ armband, as provided for the Royal Military Police, is to be worn immediately above the right elbow. When chevrons are worn on the upper arm, the armband should just cover the lower point of the bottom chevron, with the letters ‘M’ and ‘P’ on either wide of the apex of the chevron. When wearing CU20, a small black on red ’MP’ Velcro patch is worn on the right sleeve in place of a formation patch.

e. **Unit Police Armlets.** Ranks on unit police duties are to wear the authorised armlet (‘NP’, ‘RP’ or ‘RMP’ as appropriate) on the left sleeve immediately above the cuff of the tunic of greatcoat, or in a similar position on other uniform garments. The armlet is worn on the left wrist when long-sleeved garments are not worn.

f. **Flying Badges.** RN pilot’s wings, comprising gold embroidered wings extended behind a silver foul anchor with a crown above with a laurel wreath, are to be worn by all entitled personnel, including all RM personnel who qualified after 1996 via the Defence Elementary Flying Training School. Prior to the institution of Joint Services Flying Training, trainee pilots were awarded wings by the Service whose course they attended: pilots awarded Army or RAF wings may wear these instead of RN wings. The badge is worn as follows (but not with Commando Uniform 20 (CU20)):

(1) **Blue, Lovat and Stone Tunics and Stone Shirts.** Centrally 65mm above the top row of medal ribbons, or if no medal ribbons are worn, 65mm above the left breast pocket.

(2) **Mess Jackets.** For Lt Cols and below, flying badges are to be worn immediately below the globe and laurel badge on the left lapel, miniature

medals being lowered accordingly. The exception is that officers of Colonel's rank and above wear their wings above their miniature medals, which are worn above the Corps Badge.

(3) **PCS CU Combat Jackets and Windproof Smock.** Worn in approximately the same position as on blue, lovat or stone tunics, although these items do not have pockets.

g. **Parachutist Badge.** The Army pattern parachutist badge, a parachute with wings, should be worn on the right arm 50mm below the shoulder seam, by personnel who are qualified parachutists, as follows:

(1) **Blue and White Tunics.** The full-sized badge in gold on extra dark navy blue. On white tunics the badge is to be mounted on Velcro to permit removal for washing.

(2) **Lovat Tunics.** A two-thirds size badge in gold on green.

(3) **Mess Jackets.** The miniature badge (length 51mm, height 20mm) gold on scarlet. On white mess jackets the badge is to be mounted on Velcro to permit removal for washing.

(4) **Stone Tunics and Shirts.** The full-sized badge in light blue/white on khaki drill.

(5) **Commando Uniform 20 (CU20) and PCS CU Shirts, Combat Jackets and Windproof Smock.** Only the small black on green Velcro parachute badge is to be worn with CU20 (see Fig 40A-11c). The full-sized black on green badge is worn with PCS CU. If black on green badges are not available, the full-sized badge in light blue/white on khaki drill may be worn as an alternative. Foreign parachute wings may be worn just above the top right breast pocket on PCS CU, not on CU20, but only when serving with the Armed Forces that awarded the wings.

h. **King's Badge and Prince's Badge.** The King's Badge and Prince's Badge are to be worn on all orders of dress, including PCS CU, on the left arm, 50mm below the shoulder seam. A smaller Velcro badge is worn with CU20. The colours vary according to the order of dress, as follows:

(1) **Blue Tunics.** The full-sized badge in gold on extra dark navy blue.

(2) **Lovat Tunics.** A two-thirds size badge in gold on green.

(3) **Mess Jackets.** A two-thirds size badge in gold on scarlet.

(4) **Stone Tunics and Shirts.** The full-sized badge in khaki on khaki drill.

(5) **PCS CU Combat Jackets and Windproof Smocks.** The full-sized badge in black on olive green.

(6) **Commando Uniform 20 (CU20) Shirt and Jacket.** The reduced Velcro badge in black on olive green.

i. **The Commandant General's Shooting Badge.**

(1) The Commandant General's Badge is to be worn by RM personnel who represent the Royal Marines at the Defence Operational Shooting Competition (DefOSC) or equivalent overseas events assessed as eligible by the RNRA, for example Exercise LongShot.

(2) The Commandant General's Badge is a specialist badge to be worn centred on left sleave 6 mm above peak of cuff detail or 6mm above good conduct badges if worn. Unlike other specialist badges, the badge is to be worn by Officers and Warrant Officers who have achieved the high standards required.

j. **Royal Marines Commando Flashes.**

(1) All Royal Marines who have completed the Commando Course are to wear a red on extra dark navy blue 'ROYAL MARINES COMMANDO' flash on both sleeves of the jersey wool heavy. The flash is to be sewn centrally with its upper edge touching the shoulder seams.

(2) A black on green 'ROYAL MARINES COMMANDO' flash is to be worn by all RM Commando trained personnel on both sleeves of all PCS CU combat jackets and windproof smocks. The flash is to be sewn centrally with its upper edge touching the shoulder seam (see Fig 40A-10e).

(3) An oblong Velcro red on extra dark navy blue 'ROYAL MARINES COMMANDO' flash is to be worn by all RM Commando trained personnel on both sleeves of all CU20 shirts and jackets (see Fig 40A-11c).

k. **Royal Marines Band Service Flashes.**

(1) All RM Band Service personnel are to wear a red on extra dark navy blue 'ROYAL MARINES BAND SERVICE' flash on both sleeves of the jersey wool heavy and maternity cardigan. The flash is to be sewn centrally with its upper edge touching the shoulder seam.

(2) A black on green 'ROYAL MARINES BAND SERVICE' flash is to be worn by all RM Band Service trained personnel on both sleeves of all PCS CU combat jackets and windproof smocks. The flash is to be sewn centrally with its upper edge touching the shoulder seam.

l. **'Royal Band' Flash.** All Musicians and Buglers (including the Director of Music Bandmaster (WO1/WO2), Corps Drum Major/Drum Major, Corps Bugle Major/Bugle Major and Buglers) of RM Band Portsmouth wear a 'ROYAL BAND' shoulder flash, in appropriate colours, on the upper right sleeve of all uniforms (replacing the Royal Marines Band Service Badge on the jersey wool heavy/maternity cardigan). The badge is to be sewn centrally with its upper edge 20mm below the shoulder seam.

m. **Special Boat Service Parachutist's Badge.** The appropriate SBS pattern parachutist's wings should be worn on the right arm 50mm below the shoulder seam, by personnel qualified as follows:

(1) **Badged SBS.** On completion of the SF Parachute Course.

(2) **SBS(R).** On successful completion of the JSF Selection Hills Phase and completion of the SF Parachute Course.

n. **Special Forces Communicators' Parachutist's Badge.** SF Communicators pattern parachutists' wings should be worn on the right arm 50mm below the shoulder seam, by personnel qualified on successful completion of the Special Forces Communications Course and the SF Parachute Course. These wings are only awarded by the CO SBS.

o. **HUMINT Operator's Badge and Stable Belt.**

(1) The HUMINT badge, a gold trident on a black 'kite' background for Op SAMSON and a silver trident on a black 'kite' background for Op METIS, is to be worn on the left forearm above warrant officer rank (approximately 165mm from the cuff). It is only to be worn on No1A Regimental Blue Dress.

(2) The HUMINT Stable Belt with brushed-bronze locket is worn by all ranks qualified as HUMINT Operators whilst in service at the DHU and wider Defence Intelligence HUMINT tied positions only.

p. **Background and Attachment of Badges.** The instructions in Chapter 39 regarding Naval ratings' badges are also applicable, as far as appropriate, to Royal Marines badges.

q. **Formation Badges on Combat Dress.** Formation flashes are to be worn on the right sleeve patch of CU20 and PCS CU shirts, combat jackets and windproof smocks by personnel serving in those formations (see Figs 40A-10e and 40A-11c), as follows:

(1) **3 Commando Brigade RM Formation Badge.** When serving with 3 Cdo Bde RM, all personnel are to wear a black 'Commando Fighting Knife' badge on a green background on the right sleeve of CU20 and PCS CU combat jackets and windproof smocks. It is to be worn centrally on the Velcro patch provided on the upper arm.

(2) **Amphibious Assault Badge.** A black on green formation badge comprising the old Combined Operations device (anchor, eagle and rifle (pointing forwards)) surrounded by a circle, itself surrounded by the words 'Amphibious Assault' is to be worn centrally on the Velcro patch provided on the upper arm of the right sleeve of CU20 and PCS CU shirts, combat jackets and windproof smocks by personnel serving in the following units:

(a) Assault Squadrons RM of HM Ships.

(b) COMUKLS Staff.

(c) Royal Marines serving on FOST Staff.

r. **RN Tactical Ensign.** A black on green Velcro RN Ensign is to be worn centrally on the upper left arm and on the bottom of the Velcro patch (CU20 shirt) – see Fig 40A-10e and Fig 40A-11c. On the CU20 utility jacket, the placement of the lower badge is to have the top edge lined with the stitched cross on the Velcro – see Fig 40A-11k.

4020. Buttons

a. **Corps Button.** The Corps button is a raised round button, anodised or bronze. At the centre is a fouled anchor under a crown surrounded by a double rim enclosing the words 'Royal Marines', and this in turn surrounded by a laurel wreath. In two general sizes - 25mm and 18mm: the smaller button for pockets and shoulder straps. In addition, there are special 20mm buttons for use only by General Officers. All buttons are to face upwards with shoulder strap buttons orientated to face forwards on all uniforms.

b. **Lion and Crown Button.** The Lion and Crown button is a raised round gilt button with a mounted lion and crown in silver. It is worn on peaked caps, blue field service caps (an optional item), mess jackets and mess waistcoats.

4021. Remembrance Poppies

RBL red paper poppies should be worn behind the beret cap badge from 1 November until 2359 on 11 November or until 2359 on Remembrance Sunday when this is later than 11 November. Those ranks who cannot wear a poppy behind the cap badge are to wear one on the left chest. When wearing a peaked cap, the poppy is worn on the left side behind the button. Enamel poppies are not to be worn with any RM uniform.

SECTION 3 - AIGUILLETTES, CYPHERS AND LANYARDS

4022. Aiguillettes

a. Naval type aiguillettes are to be worn by the following Royal Marines officers in the same manner as prescribed for Naval officers (see Para 3913) and with equivalent dresses:

(1) ADCs to The Sovereign, Equerries and Extra Equerries to The Sovereign, or to other members of the Royal Family, and ADCs to Governors General.

(2) ADC to CGRM; officers specifically appointed as Flag Lieutenant to officers of Flag rank or Commodores; or as ADC or Military Assistant to officers of Flag, General or Air rank where the post is allowed by establishment; or as ADC to a Governor or Lieutenant Governor.

(3) Personal staffs of all members of the Defence Council and VCDS.

b. Officers at Para 4022.a.(1) wear aiguillettes as for ADCs to The Sovereign ('Palace' type) and those at Para 4022.a.(2) as for Flag Lieutenants ('Staff' type). Aiguillettes are only worn when the wearer is on the business that carries the entitlement. For example, it is inappropriate for a captain ADC to CGRM to wear his aiguillettes when attending a regimental dinner night without his general.

c. Aiguillette shoulder straps are not to be worn by Royal Marines officers. In Mess Dress, for officers below the rank of Colonel, the aiguillette is to be supported by a scarlet cloth shoulder strap of the same material as the jacket. In other dress, the shoulder strap of the garment is to be used, modified by the addition of a button to which the aiguillette cord is affixed.

d. Aiguillettes and the various accoutrements are issued on Individual Loan from the Uniform Clothing Store, HMS NELSON.

4023. Royal Cyphers

a. Royal Marines ADCs to The Sovereign, Equerries and Extra Equerries to The Sovereign are to wear the royal cypher and crown, in one piece, below their badges or rank; letters 'RM' are not worn. Equerries to other members of the Royal Family wear the cypher of that member in the same manner. In Mess Dress, Equerries and Extra Equerries wear the royal cypher and crown on shoulder straps of similar material. Cyphers are not worn on black on green rank badges.

b. The full-sized badge (35 x 35mm), in either dull silver metal or gilt metal, is worn as follows:

(1) **Dull Silver.** On full dress tunic, regimental blue tunic, blue greatcoat, scarlet mess jacket and white mess jacket.

(2) **Gilt Metal.** On stone tunic, stone bush jacket and stone shirt.

(3) **Bronze Metal.** On Lovat tunic.

c. Former ADCs to The Sovereign wear the badge similarly but in miniature (22 x 24 mm). ADCs to The Sovereign who vacate the appointment on promotion to the substantive rank of Major General are, however, to cease wearing the badge.

4024. Lanyards

a. **Lanyard, Blue, Officers' Pattern**. Braid of viscose rayon on cotton core. One end constructed with a loop closed with a Turk's head knot. Length of lanyard shall be no less than 800mm to be worn looped over the left shoulder. The running end is to be passed into the left side of the breast pocket and not allowed to hang loosely in a bight.

b. **Unit Lanyards.** Coloured lanyards are worn on the right shoulder in an ordinary loop with the running end passed directly into the right side of the breast pocket without forming a bight. All ranks on the posted strength of the following units are to wear a coloured lanyard with certain forms of dress as stated:

Unit	Lanyard Colour(s)
Office of the Commandant General	Maroon
Headquarters 3 Commando Brigade RM	Green
43 Commando Fleet Protection Group RM	Old gold on scarlet
Commando Logistics Regiment RM	Navy blue
Commando Helicopter Force	Light and dark blue
40 Commando RM	Light blue
42 Commando RM	White
45 Commando Group RM	Scarlet
Special Boat Service	Mid green, black and light blue
30 Commando Information Exploitation Group RM	Sand and green
47 Commando Raiding Group RM	Navy blue and scarlet
Royal Marines Reserve	Gold and green

ANNEX 40A

RM DRESS TABLES

1. 1A Dress - Regimental Blue Dress

a. Occasions for Wear.

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag Officers and General Officers.

(5) Funerals, parades and other appropriate ceremonial events.

b. Description.

General Officers	Officers, WOs and SNCOs	Corporals and Marines
Cap (Note 2 and Note 9)	Cap/Wolseley pattern helmet (Note 2 and Note 3)	Cap/Wolseley pattern helmet (Note 2 and Note 9)
Blue high collar tunic (Note 10)	Blue tunic (Note 10)	Blue tunic
Blue trousers (Note 3)	Blue trousers (Note 3)	Blue trousers
White long-sleeved shirt	White long-sleeved shirt	Black socks
Black socks	Black tie (Note4)	Army pattern boots
Officer pattern boots	Officer pattern lanyard (Note 5)	White belt
General Officer's ceremonial sword	Black socks	Frog and bayonet (Note 6)
Crimson and gold sash	Officer pattern boots (Note 3)	Rifle (Note 6)
Gold shoulder cords	Sam Browne/WO sword belt/white belt/sash (Note 5)	Greatcoat (Note 1 and Note 2)
White gloves	Frog and bayonet (Note 6)	White gloves
Greatcoat (Note 1 and Note 2)	Sword/rifle (Note 6)	Braces
Braces	Greatcoat (Note1 and Note 2)	
	Gloves (Note 7)	
	Braces	

c. **Decorations/Medals.**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

d. **Rank Insignia.** See photographs at Annex 40D Para18 and Fig 40E-8.



Notes:

1. *Blue Corps pattern. Drawn from the loan pool in the RM Ceremonial Store at RMB Stonehouse. Greatcoat rank insignia photographed at Annex 40D Para 16. Blue tunics will not be worn under greatcoats, which will be worn with collars fastened up. RM Band Service follow the instructions in Annex 40G.*

2. *WP helmets and/or greatcoats to be worn when ordered.*

3. *Overalls, Wellington boots and silver spurs (i.e. Mounted Order) are no longer worn by Lt Cols and above, this includes Adjutants, Equerries, Military Assistants, Aides-de-Camp and Flag Lieutenants. All officers and WO1s wear officer pattern boots. WO2s and below wear Army pattern boots. Black shoes may be ordered in lieu of boots e.g. for indoor receptions or where paving/flooring is unsuitable for studded parade boots.*

4. *Officers only wear a tie. WO1s wear officer pattern lanyard.*

5. *Officers and WO1s wear a Sam Browne belt (highly waxed or polished in dark tan), which is always worn with a frog, whether carrying swords or not. WO2s wear a WO2's brown leather sword belt (highly waxed or polished in dark tan), and a scarlet sash. SNCOs wear a white belt with locket union and a scarlet sash. On certain occasions, e.g. indoor receptions, the senior officer may order that blue cloth belts are worn (usually without medals and gloves).*

6. *Swords/rifles are carried on parade or when ordered.*

(Continued)

Notes (Continued):

7. *WO2s, Drum and Bugle Majors on appointment and above wear brown cape gloves; the remainder wear white gloves. Gloves are normally worn on parade (all year round), when ordered and in winter. For those not on parade, gloves are not normally worn in summer (1 Apr to 30 Sep) and should normally be removed indoors.*

8. *For distinctions in RM Band Officers' Ceremonial Dress Uniform, see Para 4011 and Annex 40G.*



9. *Uniquely, the CTCRM King's Squad wear the peaked cap with the chin-stay down and a double white lanyard on the left shoulder. After the pass-out parade, the King's Squad, when ordered, may wear their green beret with blue dress on the day of the pass out parade only. On any occasion when peaked caps are worn, the relevant senior officer may order chin-stays to be worn down in high wind conditions, particularly afloat.*

10. *By exception, 4-Star Generals and Equerries to the Sovereign may wear a frock coat at appropriate events e.g. Royal Investitures.*

11. *For SBS No 1A Dress see Annex 40F.*

12. *When ordered, No 1A Dress (negative sword) may be worn without medals or gloves e.g. for Buckingham Palace garden parties and medal investitures.*

13. *When ordered, No 1A Dress (negative sword and Sam Browne/Sash) may be worn with cloth belt but without medals or gloves e.g. when a maritime or naval identity is required.*

Figure 40A-1a. General Officer in No. 1 Dress

Photo to follow

Figure 40A-1b. Lt Col in No. 1A Regimental Blue Dress

Photo to follow

Figure 40A-1c. ADC in No. 1A Regimental Blue Dress (negative sword but with gloves)

Photo to follow

Figure 40A-1d. Junior officer in No. 1A Regimental Blue Dress with peaked cap, sword and glove



Figure 40A-1e. WO1 in No. 1A Regimental Blue Dress with peaked cap, sword and gloves



Figure 40A-1f. WO1 in No. 1A Regimental Blue Dress with peaked cap, cane and gloves



Figure 40A-1g. WO2 in No. 1A Regimental Blue Dress with peaked cap, sword and gloves



Figure 40A-1h. SNCO in No. 1A Regimental Blue Dress with peaked cap and gloves



Fig 40A-1i. Cpl in No. 1A Regimental Blue Dress with peaked cap, rifle and gloves



Fig 40A-1j. Mne in No. 1A Regimental Blue Dress with peaked cap and gloves



Figure 40A-1k. SNCO in No. 1A Regimantal Blue Dress (Greatcoat Order) with WP helmet and rifle



Figure 40A-1l. SNCO in No.1A Regimental Blue Dress (Greatcoat Order) with WP helmet and rifle (showing rank)



Figure 40A-1m. Junior Officer in No.1A Regimental Blue Dress with WP helmet



Figure 40A-1n. Warrant Officer in No.1A Regimental Blue Dress with cloth belt and shoes (without medals and gloves)



2. 1B Dress - Lovat Dress

a. **Occasions for Wear.**

(1) Inspections by Flag Officers and General Officers.

(2) Minor ceremonial occasions as an alternative to 1A Dress.

(3) Courts martial as appropriate.

(4) Other occasions as ordered.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
Lovat suit	Lovat suit	Lovat suit
Lanyards (Note 2)	Lanyard (Note 8 and Note 2)	Unit lanyard (Note 2)
Stone long sleeved shirt	Stone long sleeved shirt	Stone long sleeved shirt
Light khaki tie	Khaki drab tie	Khaki drab tie
Lovat/green socks (Note 7)	Socks combat general service	Socks combat general service
Sam Browne belt (Note 3)	Ceremonial belt/sash (Note 3)	White belt
Sword (Note 4)	Frog and bayonet (Note 4)	Frog and bayonet (Note 4)
Officer pattern boots	Sword/rifle (Note 4)	Rifle (Note 4)
Brown cape gloves	Army pattern/officer pattern boots (Note 5)	Army pattern boots
	Gloves (Note 6)	White gloves

c. **Decorations/Medals.**

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.

d. **Rank Insignia.** See photographs at Annex 40D Para 20.

Notes:

1. *Beret with anodized cap badge for Lt Cols and below. General Officers, Brigs and Cols wear embroidered Corps cap badge. The King's Squad wear peaked caps with chin-stay down.*

2. *Blue officer pattern lanyard is worn on the left shoulder by officers and WO1s. An appropriate unit lanyard is worn on the right shoulder by all ranks serving in an entitled unit.*

3. *Officers and WO1s wear a Sam Browne belt (highly polished or waxed in dark tan), which is always worn with a frog, whether with sword or not. WO2s wear a WO2's brown leather sword belt (highly polished or waxed in dark tan) and scarlet sash. SNCOs wear white belts and a scarlet sash.*



4. *Swords/rifles are carried on parade or when ordered if Lovat Dress is to be used as an alternative to No. 1A Blue Dress e.g. for unit parades commemorating Commando actions.*

5. *WO2s and below wear Army pattern boots. Black shoes may be ordered in lieu of boots e.g. for indoor receptions or where paving/flooring is unsuitable for studded parade boots.*

6. *WO2s, Drum and Bugle Majors on appointment and above wear brown cape gloves; the remainder wear white gloves. Gloves are normally worn on parade (all year round), when ordered and in winter. For those not on parade, gloves are not normally worn in summer (1 Apr to 30 Sep) and should normally be removed indoors.*

7. *Lovat coloured socks may be purchased, or socks combat general service worn.*

8. *WO1s wear light khaki tie and OP lanyard.*

9. *For SBS this uniform will be worn as No 1A Dress, as well as No 1B and No 1C Dress (SBS collar badges, SBS cap badge, SBS belt and SBS shoulder titles). See Annex 40F.*

Figure 40A-2a. General Officer in No. 1B Lovat Dress with Sam Browne and gloves

Photo to follow

Figure 40A-2b. Junior Officer in No. 1B Lovat Dress with Sam Browne, sword and gloves



Figure 40A-2c. WO1 in No. 1B Lovat Dress with Sam Browne and gloves



Figure 40A-2d. WO2 in No. 1B Lovat Dress with Sword Belt, sword and gloves wearing unit lanyard



Figure 40A-2e. SNCO in No. 1B Lovat Dress with white belt and gloves



Figure 40A-2f. Cpl in No. 1B Lovat Dress with white belt and gloves



Fig 40A-2g. King's Squad Rct in No. 1B Lovat Dress with peaked cap, white belt and gloves



3. 1C Dress - Lovat Undress

a. **Occasions for Wear.** Occasions of duty or minor ceremonial.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret/cap (Note 1)	Beret/cap (Note 1)	Beret/cap (Note 1)
Lovat suit	Lovat suit	Lovat suit
Lanyards (Note 2)	Unit lanyard (Note 4)	Unit lanyard
Stone long sleeved shirt	Stone long sleeved shirt	Stone long sleeved shirt
Light khaki braided tie	Khaki drab tie (Note 4)	Khaki drab tie
Lovat/green socks (Note 3)	Socks combat general service	Socks combat general service
Lovat cloth belt	Lovat cloth belt	Cloth belt
Officer pattern shoes	Sash	Black shoes
	Black shoes (Note 5)	

c. **Decorations/Medals.** Medal ribbons (Note 6).



Notes:

1. *Beret with anodised badge for Lt Cols and below. General Officers, Brigs and Cols wear embroidered Corps cap badges. Band personnel wear caps (see Annex 40G).*

2. *Blue officer pattern lanyard on left shoulder plus appropriate unit lanyard on right shoulder.*

3. *Lovat coloured socks should be purchased, or socks combat general service worn.*

4. *WO1s wear light khaki tie and officer pattern lanyard.*

5. *WO1s wear officer pattern shoes.*

6. ***Medal Order.*** *Medals may be worn for certain occasions e.g. media events if ordered by the relevant senior officer.*

Figure 40A-3a. General Officer in No. 1C Lovat Undress

Photo to follow

Figure 40A-3b. Junior Officer in No. 1C Lovat Undress



Figure 40A-3c. Junior officer (ADC) in No. 1C Lovat Undress



Figure 40A-3d. WO1 in No. 1C Lovat Undress



Figure 40A-3e. WO2 in No. 1C Lovat Undress



Figure 40A-3f. SNCO in No. 1C Lovat Undress (Sash Order)



Figure 40A-3g. Mne in No. 1C Lovat Undress



Figure 40A-3h No. 1C Lovat Undress (Medal Order)



4. 2A Dress - Formal Evening Dress 'Mess Dress'

a. Occasions for Wear.

(1) Official or public balls, dinners and evening receptions of a formal nature.

(2) Full ceremonial evening events.

(3) Evening dances and entertainment.

b. Description.

Lt Colonels and Above (Note 5)	Other Officers	WOs and SNCOs	Corporals and Marines
Cap	Cap	Cap	Cap
Scarlet mess jacket (Note 4)	Scarlet mess jacket	Scarlet mess jacket	Blue tunic
Blue mess waistcoat	Blue mess waistcoat	Blue mess waistcoat	Blue trousers
White Marcella shirt (Note 3)	White Marcella shirt (Note 3)	White Marcella shirt	Blue cloth belt
Black bow tie	Blue mess trousers (Note 1)	Blue trousers	Black shoes
Blues mess trousers	Black bow tie	Black bow tie	Medals
Black socks	Black socks	Black socks	*(Optionally, JNCOs may wear white shirt, blue trousers, red cummerbund and black bow tie for mess dinners etc.)*
Officer pattern shoes	Officer pattern shoes	Black shoes	

c. Decorations/Medals.

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.

d. Rank Insignia. See photographs at Annex 40D Para 21.

Notes:

1. *Overalls, Wellington boots and silver spurs are no longer worn by Royal Marines Officers.*

2. *Civilian equivalent dress is White Tie or Black Tie with medals and decorations as above.*

3. *Stiff-fronted shirt and wing collar (Wing Collar Order) is worn instead by Royal Equerries/Aides-de-Camp if acting in a Royal Household role when so required by Buckingham Palace or the relevant Royal Household.*

4. *Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.*

5. *2A and 2B Mess Dress are the same for Lt Col and above.*

Figure 40A-4a. General Officer in No. 2A Mess Dress

Photo to follow

Figure 40A-4b. Lt Colonel in No. 2A Mess Dress

Photo to follow

Figure 40A-4c. Junior officer in No. 2A Mess Dress



Figure 40A-4d. SNCO in No. 2A Mess Dress



Figure 40A-4e. Cpl in No. 2A Mess Dress



Figure 40A-4f. Cpl in No. 2A Mess Dress (Alternative Bow Tie Order)



5. 2B Dress - Formal Evening Dress 'Mess Undress'

a. Occasions For Wear.

(1) Dinner when 2A Dress is not appropriate e.g. for ladies' night dinners.

(2) Evening dances and entertainments.

b. Description.

Lt Colonels and Above	Other Officers	WOs and SNCOs	Corporals and Marines
Peaked cap or blue field service cap (Note 2)	Cap peaked cap or blue field service cap (Note 2)	Peaked cap (Note 2)	Peaked cap (Note 2)
Scarlet mess jacket (Note 5 and Note 6)	Scarlet mess jacket (Note 5)	Scarlet mess jacket (Note 5)	Blue tunic (Note 4)
Blue mess waistcoat	Blue mess waistcoat	Blue mess waistcoat	Blue trousers
White Marcella shirt	White Marcella shirt	White Marcella shirt	Cloth belt
Blue mess trousers (Note 3)	Blue mess trousers (Note 3)	Blue trousers (Note 3)	Black shoes
Black bow tie	Black bow tie	Black bow tie	Medals
Black socks	Black socks	Black socks	
Officer pattern shoes	Officer pattern shoes	Black shoes	

c. Decorations/Medals.

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Miniature medals.

d. Rank Insignia. See photographs at Annex 40D Para 21.

Notes:

1. *Civilian equivalent is black tie with medals and decorations as above.*

2. *Peaked caps are not usually worn unless ordered to do so or by senior officer taking the salute. Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.*

(Continued)

Notes (Continued):

3. *A kilt with sporran, kilt pin, long stockings, dirk and highland evening shoes may be worn by personnel in place of blue mess trousers, black socks and black shoes. Alternatively, appropriate tartan trews may be worn.*

4. When ordered, JNCOs *may, optionally, wear a plain white long-sleeved shirt, blue trousers, scarlet cummerbund and black bow tie in lieu of Regimental Blues for mess dinners etc.*

5. *Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.*

6. *Lt Cols and above may wear a discontinued RM Band cloak in inclement weather.*

Figure 40A-5a. General Officer in No. 2B Mess Undress

Figure 40A-5b. Officer in No. 2B Mess Undress



Figure 40A-5c. SNCO in No. 2B Mess Undress



Figure 40A-5d. Cpl in No. 2B Mess Undress



Figure 40A-5e. Cpl in No. 2B Mess Undress (Alternative Bow Tie Order)



6. 2C Dress - Informal Evening Dress 'Red Sea Rig'

a. **Occasions for Wear.** Informal evening uniform in ships and establishments.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Peaked cap or blue field service cap (Note 2)	No. 3A Shirt Sleeve Order Lovat Dress is to be worn	No. 3A Shirt Sleeve Order Lovat Dress is to be worn
Shoulder rank boards (Note 1)	Desert boots when ordered	Desert boots when ordered
White short sleeved shirt with epaulettes	Unit lanyard to be worn	Unit lanyard to be worn
Red cummerbund		
Blue trousers (Note 3)		
Black socks		
Black officer pattern shoes		

c. **Decorations/Medals.** None.

d. **Rank Insignia for Officers.** See photographs at Annex 40D Para 22.

Notes:

1. *White shoulder boards (privately purchased) with anodized rank badges are optional. Alternatively, anodized rank badges should be worn on a white slide fitted over the epaulette.*

2. *Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.*

3. *Not mess trousers. Blue day trousers that do not show rear points for braces above the cummerbund are to be worn. Officers may optionally purchase a pair of blue trousers in order to preserve their best trousers for wear in No 1A Dress (lightweight material is recommended in order that these trousers may also be worn in Red Sea Rig).*

Figure 40A-6a. Junior officer in No. 2C Dress (Red Sea Rig)



Figure 40A-6b. SNCO in No. 2C Dress



Figure 40A-6c. Cpl in No. 2C Dress



7. 3A Dress - General Duty Dress 'Half Lovats' (Shirt Sleeve Order)

a. **Occasions for Wear.** Semi-formal day rig worn in summer in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by all ranks as night clothing at sea in temperate climates although No.2C Red Sea Rig should be worn for appropriate formal functions when at sea. Worn by drill instructors for parade training. The recommended rig for Commanding Officer's orderly rooms and other minor regimental occasions in units.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret/Cap (Note 1)	Beret (Note 1)	Beret/Cap (Note 1)
Stone short-sleeved shirt (Note 2)	Stone short-sleeved shirt (Note 2)	Stone short-sleeved shirt (Note 2)
Lanyards (Note 7)	Lanyards (Note 7)	Lanyard (Note 7)
Lovat trousers (Note 3)	Lovat trousers (Note 3)	Lovat trousers (Note 3)
Corps pattern belt (Note 6)	Corps pattern belt	Corps pattern belt (Note 6)
Bronze letter 'RM's (Note 4)	Bronze letters 'RM's (Note 4)	Bronze letter 'RM's (Note 4)
Lovat/combat socks/black socks	Lovat/combat socks/black socks	Lovat/combat socks/black socks
Officer pattern shoes (Note 5)	Black shoes (Note 5)	Black shoes (Note 5)

c. **Decorations/Medals.** None.

d. **Rank Insignia.** See photographs at Annex 40D Para 23.

Notes:

1. *Beret with anodized cap badge for Lt Cols and below. General Officers, Brigs and Cols wear appropriate embroidered Corps cap badges. The King's Squad wear peaked caps with chin-stay down.*

2. *Collar worn open.*

3. *Barrack dress trousers, not from suit.*

4. *Worn in shoulder strap. Officers also wear bronze rank insignia in strap or on slides.*

5. *When Drill Order is ordered, officer pattern/Army pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order). When worn as night clothing at sea, desert boots should be worn.*

(Continued)

Notes (Continued):

6. *Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn in lieu for parade training.*

7. *All ranks wear unit lanyard (right shoulder) where appropriate. Officers and WO1s also wear an officer pattern lanyard (left shoulder).*

8. *Mandatory for wear as dress of the day within Navy Command HQ and Staff College (course instructors and students).*

Figure 40A-7a. Junior officer in No. 3A Dress



Figure 40A-7b. SNCO in No. 3A Dress



Figure 40A-7c. Cpl in No. 3A Dress



Figure 40A-7d. Rct in No. 3A Dress (Drill Order)



8. 3B Dress - General Duty Dress Summer 'Training Rig'

a. **Occasions for Wear.** Informal day rig worn in camp as dress of the day in barracks and for day-to-day duties in summer months and hot climates when engaged on military training or working party tasks (Note 8).

b. **Description.** This rig is based on the Tri-Service Personal Clothing System Combat Uniform (PCS-CU). It should not be worn with any item of CU20.

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
PCS-CU combat jacket (Note 2)	PCS-CU combat jacket (Note 2)	PCS-CU combat jacket (Note 2)
PCS-CU combat trousers (Note 4)	PCS-CU combat trousers (Note 4)	PCS-CU combat trousers (Note 4)
Rank slides (Note 3)	Rank slides (Note 3)	Rank slides (Note 3)
Combat socks	Combat socks	Combat socks
Boots (Note 5)	Boots (Note 5)	Boots (Note 5)
Belt (Note 6)	Belt (Note 6)	Belt (Note 6)

c. **Decorations/Medals.** None.

d. **Wearing of Badges on PCS CU.** See guidance relating to No. 4/4C/4T Dress.

Notes:

1. *With bronze badge.*

2. *Worn tucked inside combat trousers with sleeves rolled up above the elbow. Patches are always to be worn over the Velcro squares, which are never to be left uncovered. 'Royal Marines Commando' shoulder flashes are to be worn on both shoulders by entitled personnel. The RN Tactical Ensign is to be worn on the left arm patch. Personnel serving in entitled formations are to wear the appropriate formation flash on the right arm patch. Company logos are not to be worn. T-shirts are not to be worn underneath the PCS-CU combat jacket.*

3. *Black on green rank slides are to be worn.*

4. *Worn with elastics (not supplied) around top of boot.*

5. *One of the approved designs of brown combat boot is to be worn.*

(Continued)

Notes (Continued):

6. *PCS-CU web belt.*

7. *PCS-CU windproof smocks or waterproof clothing may be worn over this rig as ordered/required. Belts are not to be worn over windproof smocks. Windproof smock cords should be drawn tight.*

8. *Shirts may be worn outside of trousers when in tropical climates, as ordered.*

Figure 40A-8a. Junior officer in No. 3B Dress



Figure 40A-8b. WO2 in No. 3B Dress



Figure 40A-8c. Cpl in No. 3B Dress (Waterproofs Order)



Figure 40A-8d. Cpl in No. 3B Dress (Windproof Smock Order)



9. 3C Dress - General Duty Rig 'Half Lovats' (Winter Order)

a. **Occasions for Wear.** Semi-formal day rig worn in winter in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by drill instructors for parade training. The recommended rig for Commanding Officer's orderly rooms and other minor regimental occasions in units.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
Stone long-sleeved shirt (Note 2)	Stone long-sleeved shirt (Note 2)	Stone long-sleeved shirt (Note 2)
Lovat trousers (Note 3)	Lovat trousers (Note 3)	Lovat trousers (Note 3)
Corps pattern belt (Note 6)	Corps pattern belt (Note 6)	Corps pattern belt (Note 6)
Lovat/combat socks/black socks	Lovat/combat socks/black socks	Lovat/combat socks/black socks
Jersey wool heavy (Note 7)	Jersey wool heavy (Note 7)	Jersey wool heavy (Note 7)
Officer pattern shoes (Note 4)	Black shoes (Note 4	Black shoes (Note 4)

c. **Decorations/Medal.** None.

Notes:

1. *Beret with anodized cap badge for Lt Cols and below. General Officers, Brigs and Cols wear appropriate embroidered Corps cap badges. The King's Squad wear peaked caps with chin-stay down.*

2. *Collar worn open.*

3. *Barrack dress trousers, not from suit.*



4. *When Drill Order is ordered, officer pattern/Army pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order).*

5. *Corps pattern belt to be worn through lovat trouser belt loops with leather buckle over the left hip. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn additionally over the jersey wool heavy for parade training.*

6. *Mandatory for wear as dress of the day within Navy Command HQ, Staff College (course instructors and students).*

7. *The jersey wool heavy may require a piece of string/cord inserted into the collar to ensure it remains tight and smart.*

Figure 40A-9a. Junior officer in No. 3C Dress



Figure 40A-9b. WO2 in No. 3C Dress



Figure 40A-9c. Cpl in No. 3C Dress



Figure 40A-9d. King's Squad Rct in No. 3C Dress (Drill Order)



Figure 40A-9e. No. 3C Dress showing commando flash and para wings.



10. 3D Dress - General Duty Dress 'Winter Training Rig'

a. **Occasions for Wear.** Informal day rig worn as dress of the day in barracks and for day-to-day duties in winter months and cold climates when engaged on military training or working party tasks.

b. **Description.** This rig is based on the Tri-Service Personal Clothing System-Combat Uniform (PCS-CU). It should not be worn with any item of CU20.

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
PCS-CU combat jacket (Note 6 and Note 7)	PCS-CU combat jacket (Note 6 and Note 7)	PCS-CU combat jacket (Note 6 and Note 7)
PCS-CU combat trousers (Note 2)	PCS-CU combat trousers (Note 2)	PCS-CU combat trousers (Note 2)
Jersey wool heavy	Jersey wool heavy	Jersey wool heavy
Rank slides (Note 3)	Rank slides (Note 3)	Rank slides (Note 3)
Combat socks	Combat socks	Combat socks
Boots (Note 4)	Boots (Note 4)	Boots (Note 4)
Belt (Note 5)	Belt (Note 5)	Belt (Note 5)

c. **Decorations/Medals.** None.

d. **Wearing of Badges on PCS-CU.** See guidance relating to No. 4/4C/4T Dress.

Notes:

1. *With bronze badge.*

2. *Worn with elastics (not supplied) around top of boot.*

3. *Black on green rank slides are to be worn.*

4. *One of the approved designs of brown combat boot is to be worn.*

5. *PCS-CU web belt.*

6. *PCS-CU windproof smocks or waterproof clothing may be worn over this rig as ordered/required. Belts are not to be worn over windproof smocks. Windproof smock cords should be drawn tight.*

7. *Sleeves should be rolled down when worn with a jersey wool heavy.*

Figure 40A-10a. Officer in No. 3D Dress



Figure 40A-10b. WO2 in No. 3D Dress (Windproof Smock Order)



Figure 40A-10c. Cpl in No. 3D Dress (Windproof Smock Order)



Figure 40A-10d. Cpl in No. 3D Dress (Waterproofs Order)



Figure 40A-10e. No. 3 Dress with Commando Flashes, RN Tactical Ensign and Formation Flash



Figure 40A-10f. No. 3D Dress (Jersey Wool Heavy Order)



11. 3E Dress - Commando Uniform 2020 (CU20)

a. **Occasions for Wear.** Informal day rig worn in camp as dress of the day in barracks and for day-to-day duties when engaged on military training or working party tasks. Dress standards will vary dependent upon the nature of the task and environmental conditions. CU20 garments, except for waterproofs, will not be worn in a 'mixed rig' configuration with PCS shirts, trousers, belt or combat jacketbookmark://_bookmark40/. CU20 (Field and Combat), however, may be worn interchangeably when justified by operational/tactical-training requirements. **Note:** CU20 will equate to RN dress number 3 and 4 as the principle daily working rig for all RM ranks (RNTM 04-008/20 dated 10 Nov 20 refers).

b. **Description.** CU20 is distinct from PCS: it uses the Multicam pattern as opposed to PCS which incorporates Multi Terrain Pattern but it retains a similar colour palette and similar shapes. CU20 has improved durability; improved drying time; improved ergonomics; and improved interoperability. Personnel not entitled to CU20 will continue to wear PCS, incorporating some amendments to insignia.

All Ranks
Beret (Note 1)
CU20 field shirt (Notes 2-5)
CU20 field trousers (Note 7)
CU20 utility jacket (Note 9)
Rank slides (Note 6)
Combat socks
Boots (Note 8)
Utility belt

c. **Decorations/Medals.** None.

d. **Wearing of Badges on CU20.** See Note 2.

Notes:

1. *With bronze badge.*

2. *Only CU20 insignia (including red on blue commando flashes, small para wings and reduced King's Badge) will be worn on CU20. Formation patches will only be worn on the right arm in lieu of the UK Commando Force dagger . CU20 insignia should be removed from CU20 items prior to laundering in order to prolong their usable life-span. Nothing should be sewn, glued or otherwise affixed to CU20. Insignia may be removed in tactical situations when ordered. As a principle, SQ badges will not be worn on CU20 unless there is a compelling justification. In cases where non-CU20 insignia do not fit, individuals should approach the relevant procurement authority.*

(Continued)

Notes: (Continued)

3. *RN Tactical Ensign. A black on green Velcro RN Ensign is to be worn centrally on the upper left arm and on the bottom of the Velcro patch (CU20 shirt) – see Fig 40A-10e and Fig 40A-11c. On the CU20 utility jacket, the placement of the lower badge is to have the top edge lined with the stitched cross on the Velcro – see Fig 40A-11k.*

4. *Shirts may be worn untucked in hot environments when ordered by the chain of command.*

5. *CU20 Shirts should not be worn over a t-shirt unless SME advice makes specific recommendation for environmental or other reasons.*

6. *CU20 can be worn with the Jersey Wool Heavy (JWH) but there will be no change to the insignia worn on the JWH.*



7. *Black on green rank slides are to be worn.*

8. *In-built trouser ties or elastic twisters will be used at the trouser 'cuffs' in all dress standards. Elastics will not be worn.*

9. *One of the approved designs of brown combat boot is to be worn.*

10. *The CU20 utility jacket may be worn over any combination of field tactical dress if prevailing conditions justify, the elastic draw cord is to be used.*

11. *PCS waterproof clothing may be worn over over any combination of field tactical dress if prevailing conditions justify.*

12. *The subdued RN Ensign patch is to be always worn on the left sleeve. For any loan service or service with other organisations, regardless of where they wear organisational patches; Royal Marines will only wear these on the right sleeve.*

Figure 40A-11a. Marine in No. 3E Dress (Routine Temperate Order)



Figure 40A-11b. Marine in No. 3E Dress (Temperate Tactical Oder)



Figure 40A-11c. No. 3E Dress Shirt with Insignia



Figure 40A-11d. Marine in No. 3E Dress (Temperate Tactical Order - Top Button Fastened)



Figure 40A-11e. Marine in No. 3E Dress (Jersey Wool Heavy Order)



Figure 40A-11f. Marine in No. 3E Dress (Utility Jacket Oder)



Figure 40A-11g. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, not in Bde Unit)



Figure 40A-11h. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, in Bde Unit)



Figure 40A-11i. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, in Bde Unit)

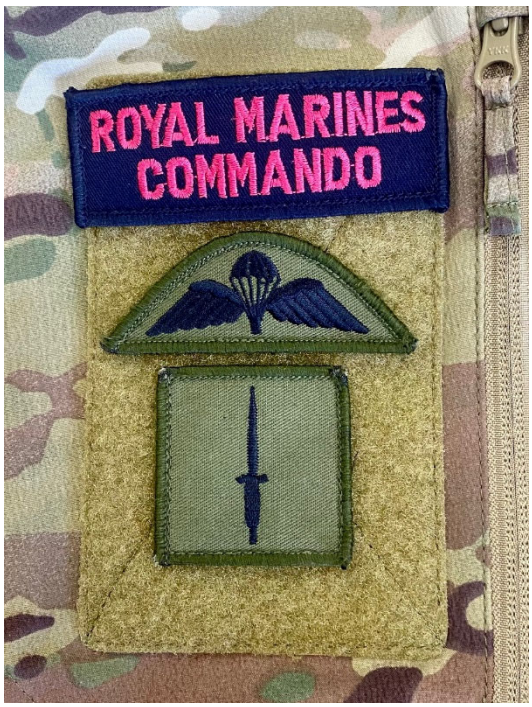


Figure 40A-11j. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, not in Bde Unit)



Figure 40A-11k. No. 3E CU 20 Jacket – Left Sleeve (All ranks – RN Ensign patch is not to be removed)



Figure 40A-11l. No. 3E CU 20 Shirt – Right Sleeve (Non-Para Trained, not in Bde Unit)

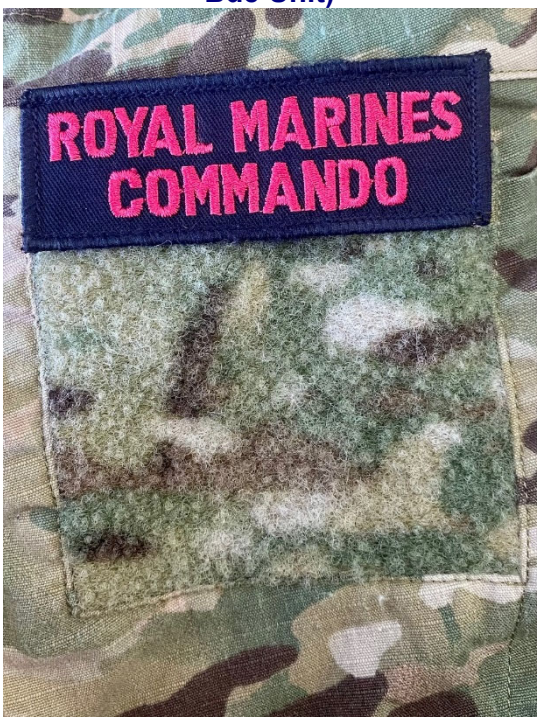


Figure 40A-11m. No. 3E CU 20 Shirt – Right Sleeve (Non-Para Trained, in Bde Unit)



Figure 40A-11n. No. 3E CU 20 Shirt – Right Sleeve (Para Trained, in Bde Unit)



Figure 40A-11o. No. 3E CU 20 Shirt – Right Sleeve (Para Trained, not in Bde Unit)



Figure 40A-11p. No. 3E CU 20 Shirt – Left Sleeve (All ranks – RN Ensign patch is not to be removed)



Figure 40A-11q. Loan/Exchange/Other Formation No. 3E CU 20 Shirt

Right Sleeve Formation Patch



Left Sleeve RN Ensign Patch



Figure 40A-11r. Loan/Exchange/Other Formation No. 3E CU 20 Shirt

Right Sleeve, Left Sleeve (Para trained)



Left Sleeve RN Ensign Patch



Figure 40A-11s. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, not in Bde Unit)



Figure 40A-11t. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, in Bde Unit)



Figure 40A-11u. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, in Bde Unit)



Figure 40A-11v. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, not in Bde Unit)



Figure 40A-11w. No. 3E CU 20 Jacket – Left Sleeve (All ranks – RN Ensign patch is not to be removed)



Figure 40A-11x. No. 3E CU 20 Shirt – Right Sleeve (Non-Para Trained, not in Bde Unit)

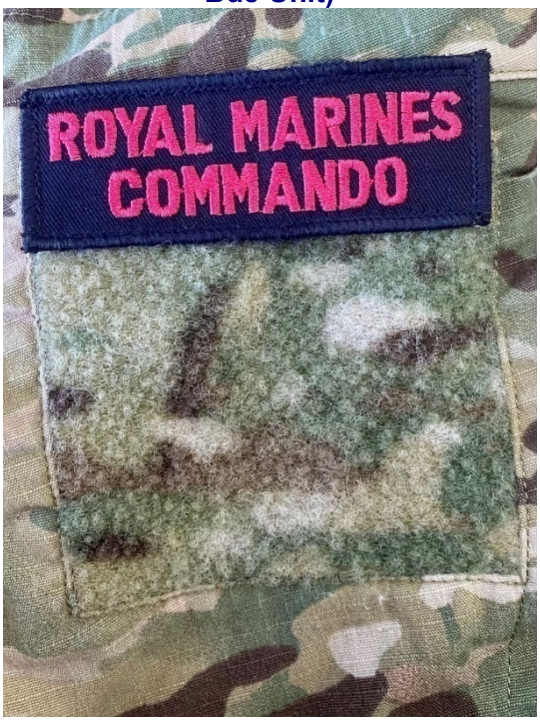


Figure 40A-11y. No. 3E CU 20 Shirt – Right Sleeve (Non-Para Trained, in Bde Unit)



Figure 40A-11z. No. 3E CU 20 Shirt – Right Sleeve (Para Trained, in Bde Unit)



Figure 40A-11aa. No. 3E CU 20 Shirt – Right Sleeve (Para Trained, in Bde Unit)



Figure 40A-11ab. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, in Bde Unit)



Figure 40A-11ac. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, in Bde Unit)



Figure 40A-11ad. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, not in Bde Unit)



e. **Wearing of Badges on Warm Weather CU20.**

Figure 40A-11ae. WW CU20 Shirt – Left Sleeve, with Commando Flash, Kings Badge, and RN Ensign Patch (always worn).



Figure 40A-11af. WW CU20 Shirt – Right Sleeve with Commando Flash, Para Wings and CF patch.



Figure 40A-11ag. WW CU20 Shirt – Left Sleeve, with Commando Flash and RN Ensign Patch (always worn).



Figure 40A-11ah. WW CU20 Shirt – Right Sleeve with Commando Flash and Para Wings.



Figure 40A-11ai. WW CU20 Shirt – Left Sleeve, with Commando Flash and RN Ensign Patch (always worn).



Figure 40A-11aj. WW CU20 Shirt – Right Sleeve with Commando Flash and CF Patch.



Figure 40A-11ak. WW CU20 Shirt – Right Sleeve, Commando Flash with Foreign / Loan service* (non-para trained) (always worn). (See Note 12)



Figure 40A-11al. WW CU20 Shirt – Right Sleeve, Commando Flash with Foreign / Loan service and Para Wings.



12. 4/4C/4T Dress - Combat Dress 'Combats'/Cold Weather Combats/Tropical Combats

a. **Occasions for Wear.** When deployed on operations and exercise, according to climate.

b. **Description.**

No. 4 Dress - All Ranks	No. 4C Dress - All Ranks	No. 4T Dress - All Ranks
Helmet/Beret (Note 1)	Helmet/ECW cap (Note 1)	Jungle hat/beret (Note 1)
T shirt (Note 2)	ECW underwear (Note 1)	Jungle boots (Note 5)
PCS-CU under body armour combat shirt [UBACS] (Note 2 and Note 8)	Norwegian shirt	PCS CU tropical combat jacket or PCS-CU under body armour combat shirt [UBACS] (Note 1 and Note 8)
Fleece (Note 2)	Fleece (Note 1 and Note 2)	PCS CU tropical combat trouser (Note 3)
PCS-CU combat trousers (Note 4)	PCS CU windproof smock (Note 2 and Note 8)	Combat socks
Combat socks	Windproof trousers	Belt (Note 5)
Rank slides (Note 7)	Rank slides (Note 7)	Rank slides (Note 7)
PCS CU windproof smock (Note 2 and Note 8)	Ski boots (Note 2 and Note 6)	
Combat boots (Note 3 and Note 6)	PCS CU windproof trousers	
Belt (Note 5)	Camouflage white smock and over-trousers (Note 1)	
Gloves (Note)	ECW gaiters	
	ECW glove assembly (Note 2)	
	Belt (Note 5)	

c. **Decorations/Medals.** None.

d. **Wearing of Badges on PCS-CU.** Badges are to be worn as follows:

(1) Black on green, but not CU20 red on blue, 'Royal Marines Commando' or 'Royal Marines Band Service' shoulder flashes are to be worn by entitled personnel at the top of the shoulder on both arms. They are to be sewn directly onto the following:

(a) Combat Jacket.

(b) Windproof Smock.

(c) UBAC Shirt.

(2) A black on green 'King's Badge' or 'Prince's Badge' is to be worn by entitled personnel immediately below the shoulder flash on the left arm of the combat jacket. It is to be sewn directly onto the combat jacket. Due to design constraints, these badges are not to be worn on windproof smocks or items of PCS CU other than the combat jacket.

(3) A black on green parachute wings qualification badge is to be worn by entitled personnel immediately below the shoulder flash on the right arm of the combat jacket. (Existing pattern badges may be worn until black on green parachute wings are issued.) It is to be sewn directly onto the combat jacket. This may be of regular, SF or SFC design as appropriate to the individual's qualification. Parachute wings may also be worn on windproof smocks when they are to be sewn onto the top pocket of the right arm blanking patch. Foreign parachute wings may be worn just above the top right breast pocket on combat uniforms, but only when serving with the Armed Forces that awarded the wings.

(4) Pocket blanking patches are provided to be worn over the Velcro squares on both sleeves of the combat jacket and windproof smock. The RN Tactical Ensign is to be worn centrally on the left arm and one of the following formation flashes is to be worn on the centre of the right arm blanking patch by personnel serving in relevant formations or units:

(a) **3 Cdo Bde RM units.** CU20 version of the 3 Cdo Bde RM formation flash (a black commando knife on a green background).

(b) **FOST and COMUKLS staffs.** Amphibious assault flash.

(c) **PJHQ staff.** PJHQ flash.

(5) Black on green pilot's badges may be worn by entitled personnel on the left breast of the combat jacket and the windproof smock.



Notes:

1. *As required/ordered. Beret worn with bronze cap badge.*

2. *Appropriate to environment.*

3. *One of the approved designs of brown combat boot is to be worn.*

4. *Waterproofs may be worn as ordered/required.*

5. *PCS-CU web belt.*

6. *Worn with elastics (not supplied) around top of boot.*

(Continued)

Notes: (Continued)

7. *Black on green rank slides are normally to be worn. However, if ordered by the theatre commander for operations, sand on MTP rank slides are to be worn in lieu.*

8. *Windproof smock cords should be drawn tight. Patches are always to be worn over the Velcro squares on the outermost garment, which are never to be left uncovered. 'Royal Marines Commando' shoulder flashes are to be worn on both shoulders by entitled personnel. Left arm patches are always to include the Union Flag at the top. Personnel serving in entitled formations are to wear the appropriate formation flash underneath the Union Flag on the left arm patch. Company logos are not to be worn.*

9. *Combat Dress may be worn with:*

a. Fighting Order (web belt with pouches and yoke as ordered).

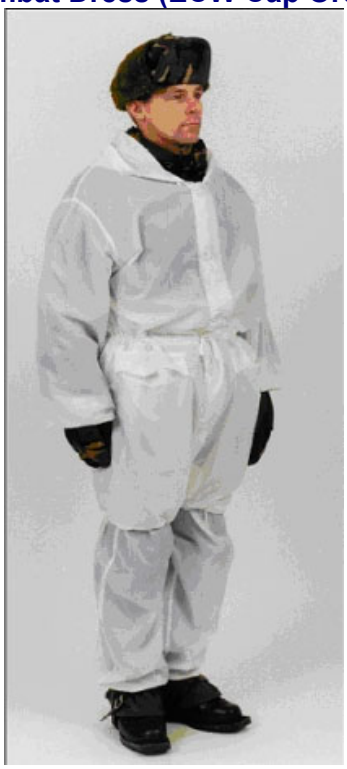
b. Patrol Order (Fighting Order plus daysack as ordered).

c. Marching Order (Fighting Order plus large pack as ordered).

Figure 40A-12a. Junior officer in No. 4 Combat Dress with beret



Figure 40A-12b. No. 4C Cold Weather Combat Dress (ECW Cap Order)



13. 4A Dress - Commando Uniform 2020 (CU20) Combat Dress

a. **Occasions for Wear.** CU20 Combat dress will be worn for Dismounted Close Combat training and operations. Dress standards will vary dependent on the nature of the task and environmental considerations. CU20 garments, except for waterproofs, will not be worn in a 'mixed rig' configuration with PCS shirts, trousers, belt or combat jacketbookmark://_bookmark40/. CU20 (Field and Combat), however, may be worn interchangeably when justified by operational/tactical-training requirements.

b. **Description.** CU20 is distinct from PCS: it uses the Multicam pattern as opposed to PCS which incorporates Multi Terrain Pattern but it retains a similar colour palette and similar shapes. CU20 has improved durability; improved drying time; improved ergonomics; and improved interoperability. Personnel not entitled to CU20 will continue to wear PCS, incorporating some amendments to insignia.

All Ranks
Beret (Note 1)
CU20 combat shirt (Notes 2-5)
CU20 combat trousers (Note 7)
CU20 utility jacket
Rank slides (Note 6)
Combat socks
Boots (Note 8)
Utility belt

c. **CU(Hot).** This paragraph provides guidance on the safe use of CU (Hot), a lightweight uniform designed to reduce heat injury in extreme environments but lacking no-melt/no-drip properties, which increases the risk of severe injury from fire or flash. CU (Hot) may be worn during embarkation, pre-disembarkation, and operations away from platforms (e.g., warships, boats, submarines, landing/raiding craft, and vehicles) only when the responsible commander determines that the risk of heat injury outweighs the risk of fire/flash injury, and after informing relevant platform commanders. It is not authorised for use by embarked military forces (EMF) on ships, boats, or submarines, nor for passengers on aviation platforms without Duty Holder approval. Use with partner forces must align with this UK policy. CU (Hot) use in environments with a credible or foreseeable fire/flash risk must first be risk assessed and accepted by the relevant commander, and all personnel must report safety impacts via MySafety to enable ongoing risk management. This policy ensures risks are managed in accordance with the dress state table below and reduced to ALARP. It does not alter existing Duty of Care or Duty Holding responsibilities.

d. **CU (Hot) dress state matrix table.**

Platform	Activity	Dress state
Warships and Boats, Royal Fleet Auxiliary, Submarines	Embarkation	CU (Hot) may be worn where the responsible commander[1] has deemed the risk of heat injury, greater than the risk of injury by fire / flash. Revert to EMF posture once embarked.
	EMF[2]	CU (Hot) not authorised
	Dis-embarkation	CU (Hot) may be worn pre-disembarkation and in discussion with the Ship's Captain, where the responsible commander has deemed the risk of heat injury, greater than the risk of injury by fire / flash.
	Operations away from platform[3]	CU (Hot) may be worn where the Operational[4] Commander has deemed the risk of heat injury, greater than the risk of injury by fire / flash. Ship's captain must be informed.
Landing or Raiding craft		CU (Hot) may be worn where the responsible commander has deemed the risk of heat injury, greater than the risk of injury by fire / flash. Craft commander must be informed.
Aircraft (Merlin Mk4 and Mk2, CH 47, Wildcat AH, Wildcat HMA)	Supernumerary crew	Dress state as directed by Aircraft Commander (who takes direction / policy from the relevant Duty Holder / Duty Holding chain)[5] CU (Hot) not authorised.
	Pax	CU (Hot) not authorised without Duty Holder approval.
Vehicles		CU (Hot) may be worn where the responsible commander has deemed the risk of heat injury, greater than the risk of injury by fire / flash.
IVO HAZMAT		No change to existing policy[6]
Partner forces		Use of CU (Hot) to be approved by responsible UK commander in line with the platform dress states set out in this RNTM.

Notes:

1. *PAM 21, Section 1 provides guidance on responsibilities associated with the Safe System of Work (SSoW). This guidance applies to all uses of the term 'responsible commander' to align RM risk management process with this issue.*

2. *IAW Ship state 1-3 detailed in BRd 2170, 'Action dress for EMF'.*

(Continued)

Notes: (Continued)

3. *Such as MIOPs as outlined in Ref BRd 167, Ch 23, para 2312.'warning statement.*



4. *The Operational Commander has the delegated authority to own the operational risk and move outside of the defined operating envelope only where there is an operational imperative to do so. JSP 815, annex C, para 12.*

5. *As per Joint Aviation Command FOB J2130.105.1*

6. *"Supervisors are to ensure that PPE is provided and worn, dependent upon a risk assessment based on the above-mentioned hazards". JSP 317, para 50 and (Ref B) JSP 375: Management of Health and Safety in Defence.*

e. **Decorations/Medals.** None.

f. **Wearing of Badges on CU20.** See Note 2.

Notes:

1. *With bronze badge.*

2. *Only CU20 insignia (including red on blue commando flashes, small para wings and reduced King's Badge) will be worn on CU20. Formation patches will be worn on the right arm and the RN Tactical Ensign will be worn on the left arm. CU20 insignia should be removed from CU20 items prior to laundering in order to prolong their usable life-span. Nothing should be sewn, glued or otherwise affixed to CU20. Insignia may be removed in tactical situations when ordered.*



3. *Shirts may be worn untucked in hot environments when ordered by the chain of command. Zips can be worn open or closed. Velcro cuffs should not be folded over.*

4. *CU20 Shirts should not be worn over a t-shirt unless SME advice makes specific recommendation for environmental or other reasons.*

5. *CU20 can be worn with the Jersey Wool Heavy (JWH) but there will be no change to the insignia worn on the JWH.*

6. *Black on green rank slides are to be worn.*

7. *In-built trouser ties or elastic twisters will be used at the trouser 'cuffs' in all dress standards. Elastics will not be worn.*

8. *One of the approved designs of brown combat boot is to be worn.*

(Continued)

Notes: (Continued)

9. *In cold environments, additional insulating layers are worn in accordance with personal issue and the tactical/environmental requirements. With the exception of a JWH, a Multicam or PCS outer is required at all times.*

10. *PCS waterproof clothing may be worn over this rig as ordered/required.*

Figure 40A-13a. Marine in No. 4A Dress (Temperate Order)



Figure 40A-13b. Marine in No. 4A Dress (Temperate Order with Utility Jacket)



14. 5 Dress - Specialist Working Rigs

a. **Occasions for Wear.** Job specific working rigs worn at sea and ashore.

b. **Description. All Ranks.** Occupational working rigs worn at sea and ashore for specific tasks (e.g. chefs, divers, aircrew etc.)

c. **Decorations/Medals.** None.

Figure 40A-14a. Aircrew in No. 5 Dress



Figure 40A-14b. Chef in No. 5 Dress



Figure 40A-14c. Vehicle Mechanic in No. 5 Dress



15. 1AW Dress - Tropical Ceremonial Dress

a. **Occasions for Wear.**

(1) When receiving The Sovereign, other crowned heads or heads of state in tropical climates.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag Officers and General Officers.

(5) Funerals, courts martial, parades and other appropriate ceremonial events.

b. **Description.**

Officers entitled to Tropical White Full Dress (Note 1)	Officers (Stone Prestige Suit Order) (Note 9)	Officers (Note 10)	WOs, SNCOs, Corporals and Marines
Cap	Wolseley pattern helmet/cap (Note 5)	Wolseley pattern helmet/cap (Note 5)	Wolseley pattern helmet/cap (Note 5)
White high-collar tunic (Note 2)	Stone Prestige Suit tunic	Stone bush jacket	Stone bush jacket
Blue trousers (Note 3)	Stone Prestige Suit trousers	Stone No. 6 trousers	Stone No. 6 trousers
Black socks	Officer pattern boots	Officer pattern boots	Army pattern boots
Officer pattern boots or black shoes (Note 3)	Anodized rank badges /letters ‘RM’	Anodized rank badges /Letters ‘RM’	Anodized rank badges /Letters ‘RM’
White gloves	Stone socks	Stone socks	Stone socks
Full dress sword assembly with waist sash (Note 4)	Gloves (Note 6)	Gloves (Note 6)	Gloves (Note 6)
Sword (Note 4)	Lanyards (Note 7)	Lanyards (Note 7)	Lanyards (Note 7)
	Sam Browne belt	Sam Browne belt	Ceremonial belt (Note 8)
	Sword (Note 4)	Sword (Note 4)	Frog and bayonet
	Stone long-sleeved shirt		Sword/rifle (Note 4)
	Light khaki tie		

c. **Decorations/Medals.**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

Notes:

1. *The following personnel are entitled to Tropical White Full Dress (Half Whites): certain overseas Defence Attachés and General Officers with their Military Assistants/Aides-de-Camp, as required, in exceptional circumstances. The uniform is normally only required for those required to attend major ceremonial occasions in tropical Commonwealth countries (e.g. ANZAC Day ceremonies in Canberra, Australia) and the USA. The uniform is to be routinely issued to the Commandant General Royal Marines and his personal staff and additionally to the Corps RSM.*



2. *All officers except General Officers wear white cloth shoulder straps and anodized badges of rank (Brigs to wear anodized badges of rank on white rank slide). General Officers wear gold embroidered shoulder boards. General Officers wear* solid silver globe in gold braided laurel wreath collar*. Brigs and below wear anodized officer pattern collar badges. General Officers wear 20mm RM anodized buttons. All others wear 25mm RM anodized buttons. Gold on extra dark navy badges may be worn mounted on Velcro patches by appropriately entitled personnel.*

3. *Except for the RM Band who wear white trousers, RM General Service personnel wear blues trousers with either officer pattern boots or black shoes, depending on the climate and the level of ceremonial event.*

(Continued)

Notes: (Continued)

4. *General Officers wear a General Officers' full-dress sword with Army No. 1 pattern General Officer's gold and crimson cord sword knot, metal scabbard, ceremonial sword belt assembly with long and short Army No. 1 pattern gold and crimson sword slings and gold and crimson waist sash. Brigs and Cols wear a RM (infantry) pattern sword with Army No. 2 pattern long gold cord sword knot, metal scabbard, ceremonial sword belt assembly with long and short Army No. 2 pattern sword slings and crimson sash. Other officers and WO1s wear a RM (infantry) pattern sword with Army No. 3 pattern gold ribbon sword knot (worn long for Lt Cols and above plus Equerries, ADCs and Adjutants or short for all others), metal scabbard, ceremonial sword belt assembly with long and short Army No. 3 pattern sword slings and crimson sash.*



5. *Helmet if ordered for wear on ceremonial parades.*

6. *White, or brown cape for officers and warrant officers (only when armed).*

7. *Blue officer pattern for officers and WO1s, plus unit lanyard.*

8. *WO1s wear Sam Browne belts. WO2s wear WO2 pattern brown leather sword belt and sword slings. WO2s and SNCOs wear scarlet sashes.*

9. *Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ships' detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.*

10. *Stone bush jacket suits are tri-service items also known as Army No. 6 Dress.*

Figure 40A-15a. General Officer in No. 1AW Dress (White Full Dress)

Photo to follow

Figure 40A-15b. General Officer in No. 1AW Dress (Stone Prestige Suit Order)

Photo to follow

Figure 40A-15c. Junior Officer in No. 1AW Dress (Cap and short sword knot)
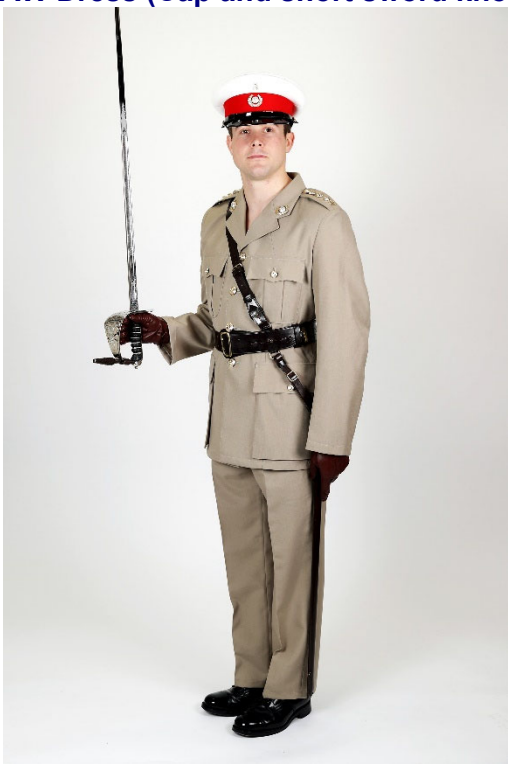


Figure 40A-15d. SNCO in No. 1AW Dress (Cap)



16. 1BW Dress - Tropical Formal Dress

a. Occasions for Wear.

(1) Inspections by Flag and General Officers in tropical climates.

(2) Ceremonial exchange visits as an alternative to No.1AW Dress.

(3) Funerals and Courts Martial.

(4) Other occasions as ordered.

b. Description.

Officers (Stone Prestige Suit Order) (Note 1)	Officers and WO1s	WO2s, NCOs and Marines
Beret	Beret	Beret
Stone Prestige Suit tunic	Stone bush jacket	Stone bush jacket
Stone Prestige Suit trousers	Stone No 6 trousers	Stone No 6 trousers
Stone long-sleeved shirt	Anodized rank badges/Letters 'RM'	Anodized rank badges/letters 'RM'
Light khaki tie	Lanyards (Note 2)	Lanyards (Note 2)
Anodized rank badges/letters 'RM'	Sam Browne belt	WO2 ceremonial leather belt or white belt
Lanyards (Note 2)	Officer pattern boots	Army pattern boots
Sam Browne belt	Sword and brown cape gloves (Note 3)	Sword and brown cape gloves (Note 3) for WO2s or rifle and white gloves
Officer pattern boots	Stone socks	Stone socks
Sword and brown cape gloves (Note 3)		
Stone socks		

c. Decorations/Medals.

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Medals.

Notes:

1. *Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ship's detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.*

2. *Officer pattern navy blue lanyard worn by officers and WO1s on left shoulder. Unit lanyards worn by entitled personnel of all ranks on right shoulder.*

3. *Swords and gloves may be ordered if attending or participating in a commando parade when troops are carrying weapons in No. 1BW Dress.*

Figure 40A-16a. General Officer in No. 1BW Dress (Beret and Stone Prestige Suit Order with sword and gloves)

Photo to follow

Figure 40A-16b. Junior officer in No. 1BW Dress (Beret and Stone Bush Jacket Order with sword and gloves)



17. 1CW Dress/Tropical Undress

a. **Occasions for Wear**. Occasions of duty or minor ceremonial in tropical climates.

b. **Description.**

Officers (Stone Prestige Suit Order) (Note 1)	Officers and WO1s	WO2s, NCOs and Marines
Beret	Beret/Cap	Beret
Stone Prestige Suit jacket	Stone bush jacket	Stone bush jacket
Stone Prestige Suit trousers	Stone No. 6 trousers	Stone No.6 trousers
Stone Long-sleeved shirt	Anodised rank badges/letters 'RM's	Anodised rank badges/letters 'RM's
Light khaki tie	Lanyards (Note 2)	Lanyards (Note 2)
Anodized rank badges/letters 'RM'	Stone cloth belt	Stone cloth belt
Lanyards (Note 2)	Officer pattern shoes	Black shoes
Stone cloth belt	Stone socks	Stone socks
Officer pattern shoes (Note 3)		
Stone socks		

c. **Decorations/Medals.** Medal ribbons.



Notes:

1. *Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ships' detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.*

2. *Officer pattern navy blue lanyard worn by officers and WO1s on left shoulder. Unit lanyards worn by entitled personnel of all ranks on right shoulder.*

3. *Desert boots may be worn as an alternative to black shoes if issued and ordered by the relevant senior officer.*

Figure 40A-17a. Junior officer (ADC) in No. 1CW Dress (with desert boots)



Figure 40A-17b. Junior officer in No. 1CW Dress



Figure 40A-17c. SNCO in No. 1CW Dress



Figure 40A-17d. Cpl in No. 1CW Dress



18. 2AW Dress - Formal Evening Dress 'Tropical Mess Dress'

a. **Occasions for Wear.**

(1) Official or public balls, dinners and evening receptions of a formal nature in tropical climates.

(2) Full ceremonial evening events in tropical climates.

b. **Description.**

Lt Colonels and Above	Other Officers	WOs and SNCOs	Corporals and Marines
Cap	Cap	Cap	Cap
White mess jacket (Note 2 and Note 5)	White mess jacket (Note 2 and Note 5)	White mess jacket (Note 5)	Stone bush jacket tunic
White mess waistcoat	White mess waistcoat	White mess waistcoat	Stone No 6 trousers
White Marcella shirt (Note 3)	White Marcella shirt (Note 3)	White Marcella shirt	Stone cloth belt
Black bow tie	Blue mess trousers (Note 4)	Blue trousers	Black shoes
Blue mess trousers	Black bow tie	Black bow tie	Medals
Black socks	Black socks	Black socks	*(Optionally JNCOs may wear white shirt, blue trousers, scarlet cummerbund and black bow tie for mess dinners etc.)*
Officer pattern shoes	Officer pattern shoes	Black shoes	

c. **Decorations/Medals.**

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.

Notes:

1. *The civilian equivalent is Tropical White Tie or Black Tie with miniature medals and decorations as above.*

2. *White mess jackets are fitted with left and right epaulettes for Cols and above. Left or right epaulettes are fitted if aiguillettes are worn.*

3. *Stiff fronted shirt and wing collar (Wing Collar Order) is worn instead by Royal Equerries/Aides-de-Camp if acting in a Royal Household role when so required by Buckingham Palace or the relevant Royal Household.*

4. *Overalls, Wellington boots and spurs are no longer worn*.

5. *Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.*

Figure 40A-18a. General Officer in No. 2AW Mess Dress

Photo to follow

Figure 40A-18b. Junior officer in No. 2AW Mess Dress



Figure 40A-18c. Cpl in No. 2AW Mess Dress (Alternative Bow Tie Order)



19. 2BW Dress - Semi Formal Evening Undress 'Tropical Mess Undress'

a. Occasions For Wear.

(1) Dinner in tropical climates when No. 2A Dress is not appropriate e.g. for ladies' night dinners.

(2) Evening dances and entertainments in tropical climates.

b. Description.

Lt Colonels and Above	Other Officers	WOs and SNCOs	Corporals and Marines (Note 3)
Peaked cap or blue field service cap (Note 2)	Cap peaked cap or blue field service cap (Note 2)	Peaked cap	Peaked cap
White mess jacket	White mess jacket	White mess jacket	Stone bush jacket tunic
Scarlet cummerbund	Scarlet cummerbund	Scarlet cummerbund	Stone No 6 trousers
White Marcella shirt	White Marcella shirt	White Marcella shirt	Stone cloth belt
Black bow tie	Blue mess trousers	Blue trousers	Black shoes
Blue mess trousers	Black bow tie	Black bow tie	Medals
Black socks	Black socks	Black socks	
Officer pattern shoes	Officer pattern shoes	Black shoes	

c. Decorations/Medals.

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Miniature medals.

Notes:

1. *Civilian equivalent Tropical Black Tie with or without miniature medals and decorations as above.*

2. *Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.*

3. *When ordered, JNCOs may, optionally, wear a plain white long-sleeved shirt, blue trousers, scarlet cummerbund and black bow tie in lieu of regimental blues for mess dinners etc.*

Figure 40A-19a. General Officer in No. 2BW Mess Undress

Figure 40A-19b. Junior Officer in No. 2BW Mess Undress

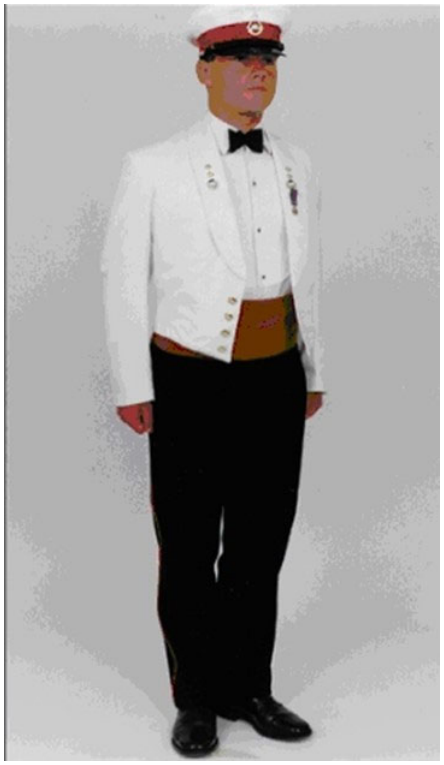


Figure 40A-19c. Cpl in No. 2BW Mess Undress (Alternative Bow Tie Order)



20. 2CW Dress - Informal Evening Dress 'Red Sea Rig'

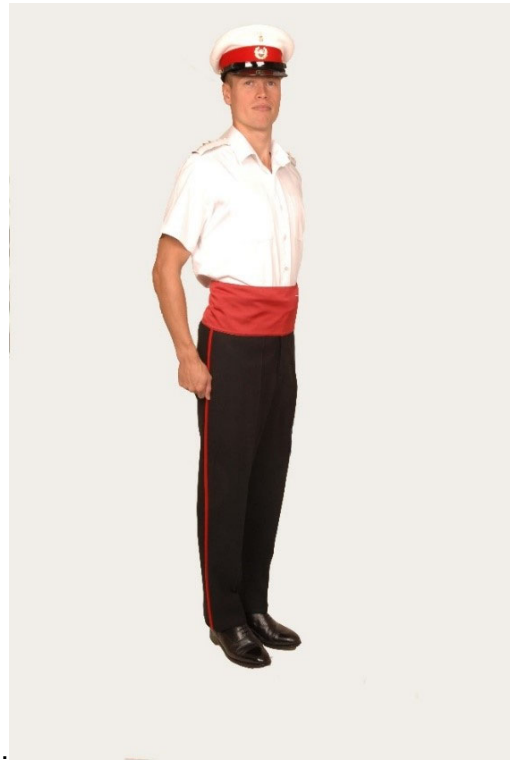
a. **Occasions for Wear.** Informal evening uniform in ships and establishments.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
As for 2C Dress	As for 3AW Dress	As for 3AW Dress

c. **Decorations/Medals.** None.

Figure 40A-20a. Junior Officer in 2C Dress



21. 3AW Dress - General Duty Dress 'Half Stones'

a. **Occasions for Wear.** Semi-formal day rig worn in tropical climates in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by all ranks as night clothing at sea in tropical climates although No.2C Red Sea Rig should be worn for appropriate formal functions when at sea. Worn by drill instructors for parade training. The recommended rig for Commanding Officer's orderly rooms and other minor regimental occasions in units.

b. **Description.**

Officers and WO1s	WO2s and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
Stone short sleeved shirt (Note 2)	Stone short sleeved shirt (Note 2)	Stone short sleeved shirt (Note 2)
Stone No. 6 trousers	Stone No. 6 trousers	Stone No. 6 trousers
Stone socks	Stone socks	Stone socks
Lanyards (Note 7)	Lanyard (Note 7)	Lanyards (Note 7)
Corps pattern belt (Note 6)	Corps pattern belt (Note 6)	Corps pattern belt (Note 6)
Anodised rank badges/letters 'RM' (Note 3)	Anodised letters 'RM' (Note 3)	Anodised letters 'RM' (Note 3)
Black shoes (Note 4 and Note 5)	Black shoes (Note 4 and Note 5)	Black shoes (Note 4 and Note 5)

c. **Decorations/Medals.** None.

Notes:

1. *Beret to be worn with an anodized cap badge.*

2. *Collar worn open.*

3. *Worn in shoulder strap. Officers also wear anodized rank insignia in strap or on slides.*

4. *Desert boots may be worn when issued (certain assignment/drafts only) and ordered by the relevant senior officer.*

5. *When Drill Order is ordered, officer pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order).*

6. *Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn in lieu for parade training.*

7. *All ranks wear a unit lanyard (right shoulder) where appropriate. Officers and WO1s also wear an officer pattern lanyard (left shoulder).*

Figure 40A-21a. SNCO in No. 3AW Dress with shoes



Figure 40A-21b. SNCO in No. 3AW Dress with desert boots



22. 3BW Dress - General Duty Dress 'Tropical Shorts Order'

a. **Occasions For Wear.** Semi-formal day rig worn in tropical climates by ships' detachments or as an alternative to No. 3AW Dress (if issued) in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work.

b. **Description.**

Officers and WO1s	WO2s and SNCOs	Corporals and Marines
Beret (Note 1)	Beret/Cap (Note 1)	Beret/Cap (Note 1)
Stone short sleeved shirt (Note 2)	Stone short sleeved shirt (Note 2)	Stone short sleeved shirt (Note 2)
Stone shorts	Stone shorts	Stone shorts
Stone stockings	Stone stockings	Stone stockings
Black shoes (Note 4)	Black shoes (Note 4)	Black shoes (Note 4)
Corps pattern belt (Note 6)	Corps pattern belt (Note 6)	Corps pattern belt (Note 6)
Anodised rank badges/letters "RM" (Note 3)	Anodised rank badges/letters 'RM' (Note 3)	Anodised rank badges/letters 'RM' (Note 3)
Lanyard (Note 7)	Lanyard (Note 7)	Lanyard (Note 7)

c. **Decorations/Medals.** None.

Notes:

1. *Beret to be worn with an anodised badge.*

2. *Collar worn open.*

3. *Worn in shoulder strap. Officers also wear anodized rank insignia in strap or on slides.*

4. *Desert boots may be worn when issued (certain drafts/appointments only) and ordered by the relevant senior officer.*

5. *Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.*

6. *All ranks wear a unit lanyard (right shoulder) where appropriate. Officers and WO1s also wear an officer pattern lanyard (left shoulder).*

Figure 40A-22a. Junior Officer in No. 3BW Dress

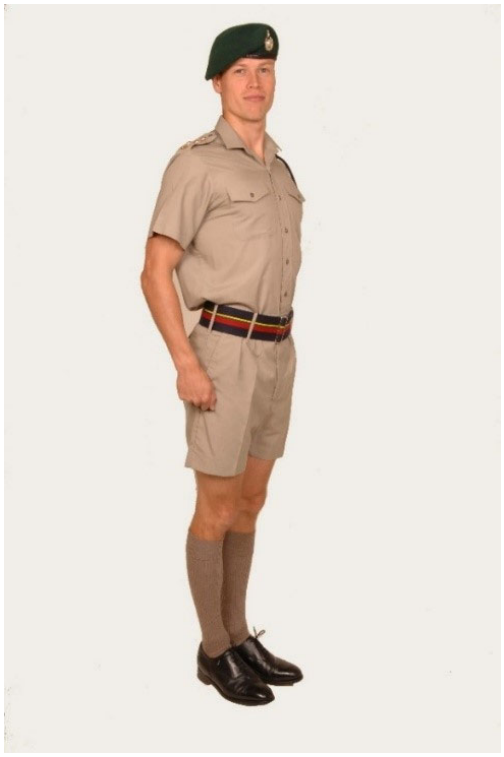


Figure 40A-22b. SNCO in No. 3BW Dress



Figure 40A-22c. Cpl in No. 3BW Dress



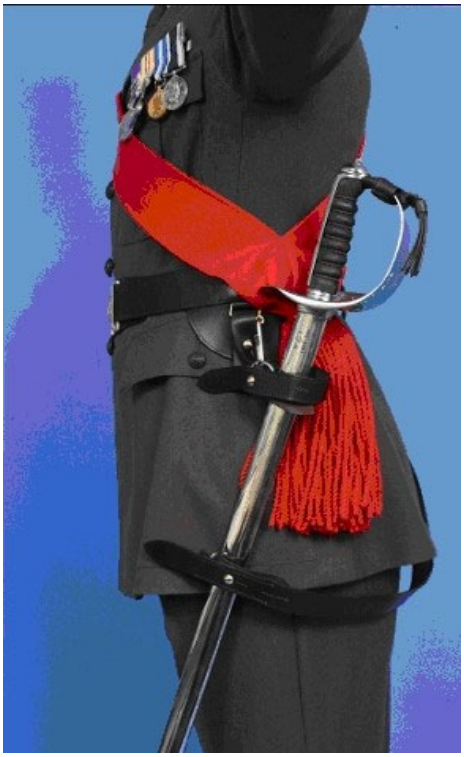
23. WO1/WO2 RM - Wearing of Sword

Occasions for Wear. As per RM dress table.

Figure 40A-23a. Front view



Figure 40A-23b. Side view



24. Unit Piper - Authorised No.1 Dress

a. **Occasions for Wear.** Where a Unit has a serving piper (of a standard endorsed by the CO):

(1) Working alongside the RM Band as part of a concert, dinner extra or marching display or similar (piper(s) to remain in separate formation to the band at all times, e.g. march on for finale sequence only and stand off to the flank of the band)

(2) Memorial/Commemoration Services.

(3) Mess Dinners (to pipe in the top table, perform extra as required).

(4) Specific Unit events as directed by the CO.

b. **Description.**

Unit Piper
Glengarry (Black, no dicing), engraved G&L Cap Badge
Tailored No.1 Blues tunic (cut away at bottom) with cloth belt
Badges as entitled with No.1 Blues Dress
RM Corps Tartan Kilt
Dress Sporran (Black with silver furnishings and engraved G&L design)
Black Brogues
Black Kilt Socks
RM Corps Pattern Kilt sock flashes
Sgian dubh (knife)

c. **Decorations/medals.** Medal Ribbons

Figure 40A-24a. Unit Piper

Front View



Rear View



ANNEX 40B

ROYAL MARINES OFFICERS OUTFIT SCALES

1. Scale 1 - RM Officers Entered for General Service

a. Entitlement to Scale.

(1) The uniform outfit shown at sub para b is to be issued to all Officers including SO(LE) on first entry.

(2) Officers who resume full RM Service, or return on FTRS, after a break of more than 4 years are entitled to free issue of uniform in accordance with sub para b.

(3) Officers who resume full RM Service, or return on FTRS, after a break of less than 4 years are to be reimbursed in accordance with JSP 754.

b. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Boots, ankle, black	1 pr	
Cap, plastic, RM Officers	1	
Tie, Khaki, light braided	1	
Luggage allowance		
Cash grant paid automatically by Unit HR Cell on receipt of OAL. Grants and allowances scale 128 refers		

(2) Items Provided by Contract Arrangement.

	Scale	Notes
Blue serge uniform suit (tunic and trousers)	1	
Lovat suit (tunic and trousers)	1	
Scarlet mess jacket	1	
Blue mess waistcoat	1	
Blue mess trousers	1 pr	

(3) **Items Issued from Service Stocks.**

	Scale	Notes
Bag, daysack, black	1	
Bag, travelling	1	
Belt, waist, Corps pattern	1	
Beret, green, RM	1	1
Braces	1 pr	
Buckle, anodised, 2 prong	1	
Buckle, Bronze, 2 prong	1	
Buttons, Corps, anodised, 2.54 cms size (blue tunic)	4	
Buttons, Corps, anodised, 1.90 cms size (blue tunic)	10	
Buttons, Corps, bronze, 2.54 cms size (lovat tunic)	4	
Buttons, Corps, bronze, 1.90 cms size (lovat tunic)	10	
Buttons, Lion and Crown, gilt, 1.90 cms size (mess jacket)	4	
Buttons, Lion and Crown, gilt, 1.27 cms size (mess jacket)	4	
Cummerbund, scarlet	1	
Gloves, brown cape	1 pr	
Holdall	1	
Jacket, lovat, foul weather	1	11
Jersey, wool, heavy, olive	1	2
Knife, clasp	1	
Knife, fork and spoon set	1	
Lanyard, blue (officers)	1	
Lanyard, AP	1	
Letters, ’RM’ anodised	1 pr	
Letters, ’RM bronze	1 pr	
Mug	1	
Shirt, evening, collar-attached	2	
Shirt, stone, long sleeve	2	
Shirt, stone, short sleeve	3	
Shirt, white, double cuff	2	
Shirt, white, short sleeve	2	
Shoes, black leather, with toe-cap	1 pr	
Shoes, fitness	1 pr	
Shoes, training, indoor	1 pr	
Socks, black	3 prs	
Socks, combat, black	6 prs	
Tie, black	1	

(Continued)

	Scale	Notes
Tie, evening, double ended	1	
Trousers, lovat, barrack dress	1 pr	10
Waist hooks, bronze	1 pr	
Waist hooks, black	1 pr	

	Scale	Notes
Badges		
Globe and Laurel silver/anodised small (collar badge)	1 pr	
Globe and Laurel silver/anodised large (cap/beret)	2	
Lion and Crown anodised (cap/beret)	2	
Globe and Laurel silver/anodised miniature (for mess jacket)	1 pr	
Globe and Laurel bronze small (collar badge)	1 pr	
Globe and Laurel bronze (for beret-combat dress)	1	
Lion and Crown (for beret-combat dress)	1	
Stars, rank anodised 1.59 cms (for raincoat and blue tunic)	4	
Stars, rank bronze 1.59 cms (for lovat tunic)	4	
Stars, rank anodised 0.95 cms (for mess jacket)	4	

	Scale	Notes
Sliders		
Shoulder Rank Badges		
Black on green (for heavy wool jerseys and combat shirts)	4	
DPM (for combat jackets)	2	
Flashes		
Royal Marines Commando, red on blue for heavy wool jerseys	1 pr	1
Royal Marines Band Service, red on blue for heavy wool jerseys	1 pr	3
Royal Marines Commando, Black on green for DPM garments	5 prs	

c. **Additional Items for Certain Officers.**

(1) **Young Officers on First Joining Officers Training Wing, Lympstone.**

	Scale	Notes
Beret, blue, RM	2	4
Boots, Army pattern (AP)	1 pr	5
Face veil	1	5
Jersey, wool, heavy, olive	1	5
Laces (for boots AP)	1 set	5
Shorts, PT, blue	2 prs	5
Socks, gortex	1	5
Vests, cotton, gym, blue	2	5

(2) **Officers Appointed to Royal Navy Students Presentation Team, Area Careers Liaison Officers and as Ethnic Minority Liaison Officers (items provided by contract arrangement).**

	Scale	Notes
Lovat suit (tunic and trousers)	1	

d. **Tropical Outfit. (Issued on first occasion of need).**

(1) **Items Provided Special Contract.**

	Scale	Notes
Jacket, mess, white (Made-to-measure)	2	
Waistcoats, mess white (Made-to-measure)	2	
Tunic, white, cloth (Made-to-measure)	2	6
Trousers, white (Made-to-measure)	2	6
Shoes, white	1 pr	6

(2) **Items Issued from Service Stocks.**

	Scale	Notes
Badge: Globe and laurel, anodised: sm (collar badge)	1 pr	
Badge: Globe and laurel, silver/anodised miniature (for mess jacket)	1 pr	
Buttons, Corps, anodised: 2.54 cms size (stone jacket)	4	
Buttons, Corps, anodised: 1.90 cms size (stone jacket)	6	
Buttons, Lion and Crown, gilt: 1.90 cms size (white mess jacket)	4	
Buttons, Lion and Crown, gilt: 1.27 cms size (white mess coat)	4	
Stars, rank, anodised: 1.59 cms size (stone jacket)	1 set	
Stars, rank, anodised: 1.27 cms size (white mess jacket)	1 set	
Buckle, anodised, 2 prong	1	
Waist hooks, brass	1 pr	
Trousers, stone	2 prs	
Jacket, stone	2	

e. **Additional Items for Certain Officers.**

(1) **Officers Serving in Detachments Afloat.**

	Scale	Notes
Shorts, tropical stone	2 prs	
Stockings, stone	2 prs	
Shirt, AWD	3	
Trousers, AWD	2	

(2) Officers Serving with Naval Party 1002, Diego Garcia.

	Scale	Notes
Shirts, stone, short sleeve	4	
Shoes, boat	1 pr	
Shorts, stone	6 prs	
Stockings, stone	2 prs	
Boots, desert	2 prs	

(3) Officers Serving in Prestige Posts Appointed by CGRM.

	Scale	Notes
Trousers, stone (white prestige)	1 pr	7
Tunic, stone (white prestige)	1	7

(4) General Officers - Ceremonial Accoutrements for No 1 Dress.

	Scale	Notes
Gold Shoulder cords	1 pr	
Waist sash, crimson and gold	1	
Dress sword with metal scabbard	1	
Gloves, white, wash leather	1 pr	
Sword knot, crimson and gold	1	
Swords slings, gold	2	

(5) Band - Officers No 1 Dress.

	Scale	Notes
Gloves, white, wash-leather	1 pr	
Frock-coat, blue with stand-up collar	1	
Waist sash, crimson and gold	1	
Tunic cloth, blue with stand up collar	1	
Cape, cloth, blue	1	
Sword with metal scabbard	1	
Sword knot, gold	1	
Sword slings, gold	2	

f. **Personal Loan Items.**

	Scale	Notes
Bag, linen	1	
Belt, green, waist	1	
Bergen liner medium	1	
Bivvy poles	1	
Cap cold weather	1	
Boots, combat, assault	2 prs	
Combat 95 to scale	1 set	8
Disc, identity, stainless steel (with 8 de of bead chain and 2 connectors)	2	
Drawers, cold weather	2 prs	
Gun fenders (peltor)	1 pr	
Helmet, combat	1	
Helmet, cover	1	
Insoles for boots, combat, assault	2 prs	
Liner for ECW Trousers	1 pr	
Respirator, S10 (complete with haversack spare canister and w/bottle cap)	1	
Sam Browne belt, right brace and frog	1 set	
Towels, hand, green	2	
Vest, cold weather	2	

Notes:

1. Issued when qualified (except Band Officers).

2. Only one JWH to be maintained after initial training.

3. Issued to Band Officers.

4. Green beret to be maintained in lieu when qualified.

5. Not required to be maintained after initial training.

6. Band Officers only. Other Officers serving in prestige appointments are to have approval from RMSTO Navy Command HQ.

7. RMSTO Navy Command HQ will advise supply procedure.

8. CS95 - comprising of:

CS95 jacket	*Qty 2*
CS95 shirt	*Qty 3*
CS95 trousers	*Qty 3*
Shirt, field, cw (Norwegian)	*Qty 2*
Shirt, 'T' olive	*Qty 2*
Glove, contact	*Qty 1 pr*
Glove, CS95	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Gortex outer trousers	*Qty 1*
Fleece	*Qty 1*

9. MSF Officers who ceased active service more than four years before taking up their MSF appointment, are entitled to a gratuitous issue of uniform. Due to the variety of RMs uniforms RM MSF Officers are required to wear uniform are to obtain a list of required items of dress from their employing authority and submit to RMSTO Navy Command HQ for approval.

10. Barrack dress trousers, not from suit. Personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment are entitled to an additional pair of Lovat Trousers.

11. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment.

2. Scale 2 - RMR Officers.

a. **Entitlement to Scale.** The uniform outfit shown at sub para b is to be issued to all Officers on first entry.

b. **Basic Outfit.**

(1) **Items Provided by Means of Cash Grant.**

	Scale	Notes
Cap, plastic, RM Officers	1	
Blue serge uniform suit (tunic and trousers)	1	
Boots, Angle, Black	1	
Tie, Khaki	1	
Cash grant paid automatically by Unit HR Cell on receipt of OAL. Grants and allowances scale 305 refer.		

(2) **Items Issued from Service Stocks.**

	Scale	Notes
Badge: Globe and Laurel, silver/anodised, lge (cap/beret)	1 pr	
Badge: Globe and Laurel, silver/anodised, sm (collar badge)	2	
Badge: Lion and Crown, anodised (cap/beret)	1	
Badge: Globe and Laurel, bronze (beret-combat dress)	1	
Badge: Lion and Crown (beret - combat dress)	1	
Stars, rank anodised 1.59 cms (blue tunic)	4	
Stars, rank bronze 1.29 cms (lovat tunic)	4	
Slide: Shoulder rank badges:		
Slide: Black on green (jersey h/w and shirt)	4	
Slide: DPM (combat jacket)	2	
Flashes: Royal Marines Commando, red on blue (jersey h/w)	1 pr	1
Flashes: Royal Marines Commando, black on green (DPM)	1 pr	1
Belt, waist, Corp pattern	1	
Beret, blue, RM	1	2
Braces	1 pr	
Clasp, knife	1	
Gloves, brown, cape	1 pr	
Jersey, Olive H/W	1	

(Continued)

	Scale	Notes
Lanyard, blue (officers)	1	
Lanyard, AP	1	
Letters, "RM"	1 pr	
Mug	1	
Shirts, stone, long sleeve	2	
Shirts, stone, short sleeve	3	
Shirts white, double-cuff	2	
Shoes black leather, with toe-cap	1 pr	
Shorts, blue	1 pr	
Shoes, fitness	1 pr	
Socks black	2 prs	
Socks combat, olive drab	3 prs	
Tie black	1	
Trousers, lovat barrack dress	1 pr	
Vest, blue, gym	2	

c. **Personal Loan Items.**

	Scale	Notes
Belt, waist, green	1	
Boots, combat, assault	1 pr	
Bergen liner medium and large	1	
Bivvy poles	1	
Cap cold weather	1	
C95 to scale	1 set	3
Disc identity	2	
Drawers, cold weather	2	
Gun fenders (peltor)	1	
Insoles, for boots, combat assault	1 pr	
Liner, for combat jacket	1	
Sam Browne belt, right brace and frog	1 set	
Towels, hand, green	2	

d. **Mess Dress.** RMR Officers may provide themselves at their own expense with RM Officer's temperate mess dress. The alternative is mess undress uniform with white Marcella fronted shirt and black bow tie. Honorary Officers of the RMR may be issued with a Mess Undress Uniform at public expense on first appointment.

Notes:

1. Issued when qualified.

2. Green beret to be maintained in lieu when qualified.

3. C95 - comprising of:

CS95 jacket	*Qty 2*
CS95 shirt	*Qty 3*
CS95 trousers	*Qty 3*
Shirt, field, cw (Norwegian)	*Qty 2*
Shirt, 'T' olive	*Qty 2*
Glove, contact	*Qty 1 pr*
Glove, CS95	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Gortex outer trousers	*Qty 1*
Fleece	*Qty 1*

4. RMR Officers undertaking FTRS are entitled to a gratuitous issue of those item that make up the shortfall between Scales 2 and 1. Gratuitous items will be made on first assignment only.

3. Scale 3 - RMR Officers - Additional Items Required on Transferring to the Regular Corps on a Special Short Service Commission

a. No Cash Grant.

b. **Items Issued from Service Stocks.**

	Scale	Notes
Bag, travelling	1	
Belt, waist, Corps pattern	1	
Cummerbund, scarlet	1	
Flashes, Royal Marines Commando, black on green (DPM)	5 pr	1
Holdall	1	
Knife, fork and spoon set	1	
Jersey, H/W Olive	1	
Lanyard, coloured (when required)	1	
Letters 'RM', bronze	1 pr	
Letters 'RM' anodised	1 pr	
Socks, black	1 pr	
Socks, combat, black	3 prs	
Whistle	1	

c. **Personal Loan Items.**

	Scale	Notes
Boots, combat, assault	1 pr	
Combat 95 to scale	1 set	2
Headover	1	
Helmet, combat	1	
Helmet, cover	1	
Insoles for boot, combat assault	1	
Respirator, S10	1	
Vest, cold weather	2	

Note.

1. For CS95

2. CS95 – comprising of:

CS95 jacket	*Qty 2*
CS95 shirt	*Qty 3*
CS95 trousers	*Qty 3*
Shirt, field, cw (Norwegian)	*Qty 2*
Shirt, 'T' olive	*Qty 2*
Glove, contact	*Qty 1 pr*
Glove, CS95	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Gortex outer trousers	*Qty 1*
Fleece	*Qty 1*

4. Scale 4 - RMR Officers - Officers Uniform to be Returned on Early Discharge

a. Officers discharged within the first six months of service are to return all clothing issued in accordance with Chap 40 Annex 40B Para 1 Scale 1.

b. Officers discharged after six months but with less than four years' service are to return all items in sub para d.

c. Officers discharged with more than 4 years' service are to return all items on Personal Loan and their General Service Respirator.

d. **Item.**

	Scale	Notes
Respirator, haversack and canister	1	
Blue	1	
Lovat Suit	1	
Jacket, Mess, scarlet,	1	
Waistcoat, Mess, blue	1	
Cap, plastic officers	1	
Bag, travelling	1	
Waistcoat, white	2	1
Jacket, Mess, white	2	1
Jersey, H/W Green	1	
Luggage		2
All items held on Personal Loan as detailed in Kit record Book.		



Notes:

1. Only if issued with Tropical Clothing.

2. Officers are required to refund the cash grant that is paid for the purchase of suitable luggage, unless they can provide the appropriate receipts for luggage bought. Officers who are unable to provide a receipt may submit an application for waiver to BRNC or CTCRM as appropriate. Each case will be dealt on its merits. JSP 754.

5. Scale 5 - Home Retention Scale of Kit for RM RFR and Recall Reserve Officers

The Home Retention Kit listed below is to be retained on discharge from active service by Officers with a Reserve liability:

	Scale	Notes
Badges G&L/L&C, Bronze	1	
Beret, green	1	
Disc, Identity, stainless steel	2	
Bag, travelling	1	
Belt, PCS/Crye	1	
Boots, combat assault	1 pr	
PCS/Crye Shirt	2	
PCS/Crye Trousers	2	
PCS/Crye Jacket	1	
PCS/Crye Rank Slides	2	

ANNEX 40C

ROYAL MARINES WOS, NCOS AND OTHER RANKS KIT SCALES

1. Scale 1 - RM WOs, NCOs and Men Compulsory Kit Scales (Except Buglers and Band Ranks)

a. **Basic Outfit. Items Issued From Service Stocks.**

	Scale	Notes
Badge: Globe and Laurel, anodised, lge (collar badge)	1 pr	
Badge: OR's, anodised (cap/beret)	2	
Badge: Globe and Laurel, bronze, sm (collar badge)	1 pr	
Badge: OR's, bronze (beret-combat dress)	1	
Letters: 'RM' anodised	1 pr	
Letters: 'RM' bronze	2 pr	
Bag, daysack, black	1	
Bag, linen, brown	1	
Bag travelling	1	
Belt, waist, Corps pattern	1	
Beret, blue, RM	2	1
Boots, ankle, army pattern (AP)	1 pr	
Braces	1 pr	
Cap, plastic, RM	1	
Flashes: Royal Marines Commando, red on blue (jersey h/w)	1 pr	1
Flashes: Royal Marines Commando, black on green (DPM5)	5 pr	1
Gloves cotton, white	1 pr	
Holdall	1	
Jacket, lovat, foul weather	1	9
Jersey, olive, H/W	1	
Knife, clasp	1	
Knife, fork and spoon set	1	
Lanyard, army pattern	1	
Mug	1	
Pillow slips, cotton	2	
Sheets, white	3	
Shirts, stone, long sleeve	2	
Shirt, stone, short sleeve	3	
Shoes, black, leather, DMS	1 pr	
Shoes fitness	1 pr	

(Continued)

	Scale	Notes
Socks, combat black	5 prs	
Suit, Lovat (tunic and trousers)	1	
Tie, worsted, braid, drab	1	
Trousers, blue, serge No 1 Dress RM	1 pr	
Trousers, lovat (barrack dress)	1	8
Tunic blue, serge No 1 Dress RM	1	

b. **Additional Items for New Entrants. Items Issued from Service Sources.**

	Scale	Notes
Face veil	2	2
JWH	1	2
Sheet	1	2
Shoes, training, indoor	1 pr	2
Shorts, PT, blue	2 prs	2
Socks, Gortex	1	2
Vest, blue	2	2

c. **Additional Items for Certain Ranks.**

(1) **Ranks in Detachments Afloat.**

(a) **Items Issued from Service Sources.**

	Scale	Notes
Jacket WP	1	
Shirt, AWD	3	3
Trousers, AWD	2 prs	3

(b) **Items Provided on Personal Loan.**

	Scale	Notes
Helmet, white, Wolseley pattern	1	
Ball ornament, GM	1	
Front, plate	1	
Chain, chin, GM	1	
Boots, DMS	1 pr	

(c) **Ranks in Commando Units.**

	Scale	Notes
Lanyard, coloured	1	

(2) **Chefs (issued immediately before qualifying course)-(items issued from Service stocks).**

	Scale	Notes
Jacket, food handlers	6	
Neckerchief	6	
Trousers, food handlers	4 prs	
Apron, food handlers	6	
Cap, food handlers	4	
Boots, DMS	1 pr	

(3) **Tradesmen (VMs, ARM, MM)-(items provided on personal loan).**

	Scale	Notes
Coveralls, green	5 prs	
Boots, DMS	1 pr	

(4) **Drivers-(items on personal loan).**

	Scale	Notes
Coveralls, green	2	
Boots, DMS	1 pr	

(5) **Mountain Leaders-(items on personal loan).**

	Scale	Notes
Tracksuit	1	

(6) **Physical Training Instructors - (items issued from Service stocks).**

	Scale	Notes
Tracksuit	2	
Shorts, white	3	
Socks, white	5	
Trousers, gym	2	
Waist, belt	1	
Vest, gym	5	
Indoor top, white,	2	
Sweatshirt, grey	2	
Shoe, fitness training	2	
Training shoe, indoor	2	6
Track suit, Gortex, blue	1	

d. **Additional Items Issued on Promotion.**

(1) **Sergeant.**

(a) **Items Provided by Uniform Grant via Unit HR Cell.**

	Class I	Class II	Notes
Sergeant Mess Undress (Jacket & Trousers)	1		10



Note. *Claims for Mess Dress uniform grants are to be submitted manually through JPA on form JPA F011.*

(b) **Items Issued from Service Sources.**

	Class I	Class II	Notes
Bow tie	1		
Sash, worsted, scarlet	1		
Shirt, evening, male/female	1		

(2) **Warrant Officer 1.**

(a) **Items Provided by Means of a Cash Grant.**

	Scale	Notes
Tunic, blue No 1 Dress, officers' pattern material with stand-up collar	1	
Boots, officers pattern	1 pr	
Cap, plastic, officers pattern	1	

(b) **Items Provided from Service Sources.**

	Scale	Notes
Badge, beret, anodised, officer's pattern	1	
Badge, cap, officer's pattern	1	
Badge, collar, anodised and silver	2	
Lanyard, blue, officers' pattern	1	
Shoes, black leather with toe caps, officers pattern	1 pr	

(3) **Warrant Officer 2 (items provided from Service sources)**

	Scale	Notes
Badge, split anodised (for cap & beret)	2	
Badge, split bronze (for beret)	1	
Gloves, brown, cape	1 pr	

e. **Tropical Outfit (issued on first occasion of need).**

	Scale	Notes
Buttons, anodised, large	4	
Buttons, anodised, small	6	
Jacket, stone	2	
Trousers, stone	2	
Rings, split	10	
Waist hooks, brass	1 pr	

f. **Additional Items for Certain Ranks (Ranks in detachment afloat).**

	Scale	Notes
Shorts, stone	2 prs	
Stockings, stone	2 prs	
Shoes Boat	1 pr	

g. **Personal Loan Items (all ranks).**

	Scale	Notes
Bag, kit, seaman's (large)	1	
Bag, kit, universal (small)	1	
Belt sword, brown leather	1	5
Belt, waist, green	1	
Boots, combat, assault	2 prs	
Bergen Liner, medium & large	1	
Bivouac poles	1	
Cap cold weather	1	
Combat 95	1 set	6
Disc, identity	2	
Drawers, cold weather	1 pr	
Gun fenders (Peltor)	1	
Helmet, combat	1	
Helmet cover	1	
Insoles for boots, combat assault	2 prs	
Plastic Equipment:		
Belt, waist, white	1	3
Locket union	1	3
Respirator, S10 (canister, haversack, w/bottle cap)	1	
Sam Browne Belt, right brace and frog	1 set	7
Towels, hand, green	2	
TRS ECW liner	1 pr	
Vest, cold weather	2	

Notes:

1. Only when qualified Beret Blue replaced with Beret Green.

2. Not required to be maintained after initial training.

3. Not Warrant Officers.

4. Local purchase only, further information available from SO Policy HMS TEMARAIRE.

5. WO2 and Provost Sergeant only.

6. CS95 - comprising of:

CS95 jacket	*Qty 2*
CS95 trousers	*Qty 3*
Shirt, 'T' olive	*Qty 2*
Glove, CS95	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Fleece	*Qty 1*
CS95 shirt	*Qty 3*
Shirt, field, cw (Norwegian)	*Qty 2*
Glove, contact	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer trousers	*Qty 1*

7. WO(1) only.

8. Barrack dress trousers, not from suit. Personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment are entitled to an additional pair of Lovat Trousers.

9. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment.

10. This Uniform Grant is not retrospective, is a one-time only issue and applicable to new promotes to Sergeant from 01/04/09. Future maintenance costs are to be met at the individuals own expense.

2. SCALE 2 - Royal Marines Band Service WOs, NCOs, Buglers and Musicians Compulsory Kit Scales

a. Basic Kit (Males and Females).

(1) Items Provided under Service Sources.

	Bugler	Musician	Notes
Card, identity (MOD Form 90)	1	1	12
Disc, identity (and chain)	2	2	12
Sheets, white	3	3	1 & 28
Slips, pillow	2	2	1 & 28

(2) Items Issued from Naval Stores.

	Bugler	Musician	Notes
Badge, beret, bronze (combat dress)	2	2	12
Badge, caps and beret, anodised	4	4	12
Badge, collar, anodised (for use in No. 1A Dress - Regimental Blue Dress)	1 pr	1 pr	-
Bag, operational, black	1	1	12
Belt, waist, Corps pattern	1	1	12
Beret, blue	2	2	12
Boots, RM Band (George boot)	1 pr	1 pr	29
Boots, safety, steel toe cap (PPE)	1 pr	1 pr	30
Braces	1 pr	1 pr	-
Cap, plastic, RM (male or female pattern)	2	2	29
Daysack, black	1	1	12
Dress cords, royal, silk	1	-	2
Dress cords, royal, worsted	1	-	3
Gloves, cotton, white (for use in No. 1A Dress - Regimental Blue Dress)	1 pr	1 pr	4 & 12
Greatcoat	1	1	5
Holdall, field, roll	1	1	12
Jersey, wool, heavy, olive	2	2	12
Letters ‘RM’, anodised (for use in No. 1A Dress - Regimental Blue Dress)	1 pr	1 pr	-
Letters ‘RM’, bronze (for use in stone shirts)	2 prs	2 prs	12
Raincoat, green	1	1	6
‘Royal Marines Band Service’ shoulder flash, red on navy (jersey, wool, heavy)	1 pr	1 pr	7
‘Royal Marines Band Service’ shoulder flash, black on green	5 pr	5 pr	7
’Royal Band’ shoulder flash, red on navy (jersey, wool, heavy)	1	1	8
‘Royal Band’ shoulder flash, navy on white	5	5	8

(Continued)

	Bugler	Musician	Notes
'Royal Band' shoulder flash, gold on navy (Band Ceremonial tunic & Blues tunic)	2	2	8
'Royal Band' shoulder flash, gold on green (Lovat jacket)	1	1	9
Shirts, stone, long sleeve	2	2	12
Shirts, stone, short sleeve	5	5	12
Shoes, black leather, DMS	1 pr	1 pr	10 & 12
Shoes, court style (females only - for use in Lovat and Mess Undress skirt)	1 pr	1 pr	7
Shoes, fitness (for indoor and outdoor use)	2 prs	2 prs	12
Socks, black	5 prs	5 prs	12
Trousers, blue, No. 1A Dress - Regimental Blue Dress	3 prs	-	11
Trousers, Lovat - barrack dress (males only)	2 prs	2 prs	12 & 27
Tunic blue, No. 1A Dress - Regimental Blue Dress	1	1	-
Shorts, PT, blue	2 prs	2 prs	12
Socks, PT, white	2 prs	2 prs	12
T-shirt, gym, white	2	2	12

(3) **Personal Loan Items Issued from Specialist Clothing.**

	Bugler	Musician	Notes
Armour, body, cover	1	1	12 & 28
Armour, body, fill	1	1	12 & 28
Bag, linen	1	1	12
Bag, shelter	1	1	12
Bag, sleeping	1	1	12
Belt, PLCE			12
Belt, waist, green	1	1	12
Bergen, pack	1	1	12
Boots, combat, assault, brown	2 prs	2 prs	12
Bottles, water	2	2	12
Bungees	4	4	12
Cap, cold weather	1	1	12
Case, tool, entrenching	1	1	12
Cover, bag, sleeping	1	1	12
Cover, helmet	1	1	12
Daysack, MTP	1	1	12
Defenders, ear	1	1	12
Drawers, thermal	2	2	12
Gaiters	1 pr	1 pr	12
Gloves, contact	1	1	12
Gloves, leather	1	1	12
Headover	1	1	12
Helmet	1	1	12

(Continued)

	Bugler	Musician	Notes
Jacket, buffalo	1	1	12
Jacket & trousers, thermal	1	1	12
Karabiner	1	1	12
Knife, clasp (and lanyard)	1	1	12
Knife, fork and spoon set	1	1	12
Liner, bag, large	1	1	12
Liner, bag, small	2	2	12
Mat, sleeping	1	1	12
Mug, metal	1	1	12
Mug, plastic, green	1	1	12
Pad, hip	1	1	12
Pouch, ammunition	2	2	12
Pouch, bottle, water	1	1	12
Pouch, utility	1	1	12
Pouches, side	2	2	12
Respirator and haversack	1	1	12
Sack, compression	1	1	12
Sheet, shelter	1	1	12
Shirt, MTP	3	3	12
Smock, combat, MTP	2	2	12
Smock, Gortex	1	1	12
Socks, Gortex	1 pr	1 pr	12
Strap, utility	2	2	12
Tins, mess	1 set	1 set	12
Tool, entrenching	1	1	12
Towel, green	2	2	12
Trousers, Gortex	1	1	12
Trousers, MTP	3	3	12
T-shirt, green/brown	4	4	12
Undershirt, thermal, fleece	2	2	12
Vest, thermal	2	2	12
Whistle	1	1	12
Yoke, main	1	1	12

(4) Items Provided Under Contract – Naval Stores (Special Measure).

(a) Male Ranks.

	Bugler	Musician	Notes
Apron, leg, white	3	-	-
Trousers, blue, No. 1 Dress, RM Band (thick stripe)	-	3 prs	-
Tunic, blue, No. 1A Dress	1	1	-
Tunic, blue, yellow braided, No. 1 Dress - Ceremonial Blue Dress (Band Corporal and below) with yellow embroidered collar badge	1	1	-
Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress(Band Sergeant and above) with gold embroidered collar badge	1	1	-
Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Drum Majors' pattern) with gold embroidered collar badge	1	-	13
Trousers, overalls, blue, officers' pattern (thick stripe)	1 pr	-	13
Frockcoat	1	1	14

(b) Female Ranks.

	Bugler	Musician	Notes
Apron, leg, white	3	-	-
Skirt, Lovat - barrack dress	1	1	-
Trousers, Lovat - barrack dress	1	1	-
Trousers, blue, No. 1 Dress (thin stripe)	3 prs	-	-
Trousers, blue, No. 1 Dress (thick stripe)	-	3 prs	-
Tunic, blue, No. 1A Dress	1	1	-
Tunic, blue, yellow braided, No. 1 Dress - Ceremonial Blue Dress (Band Corporal and below) with yellow embroidered collar badge	1	1	-
Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Band Sergeant and above) with gold embroidered collar badge	1	1	-
Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Drum Majors' pattern) with gold embroidered collar badge	1	-	13
Trousers, overalls, blue, officers' pattern (thick stripe)	1 pr	-	13
Frockcoat	1	1	14

b. **Tropical Clothing Issued from Naval Stores - initial issue during final year of training - scale to be maintained (Male & Female Ranks).**

(1) **Items Issued from Naval Stores.**

	Bugler	Musician	Notes
Badge, collar, anodised (for use in white tunic)	1 pr	1 pr	-
Brassard, white (for rank badges and/or “Royal Band” shoulder flash)	1	1	15
Buckle, anodised (for use in white tunic - cloth belt)	2	2	-
Buttons, anodised (5 x large & 4 x small) and 9 x split rings (for use in white tunic)	1 set	1 set	-
Cummerbund, red	1	1	-
Hooks, waist, brass (for use in white tunic - sides)	2	2	-
Letters ‘RM’, anodised (for use in white tunic and red sea rig)	2 prs	2 prs	-
Shirt, white, short sleeve	2	2	-
Shoes, white, tropical	1 pr	1 pr	-
Shoulder flash, ‘Royal Band’, gold on navy (for brassard)	1	1	8
Shoulder straps, white (for letters: “RM”, anodised)	1 pr	1 pr	15
Socks, white	2	2	-
Trousers, white, No. 1AW Dress - Tropical Ceremonial Dress, officers’ pattern (provided under contract)	2	2	14
Trousers, white, No. 1AW Dress - Tropical Ceremonial Dress, other ranks	2	2	-
Tunic, white, No. 1AW Dress - Tropical Ceremonial Dress, officers’ pattern (provided under contract)	2	2	14
Tunic, white, No. 1AW Dress - Tropical Ceremonial Dress, other ranks	2	2	-

(2) **Additional Items Issued to Buglers and Musicians when Serving Afloat.**

	Bugler	Musician	Notes
Shorts, stone	2 prs	2 prs	-
Stockings, stone	2 prs	2 prs	-
Trousers, stone	2 prs	2 prs	-

c. **Additional Items to be provided by the individual (Male & Female Ranks).**

	Bugler	Musician	Notes
Brush, clothes	1	1	-
Brush, shoe cleaning	1	1	-
Brush, shoe polishing	1	1	-
Nightwear	2	2	-
Sewing kit	1	1	-
Scissors	1 pr	1 pr	-
Towels, hand	2	2	-

d. **Additional Items Issued from Naval Stores for RM Bands Portsmouth and CTCRM Ranks (Male & Female Ranks).**

	Bugler	Musician	Notes
Cap, plastic (male or female pattern)	-	1	16

e. **Additional Items Issued on Promotion.**

(1) **Band Sergeant and Sergeant Bugler.**

(a) **Items Issued from Naval Stores.**

i. **Male Ranks.**

	Bugler	Musician	Notes
Badge, collar, bronze (for use in Lovat suit)	1 pr	1 pr	17
Bow tie	1	1	-
Letters: “RM”, bronze (for use in Lovat suit)	1 pr	1 pr	17
Sash, worsted, scarlet	1	1	-
Shirt, white (Marcella style)	1	1	-
Suit, No. 1B Dress - Lovat Dress (tunic and trousers)	1	1	17
Tie, worsted, braid, drab (for use in Lovat suit)	1	1	17

ii. **Female Ranks.**

	Bugler	Musician	Notes
Badge, collar, bronze (for use in Lovat suit)	1 pr	1 pr	17
Bow tie	1	1	-
Cummerbund, black	1	1	-
Letters: “RM”, bronze (for use in Lovat suit)	1 pr	1 pr	17
Sash, worsted, scarlet	1	1	-
Shirt, white (Marcella style – female officers’ pattern)	1	1	-
Suit, No. 1B Dress - Lovat Dress (tunic and trousers)	1	1	17
Tie, worsted, braid, drab (for use in Lovat suit)	1	1	17

(b) **Items Provided Under Contract.**

i. **Male Ranks.**

	Bugler	Musician	Notes
Sergeant Mess Dress (jacket & waistcoat)	1	1	-
Sergeant Mess Dress (trousers)	1	1	-

ii. **Female Ranks.**

	Bugler	Musician	Notes
Sergeant Mess Dress (jacket)	1	1	-
Sergeant Mess Dress (skirt)	1	1	-
Suit, Lovat (tunic and trousers)	1	1	17

(2) **Warrant Officer Class 2 (Male & Female Ranks).**

Items Issued from Naval Stores.

	Bugler	Musician	Note
Badge, beret, bronze, split (combat dress)	1	1	-
Badge, cap and beret, anodised, split	2	2	-
Gloves, brown, cape	1 pr	1 pr	-

(3) **Warrant Officer Class 1 (Male & Female Ranks).**

(a) **Items Issued from Naval Stores.**

	Bugler	Musician	Note
Badge, beret, anodised and silver, officers' pattern	1	1	-
Badge, cap, anodised and silver, officers' pattern	1	1	-
Badge, collar, anodised and silver, officers' pattern	3 prs	3 prs	-
Lanyard, officers' pattern, blue	1	1	-
Shoes, leather with toe caps, black, officers' pattern	1 pr	1 pr	-
Tie, braided, light khaki (for use in Lovat suit)	1	1	17

(b) **Items Provided by Means of a Cash Grant.**

	Bugler	Musician	Note
Boots, officers' pattern	1 pr	1 pr	-
Cap, plastic, officers' pattern	1	1	-
Tunic, No. 1A Dress - Regimental Blue Dress (officers' pattern material with stand-up collar)	1	1	-

f. **Personal Loan Items Issued from Supply Officer Music (Male & Female Ranks).**

	Bugler	Musician	Notes
Ball ornament, helmet (WO1s wear officers' pattern)	1	1	18
Belt, dress, Drum Major's pattern	1	-	13
Belt, sword, band ceremonial (white or gold straps)	1	1	19
Belt, Sam Browne, leather (issued on WO1 course)	1	1	14
Belt, sword, leather, brown	1	1	-
Belt, waist, white, plastic (including plastic runners and backing piece)	1	1	-
Carriage, drum, white, plastic	1	1	20
Cane, parade	1	-	21
Chain (stay), chin, helmet	1	1	18
Cord, bugle	1	-	-
Cross strap, white, plastic (for use with pouch)	-	1	22
Drum, case (for drum)	1	-	-
Front, plate, helmet (WO1s wear officers' pattern)	1	1	18
Gloves, white, pimpled	3 prs	-	-
Gauntlets, Drum Major's pattern	1	-	13
Gauntlets, bass drummer's pattern	-	1	23
Helmet, white, Wolseley pattern	1	1	-
Locket Union & side brasses, gold plated	1	1	18
Instrument(s), musical (according to category)	1 set	1 set	-
Pouch, device, metal (for use with cross strap)	-	1	22
Pouch, music, plastic	-	1	22
Protector, drum, cushioned (red)	1	-	-
Staff, Drum Major's	1	-	13
Sword and scabbard, ceremonial (white or gold sword knot)	1	1	19
Sword and scabbard, leather, brown (when required)	1	1	19

g. **Additional Items Supplied from Naval Stores (Special Measure) Local Purchase (Male & Female Ranks).**

	Bugler	Musician	Note
Apron, bass, blue (for use in No. 1/1A Dress)	-	1	24
Apron, bass, white (for use in No. 1AW Dress - Tropical Ceremonial Dress)	-	2	24
Cover, suit, protective	1	1	-
Sash, waist, crimson (officers' pattern)	1	1	14
Wellington boots (officers' pattern)	1 pr	-	13

h. **Additional Items Supplied from Naval Stores as Required (Female Ranks).**

	Bugler	Musician	Note
Cardigan, maternity	1 set	1 set	25
Dress, maternity	1 set	1 set	25
Shirt, maternity	1 set	1 set	25
Trousers, Lovat	1 pr	1 pr	26
Trousers, blue, No. 1 Dress	1 pr	1 pr	26

Notes:

1. Issued from the Accommodation Office.

2. Only issued to Bugle Majors on appointment.

3. Not Bugle Majors.

4. Buglers issued additional 3 x pairs annually from SO(M) for use in Band Ceremonials.

5. Greatcoat issued during the final year of M3/B3 training.

6. Gratuitous issue to all RMBS personnel.

7. Only issued when M3/B3 qualified.

8. Only issued to RM Band Portsmouth ranks.

9. Only issued to RM Band Portsmouth Bandmaster, Drum Major & Bugle Major.

10. Females to be issued with either one pair of Gibson Shoes or male equivalent RN style shoes (individual's preference).

11. Male Buglers requiring No 1 trousers 'outside stock ranges' are entitled to trousers provided under contract iaw para 2.a(4) sub para (a). *above. Female Buglers are not entitled to No 1 trousers from Naval Stores (Special Measure) if already issued under contract.*

12. Issued to New Entries on arrival at CTCRM.

13. Only issued on successful completion of the Drum Major course.

14. Only issued to WO1s.

15. For wear in Red Sea Rig and Full Whites (provided under contract).

(Continued)

Notes: (Continued)

16. Only issued to Musicians on joining Portsmouth or CTCRM Band. For wear with appropriate band 'royal cypher(s)'.

17. Only issued to WOs, SNCOs or other RMBS ranks iaw BRd 3(1), Part 6, Chap 40, Sect 2, Para 4011.

18. Trainees to be issued gold plated locket union, helmet plate, ball ornament and chin stay during Term 2.

19. Only issued to Bandmasters, Drum Majors and Bugle Majors.

20. Only issued to Buglers and percussionists.

21. Only issued to Drum Majors on successful completion of the Drum Major course and Bugle Majors on appointment.



22. Not issued to tuba players.

23. Only issued to bass drummers.

24. Only issued to tuba and euphonium players.

25. Clothing combinations to be issued in accordance with BRd 3(1), Part 6, Chap 38, Sect 1, Para 3814.

26. Previously issued Lovat and No 1 trousers are to be altered to fit. Replacement trousers to be issued on return to work following pregnancy.

27. Females to receive 1 pr of 'male' lovat barrack dress trousers for use during IMT.

28. Temporary Loan.

29. Item provided by Naval Stores and issued to New Entries during Initial Military Training.

30. Trainees to be issued Personal Protective Equipment (PPE) safety boots during Term 2. Coveralls and gloves to be held in each RMBS Unit as pool items. PPE is for use during band loading/unloading parties.

3. Scale 3 - Home Retention Scale of Kit for RM RFR and Recall Reserve WOs, NCOs & Other Ranks

The Home Retention Kit listed below is to be retained on discharge from active service by WOs, NCOs and Other Ranks with a Reserve liability:

	Scale	Notes
Badges G&L/L&C, Bronze	1	
Beret, green	1	
Disc, Identity, stainless steel	2	
Bag, travelling	1	
Belt, PCS/Crye	1	
Boots, combat assault	1 pr	
PCS/Crye Shirt	2	
PCS/Crye Trousers	2	
PCS/Crye Jacket	1	
PCS/Crye Rank Slides	2	

4. Scale 4 - Home Retention Scale of Kit for Female RM RFR Personnel

The Home Retention Scale of Kit listed below is to be retained on discharge from active service by female RM WOs, NCOs Musicians and Buglers with a Reserve liability.

Item	Scale
Beret, blue	1
Badges, G&L/L&C, bronze (as appropriate)	1 of each
Badges, rank slides, black on green	2 prs
Belt, waist, Corps, pattern	1
Belt, waist, green	1
Boots, combat, assault	1 pr
Boots, combat, assault, insoles	2
Defenders, ear	1 pr
Disc, identity, stainless steel c/w chain and connectors	2
Jersey, wool, heavy	1
Kit record book	1
Kitbag, universal	1
Knife, fork and spoon	1 set
Mug, green	1
Shoes, fitness, training	1 pr
Skirt, lovat, barrack dress	1
Socks, GS, olive drab	2 prs
Towel, hand, green	1

5. Scale 5 - Royal Marines/RM Band - Scale of Uniform to be Taken to Military Corrective Training Centre

a. Items Available from Service Sources.

	Scale	Notes
Badge, beret, anodised	1	
Badge, beret, bronze	1	
Badge, bronze letter, 'RM'	2	
Badge, collar, bronze	2	
Bag, kit, seaman's	1	
Beret green or blue	1	
Belt, Corps, pattern	1	
Belt, waist, white and locket union	1	
Boots, combat, assault	1 pr	
Boots, ankle, Army pattern	1 pr	
Cap, plastic, RM	1	
Combat, 95	1 set	See Note
Jersey, wool, heavy	2	
Respirator, complete with haversack and canister	1	
Shirt, short sleeve, stone	2	
Shirt, long sleeve, stone	2	
Shoes, black, leather, DMS	1 pr	
Shoes, PT	1 pr	
Socks, GS	4 prs	
Suit, lovat (tunic and trousers)	1	
Tie, worsted, braid, drab	1	
Towel, hand, green	2	
Trousers, lovat, barrack dress	1 pr	

b. **Items to be Provided by the Individual.**

	Scale	Notes
Brush, clothes	1	
Brush, hair	1	
Brush, shoe, cleaning	1	
Brush, shoe, polishing	1	
Cloth, face	1	
Comb	1	
Dusters	2	
Razors (disposable) (male personnel)	1 pkt	
Shampoo (unopened)	1	
Shoe polish (unopened)	1	
Soap	3 bars	
Toothpaste	1	
Toothbrush	1	
Twisters/elastics	4	
Underwear	5	
Washing powder (unopened)	1	

c. **Female Personnel.**

	Scale	Notes
Bun, nets and grips (long hair)	-	
Sanitary Towels	-	
Tights	-	

Note.

CS95 - comprising of

CS95 jacket	*Qty 2*
CS95 shirt	*Qty 3*
CS95 trousers	*Qty 3*
Shirt, field, CW (Norwegian)	*Qty 2*
Shirt, 'T' olive	*Qty 2*
Glove, contact	*Qty 1 pr*
Glove, CS95	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Gortex outer trousers	*Qty 1*
Fleece	*Qty 1*

6. Scale 6 - Naval Careers Service Male RM/RM Band Service RFR Careers Adviser (CA)

a. **Items Provided by Contract.**

	Scale	Replacement Rates	Notes
Badge, breast, Naval Careers Service	2	As required	1
Trousers, blue, No 1 Dress RM (including Buglers)	1	Nil	4
Trousers, blue, No 1 Dress RM Band (Band Ranks)	1	Nil	4
Tunic, blue, No 1 Dress RM	1	Nil	4

b. **Items Issued from Service Sources.**

	Scale	Replacement Rates	Notes
Badge, Anodised (for cap and beret)	2	As required	
Badge, Anodised, collar (for blue tunic)	2	As required	
Anodised, letters 'RM'	2	As required	
Bronze, letters 'RM', collar (for lovat tunic)	2	As required	
Bronze, letters 'RM'	4	As required	
Belt, waist, Corps pattern	1	As required	
Beret, green (except RM Band Service)	1	As required	
Cap, plastic, officers	1	As required	6
Cap, plastic, RM	1	As required	7
Flashes, shoulder (for jersey, wool, heavy, olive)	2	As required	
Gloves, brown, cape	1 pr	As required	8
Gloves, cotton, white	1 pr	As required	9
Jacket, Wet Weather, RM, Olive Green	1	As required	10
Jersey, wool, heavy, olive	1	As required	
Lanyard, blue, officers' pattern	1	As required	6
Shirt, mans, stone, long sleeve	4	As required	
Shirt, mans, stone, short sleeve	4	As required	
Shoes, black leather, DMS	1 pr	As required	7
Shoes, black leather, with toe caps, officers' pattern	1 pr	As required	6
Socks, combat GS, olive drab	2 prs	As required	
Socks, black, officers	2 prs	As required	
Suit, lovat (tunic, trousers and belt with bronze buckle) inc ex RM Band	1	Every 5 years	4
Tie, worsted, braid, drab	2	As required	7
Tie, khaki, light braided	2	As required	6
Trousers, lovat (barrack dress)	2	1 every year	4

Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 4.

2. Consistent with Para 4009, a CA2 is entitled on advancement to CA1 to a gratuitous initial issue, if not previously received, of 2 ties, khaki, light braided together with the additional W01 items laid down in Para 1 d sub para (2) of Scale 1 in Annex 40C, and WO1 badges in accordance with the scales laid down in Section 1 of Annex 40D.

3. The Naval Careers Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Naval Recruiting contract.

4. These items may be exchanged for new items, if necessary, at the intervals specified or earlier if there is sufficient evidence that respectable wear or damage is due to Service reasons beyond the owner's control.



5. A CA3 is entitled on advancement to CA2 to a gratuitous initial issue, if not previously received, of Colour Sergeant badges in accordance with the scales laid down in Section 1 of Annex 40D.

6. Issued only to CA1s and those CA2s and CA3s wearing the rank of W01.

7. Not issued to CA1s and those CA2s and CA3s wearing the rank of W01.

8. Issued only to CA1s and those CA2s and CA3s wearing the rank of W01 or W02.

9. Issued only to CA2s and CA3s wearing the rank of Colour Sergeant or Sergeant.

10. Issued as a gratuitous issue to all RMs and RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers, RM Careers Service personnel and Drill Instructors who wear Lovats within the working environment.

7. Scale 7 - Naval Careers Service Female RM Band Service RFR Careers Adviser (CA)

a. Items Provided by Contract.

	Scale	Replacement Rates	Notes
Badge, breast, Naval Careers Service	2	As required	3
Cap, plastic, female musicians	2	As required	3
Shirt, stone, long sleeve	4	As required	
Skirt, lovat (barrack dress)	1	Every 2 years	4
Trousers, lovat (barrack dress)	1	Every 2 years	4
Trousers, blue, No 1 Dress RM (Buglers)	1	Nil	4
Trousers, blue, No 1 Dress RM Band (Musicians)	1	Nil	4
Tunic, blue, No 1 Dress RM	1	Nil	4

b. Items Issued from Service Sources.

	Scale	Replacement Rates	Notes
Badge, Anodised (for cap)	2	As required	
Badge, Anodised, collar (for blue tunic)	2	As required	
Anodised, letters ‘RM’	2	As required	
Bronze, letters ‘RM’ collar (for lovat tunic)	2	As required	
Bronze, letters ‘RM’	4	As required	
Belt, waist, Corps pattern	1	As required	
Flashes, shoulder (for jersey, wool, heavy, olive)	2	As required	
Jacket, Lovat, foul weather	1	As required	9
Jersey, wool, heavy, olive	1	As required	
Lanyard, blue, officers’ pattern	1	As required	6
Shirt, stone, short sleeve	4	As required	
Shoes, black leather, DMS	1 pr	As required	7
Shoes, black leather, non-slip soles, officers’ pattern	1 pr	As required	6 and 8
Slides, shoulder, white on lovat rank badge	1 pr	As required	
Socks, combat GS, olive drab	2 prs	As required	
Socks, thin, black	2 prs	As required	
Tie, khaki, light braided	2	As required	7
Tie, worsted, braid, drab	2	As required	8

Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Para 5 Scale 5.

2. Consistent with Para 4009, a CA2 is entitled on advancement to CA1 to a gratuitous initial issue, if not previously received, of 2 ties, khaki, light braided together with the additional WO1 items laid down in Para 1 d sub para (2) of Scale 1 in Annex 40C, and WO1 badges in accordance with the scales laid down in Section 1 of Annex 40D.

3. The Naval Careers Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Naval Recruiting contract.



4. These items may be exchanged for new items, if necessary, at the intervals specified or earlier if there is sufficient evidence that respectable wear or damage is due to Service reasons beyond the owner's control.

5. A CA3 is entitled on advancement to CA2 to a gratuitous initial issue, if not previously received, of Colour Sergeant badges in accordance with the scales laid down in Section 1 of Annex 40D.

6. Issued only to CA1s and those CA2s and CA3s wearing the rank of WO1.

7. Not issued to CA1s and those CA2s and CA3s wearing the rank of WO1.

8. As issued to females in the Royal Navy.

9. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers, RM Careers Service personnel and Drill Instructors who wear Lovats within the working environment.

8. Scale 8 - RM Ranks Uniform to be Returned on Early Discharge

a. Ranks discharged within the first six months of service are to return all clothing issued in accordance with Chapter 40 Annex 40C Scales 1, 2 and 3.

b. Ranks discharged after six months but with less than four years' service are to return all items in sub para d.

c. Ranks discharged with more than 4 years' service are to return all items on personal Loan and their Respirator.

d. **Items.**

	Scale	Notes
Respirator and haversack	1	
Bag, travelling	1	
Beret, green/blue	1	
Cap, plastic, RM	1	
Tunic, white	2	See Note
Trousers, white, PV	2	See Note
Jersey H/W, olive	1	
Lovat Uniform	1	
Trousers, blue, No 1 Dress	1	
Tunic, blue, No 1 Dress	1	
Trousers, lovat	1	
Pillow slip	2	
Sheets ratings	3	
Shoes, black leather, DMS	1	
Boots Army Pattern	1	
All items held on Personal Loan as detailed in Kit Record Book.		



Note. *Band Ranks only.*

ANNEX 40D

ROYAL MARINES BADGES AND INSIGNIA

SECTION 1 - GRATUITOUS ISSUE OF BADGES AND INSIGNIA

1. On Entry (All Ranks)

Item	NSN	Scale	
		General Service	Band Service
Cap/beret badge	8455-99-416-5493	2 anodised (for cap and beret)	4 anodised (for caps and beret)
	8455-99-416-5492	2 bronze (for beret with combat dress)	2 bronze (for beret with combat dress)
Collar badge (globe & laurel wreath)	8455-99-416-5503	2 anodised (for blue tunic)	6 anodised (for blue and white tunics and greatcoat)
	8455-99-416-5499	2 bronze (for lovat tunic)	2 bronze (for lovat tunic). See Para 4011. sub para i
	8455-99-416-5502	N/A	2 yellow on red embroidered (for ceremonial tunic)
Letters RM	8455-99-416-5508	2 anodised (for blue, white and stone tunics, stone shirts and greatcoat	6 anodised (for blue and white tunics and greatcoat)
	8455-99-416-5506	4 bronze (for lovat tunic and stone shirts)	4 bronze (for lovat tunic and stone shirts). See Para 4011. sub para i
Buttons (issued with uniforms/ headdress)	8455-99-137-4687	Large (23mm) anodized	
	8455-99-137-4688	Small (17mm) anodized (for pocket/cuff)	
	8455-99-977-2540	Large (23mm) bronze	
	8455-99-977-2541	Small (17mm) bronze (for pocket/cuff)	
	8455-99-869-1192	Gilding metal with silver plated crown & lion (for officer/WO1 cap)	
	8455-99-869-2206	Small anodized (for other ranks cap)	

2. On Promotion

a. Lance Corporal, Corporal, Sergeant.

Item	NSN	Scale	
		General Service	Band Service
Rank badge (sets of 1, 2 or 3 chevrons as appropriate)	8455-99-978-6085	1 set gold on red (for blue tunic)	4 sets gold on red (for ceremonial and blue tunics, greatcoat and Red Sea Rig)
	8455-99-416-5564	1 set gold on green (for lovat tunic)	1 set gold on green (for lovat tunic). See Para 4011. sub para i
	8455-99-974-0092	N/A	1 set gold on blue (for white tunic)
	8455-99-416-5566	3 sets white on khaki drill (for stone shirts)	5 sets white on khaki drill (for stone shirts)
	8455-99-135-9864	2 sets black on olive (for JWH)	2 sets black on olive (for JWH)
	8455-99-132-9927	2 black on olive rank slides (for combat dress)	2 black on olive rank slides (for combat dress and raincoat)
Collar badge (globe & laurel wreath)	8455-99-416-5501	N/A	2 sets gold on red embroidered (for ceremonial tunic - SNCOs and WO2s only)

b. Colour Sergeant.

Item	NSN	Scale	
		General Service	Band Service
Globe, crossed flags, anchor and laurel wreath arm badge	8455-99-416-5545	1 set gold on blue (for blue tunic)	5 sets gold on red (for ceremonial, blue and white tunics, greatcoat and Red Sea Rig)
Crown for addition to chevrons	8455-99-416-5526	1 set gold on green (for lovat tunic)	1 set gold on green (for lovat tunic). See Para 4011 sub para i
	8455-99-136-6108	3 sets white on khaki drill (for stone shirts)	5 sets white on khaki drill (for stone shirts)
	8455-99-135-9862	2 sets black on olive (for JWH)	2 sets black on olive (for JWH)
CSgt rank slides	8455-99-132-9927	2 black on olive rank slides (for combat dress)	2 black on olive rank slides (for combat dress and raincoat)

c. **Additional Issues to Cook Ranks (Colour Sergeant and below).**

Item	NSN	Scale
Rank badge	8455-99-974-0411	6 sets chrome – issued to ranks for wear on jackets food handlers

d. **Warrant Officer Class 2.**

Item	NSN	Scale	
		General Service	Band Service
Rank badge (crown & laurel wreath)	8455-99-416-5520	1 gold on blue (for blue tunic)	1 gold on blue (for blue tunic) - non appointed RMBS WO2s
	8455-99-416-5521	1 gold on green (for lovat tunic)	1 gold on green (for lovat tunic) - non-appointed RMBS WO2s. See Para 4011.i
	8455-99-132-3364	2 black on olive (for JWH)	2 black on olive (for JWH) - non appointed RMBS WO2s
	8455-99-416-5522	1 anodised (for shirt-sleeve order)	1 anodised (for shirt-sleeve order)
	8455-99-973-8940	1 black - japanned finish (for combat dress)	1 black - japanned finish (for combat dress)
	8455-99-132-9927	2 black on olive rank slides (for combat dress)	2 black on olive rank slides (for combat dress and raincoat)
Rank badge - WO2 Bdmr (crown & laurel wreath with lyre)	8455-99-416-5547	N/A	4 gold on blue (for ceremonial, blue and white tunics and greatcoat)
	Local purchase	N/A	1 gold on green (for lovat tunic). See Para 4011.i
	Local purchase	N/A	2 black on olive (for JWH)
	Local purchase	N/A	2 black on olive rank slides (for combat dress and raincoat)
Wrist strap	8455-99-974-0617	1 wrist strap, leather, brown	1 wrist strap, leather, brown
	8455-99-139-0960	1 wrist strap, leather, white	1 wrist strap, leather, white
Cap badge - split (crown)	8455-99-416-4223	2 anodised (for cap and beret)	2 anodised (for cap and beret)

(Continued)

Item	NSN	Scale	
		General Service	Band Service
Cap badge - split (globe & laurel wreath)	8455-99-416-5503	2 anodised (for cap and beret)	2 anodised (for cap and beret)
Cap badge - split (crown)	8455-99-416-5490	1 bronze (for beret with combat dress)	1 bronze (for beret with combat dress)
Cap badge - split (globe & laurel wreath)	8455-99-416-5500	1 bronze (for beret with combat dress)	1 bronze (for beret with combat dress)

e **Warrant Officer Class 1.**

Item	NSN	Scale	
		General Service	Band Service
Rank badge (Royal Arms)	8455-99-977-9918	1 gold on blue (for blue tunic)	5 gold on blue (for ceremonial, blue and white tunics, frockcoat and greatcoat)
	8455-99-138-2361	1 gold on green (for lovat tunic)	1 gold on green (for lovat tunic). See Para 4011. sub para i
	8455-99-496-1903	2 scarlet boarder on khaki (for JWH)	2 scarlet boarder on khaki (for JWH)
	8455-99-416-5518	1 anodised (for shirt-sleeve order)	1 anodised (for shirt-sleeve order)
	8455-99-973-9220	1 black - japanned finish (for combat dress)	1 black - japanned finish (for combat dress)
	8455-99-132-9927	2 black on olive rank slides (for combat dress)	2 black on olive rank slides (for combat dress and raincoat)
Wrist strap	8455-99-974-0618	1 wrist strap, leather, brown	1 wrist strap, leather, brown
	8455-99-139-0960	1 wrist strap, leather, white	1 wrist strap, leather, white
Collar badges (globe & laurel wreath - officer pattern)	8455-99-869-1569	2 anodised and silver (for blue tunic)	6 anodised and silver (for blue and white tunics and greatcoat)
	Local purchase	N/A	4 silver and gold embroidered (for ceremonial tunic and frockcoat)

(Continued)

Item	NSN	Scale	
		General Service	Band Service
Cap badge - split (crown)	8455-99-416-4223	2 anodised (for cap and beret)	2 anodised (for cap and beret)
Cap badge - split (globe & laurel wreath - officer pattern)	8455-99-416-4222	2 anodised and silver (for cap and beret)	2 anodised and silver (for cap and beret)
Cap badge - split (crown)	8455-99-416-5490	1 bronze (for beret with combat dress)	1 bronze (for beret with combat dress)
Cap badge - split (globe & laurel wreath)	8455-99-416-5500	1 bronze (for beret with combat dress)	1 bronze (for beret with combat dress)

3. On Award of Good Conduct Badge - Marines, Musicians and Buglers

Item	NSN	Scale
Good Conduct Badges (sets of 1, 2 or 3 inverted chevrons as appropriate)	8455-99-978-6085	1 set gold on red (for blue tunic)

4. On Appointment - Drum Majors, Bugle Majors and Provost Sergeants

Item	NSN	Scale	
		General Service	Band Service
Drum Major (set of 4 inverted chevrons surmounted by a drum)	8455-99-978-6088	N/A	3 sets inverted chevrons gold on red (for ceremonial and blue tunics and greatcoat)
	8455-99-416-5619	N/A	4 drums gold on blue (for ceremonial, blue and white tunics and greatcoat)
	Local purchase	N/A	1 sets inverted chevrons gold on green (for lovat tunic). See Para 4011. sub para i
	Local purchase	N/A	1 drums gold on green (for lovat tunic). See Para 4011. sub para i
	8455-99-974-0092	N/A	1 set inverted chevrons gold on blue (for white tunic)
	Local purchase	N/A	2 black on olive (for JWH)
	Local purchase	N/A	1 chrome (for shirt-sleeve order)
	Local purchase	N/A	2 black on olive appointment slides (for raincoat)

Item	NSN	Scale	
		General Service	Band Service
Bugle Major (set of 4 inverted chevrons surmounted by a bugle)	8455-99-978-6088	N/A	3 sets chevrons gold on red (for ceremonial and blue tunics and greatcoat)
	8455-99-416-5539	N/A	4 bugles gold on blue (for ceremonial, blue and white tunics and greatcoat)
	Local purchase	N/A	1 set chevrons gold on green (for lovat tunic). See Para 4011. sub para i
	Local purchase	N/A	1 bugle gold on green (for lovat tunic). See Para 4011. sub para i
	8455-99-974-0092	N/A	1 set chevrons gold on blue (for white tunic)
	Local purchase	N/A	2 black on olive (for JWH)
	Local purchase	N/A	1 chrome (for shirt-sleeve order)
	Local purchase	N/A	2 black on olive appointment slides (for raincoat)
Provost Sergeant (3 x inverted chevrons)	8455-99-978-6085	1 set chevrons gold on red (for blue tunic)	N/A
	8455-99-974-0411	1 chrome (for shirt-sleeve order)	N/A
Cap badge (divided pattern)	8455-99-416-4223	2 anodised (crown)	2 anodised (crown)
	8455-99-416-5503	2 anodised (globe & laurel)	2 anodised (globe & laurel)
	8455-99-416-5490	1 bronze (crown)	1 bronze (crown)
	8455-99-416-5500	1 bronze (globe & laurel)	1 bronze (globe & laurel)
Wrist strap	8455-99-974-0617	1 wrist strap, leather, brown	1 wrist strap, leather, brown
	8455-99-139-0960	1 wrist strap, leather, white	1 wrist strap, leather, white

5. On Qualifying for Branch, Specialist Qualification, Skill or Special Badges

Item	NSN	Scale	
		General Service	Band Service
'ROYAL MARINES COMMANDO' shoulder flash	8455-99-135-3357	4 red on blue (for JWH)	N/A
	8455-99-869-5495	8 black on olive (for combat dress)	N/A
3 Commando Brigade Dagger	8455-99-498-8640	4 black on olive (for combat dress)	N/A
Amphibious Assault	8455-99-000-5209	4 black on olive (for combat dress)	N/A
Special Boat Service	8455-99-732-2583	1 gold on green (for lovat tunic)	N/A
'ROYAL MARINES BAND SERVICE' shoulder flash	8455-99-132-6493	N/A	4 red on blue (for JWH)
	8455-99-462-0892	N/A	5 black on olive (for combat dress)
King's Badge	8455-99-416-5623	1 gold on blue (for blue tunic)	N/A
	8455-99-416-5624	1 gold on green (for lovat tunic)	N/A
	8455-99-869-5643	5 black on green (for JWH and combat dress)	N/A
	8455-99-869-5645	3 khaki drill (for stone shirts)	N/A
Prince's Badge	8455-99-139-9486	N/A	4 silver on blue (for ceremonial, blue and white tunics and Red Sea Rig)
	Local purchase	N/A	1 silver on green (for lovat tunic). See Para 4011. sub para i
	8455-99-869-5642	N/A	7 black on olive (for JWH and combat dress)
	8455-99-869-5644	N/A	5 khaki drill (for stone shirts)
Musician badge (lyre)	8455-99-135-4245	N/A	1 gold on blue (for blue tunic)
Bugler badge (drum)	8455-99-416-5619	N/A	4 gold on blue (for ceremonial, blue and white tunics and greatcoat)

(Continued)

Item	NSN	Scale	
		General Service	Band Service
Assault Engineer	8455-99-236-5807	1 gold on blue (for blue tunic)	N/A
Clerk	8455-99-236-5816	1 gold on blue (for blue tunic)	N/A
Combat Intelligence	8455-99-968-4742	1 gold on blue (for blue tunic)	N/A
Communications Technician	8455-99-732-6770	1 gold on blue (for blue tunic)	N/A
Drill Leader	8455-99-236-5811	1 gold on blue (for blue tunic)	N/A
Driver	8455-99-236-5809	1 gold on blue (for blue tunic)	N/A
Heavy Weapons	8455-99-236-5814	1 gold on blue (for blue tunic)	N/A
Landing Craft	8455-99-236-5818	1 gold on blue (for blue tunic)	N/A
Royal Marine Police	8455-99-236-5820	1 gold on blue (for blue tunic)	N/A
Mountain Leader	8455-99-236-5817	1 gold on blue (for blue tunic)	N/A
Physical Training Instructor	8455-99-236-5808	1 gold on blue (for blue tunic)	N/A
	8455-99-416-5587	2 scarlet on white (for PT2 vest, sweater)	N/A
	8455-99-416-5585	2 scarlet on white (for PT1 vest, sweater)	N/A
Commandant General's Shooting Badge	Local purchase	1 gold on blue (for blue tunic)	N/A
	Local purchase	1 yellow thread on green (for lovat tunic)	N/A
Parachutist badge	8455-99-416-5486	1 gold on blue (for blue tunic)	N/A
	8455-99-416-5629	1 gold on green (for lovat tunic)	N/A
	8455-99-416-5632	3 light blue on khaki drill (for stone shirts)	N/A
	8455-99-486-6189	2 light blue on olive (for JWH)	N/A

(Continued)

Item	NSN	Scale	
		General Service	Band Service
Pilot and Observer badges	8455-99-135-5781	2 gold/silver on blue (for blue and lovat tunics)	N/A
	8455-99-135-5780	3 light blue/gold on blue (for stone shirts)	N/A
Army Parachute Jump Instructor (APJI) badge	8455-99-973-9148	2 gold on blue (for blue and lovat tunics)	N/A

6. Additional Issues to Ranks Provided with Tropical Clothing

Item	NSN	Scale
Rank badges (Lance Corporal, Corporal, Sergeant and Colour Sergeant - sets of 1, 2 or 3 chevrons as appropriate)	8455-99-416-5569	2 sets khaki on khaki drill (for stone jackets)
Crown (CSgt) for addition to chevrons	8455-99-416-5530	2 khaki on khaki drill (for stone jackets)
Rank badge (WO2)	2 khaki on khaki drill (for stone jackets)	2 khaki on khaki drill (for stone jackets)
Rank badge (WO1)	2 khaki on khaki drill (for stone jackets)	2 khaki on khaki drill (for stone jackets)
King's Badge	2 khaki on khaki drill (for stone jackets)	2 khaki on khaki drill (for stone jackets)
Parachutist and APJI badges	2 light blue on khaki drill	2 light blue on khaki drill
Pilot, Observer and Air Gunner badges	2 light blue/gold on blue	2 light blue/gold on blue
Good Conduct badge (sets of 1, 2 or 3 chevrons as appropriate)	2 white on khaki drill	2 white on khaki drill

7. Ceremonial Items

Item	NSN	Scale
Locket union (General Service)	8315-99-812-6427	Buckle (90mm x 64mm) crown surmounted by lion in centre and 'GIBRALTAR PER MARE PER TERRAM' lettering around outer edge (used by General Service Royal Marines)
Locket union (RMBS)	8315-99-741-0711	Buckle (90mm x 57mm) crown surmounted by lion in centre and 'GIBRALTAR PER MARE PER TERRAM' lettering around outer. 18ct hard gold plate (used by Royal Marines Band Service)
Helmet Plate (other ranks)	8455-99-741-0710	Gold plated metal eight-pointed star with dead and bright rays, and crown above. On the star a laurel wreath and saw-pierced garter with regimental motto 'PER MARE PER TERRAM'; above the garter a scroll Gibraltar and below it an anchor, in the centre a globe. Worn on front of the helmet (used by WO2s and below)
Helmet Plate (officers pattern)	8455-99-758-5327	Gilded metal eight-pointed star with dead and bright rays, and crown above. On the star a gilded metal laurel wreath and saw-pierced garter with regimental motto 'PER MARE PER TERRAM'; above the garter a scroll Gibraltar and below it an anchor, in the centre a silver globe. Under the sawpierced garter, blue enamel. Worn on front of the helmet (used by officers and WO1s)
Ball Ornament (other ranks)	8465-99-741-0709	Threaded gold plated metal ball in a leaf cup on a dome base with closed vents worn on top of the helmet (60mm x 48mm)
Ball Ornament (officers pattern)	Local Purchase	Threaded gilded metal ball in a gilt leaf cup on a dome base with open vents worn on top of the helmet (60mm x 50mm)
Pouch device	8455-99-741-0713	Crown surmounted by a lion with "PER MARE PER TERRAM" below on scroll (80mm x 85mm). Gilding metal with 18ct hard gold plate (used by Royal Marines Band Service - Bd Cpls and below)

8. Additional Issues to Ranks Joining Portsmouth and CTCRM Bands

Item		NSN	Scale
Portsmouth Band only	'ROYAL BAND' shoulder flash	8455-99-498-8509	4 gold on blue (for ceremonial, blue and white tunics and Red Sea Rig)
		Local purchase	1 gold on green (for lovat tunic). See Para 4011.i
		8455-99-498-8506	2 red on blue (for JWH)
		8455-99-498-8510	5 light blue on white (for stone shirts)
	'Bursting Grenade' and (cap badge)	8455-99-416-5494	1 gilt and silver (for cap)
	Royal cypher EIIR and crown (pin)	8455-99-416-5497	1 silver (for cap)
	Royal cypher EIIR and crown (screw thread)	8455-99-416-5498	1 silver (for helmet plate)
	Royal cypher GVR and crown (screw thread)	8455-99-416-5495	1 silver (for helmet plate)
CTCRM Band only	Crown (pin)	8455-99-416-4223	1 anodized (for cap)
	Royal cypher Prince of Wales plume (pin)	8455-99-416-5496	1 burnished silver (for cap)
	Globe & laurel (cap badge)	8455-99-416-5503	1 anodized (for cap)
	Royal cypher Prince of Wales plume (screw thread)	8455-99-925-0450	1 silver (for helmet plate)

SECTION 2 - GENERAL SERVICE - LOCATION AND MEASUREMENTS

9. Rank Badges

Badge	Description	Location and Measurements
WO1	Royal Arms	Lower right arm - centrally, bottom point of badge **10mm** above point of slash on blue tunic and **140mm** above cuff on greatcoat. Bottom point of badge **100mm** above turned up edge of cuff on JWH
WO2	Crown in laurel wreath	
Provost Sergeant	Three chevrons, point upwards	
In all shirt sleeve dresses the badges listed above are worn on a leather wrist strap (when in camp)		
Colour Sergeant	Three chevrons, point downwards, immediately surmounted by a crown (on blue uniform – surmounted by a globe, crossed flags, fouled anchor and laurel wreath)	Upper right arm - centrally, bottom point of lowest chevron **140mm** above cuff on greatcoat. **170mm** below shoulder seams on JWH, stone shirts (short sleeves) and Mess Dress. **270mm** below shoulder seam on all other garments
Sergeant	Three chevrons, point downwards	
Corporal	Two chevrons, point downwards	
Lance Corporal	One chevron, point downwards	

10 Good Conduct Badges

Badge	Description	Location and Measurements
Good Conduct Badges (4, 8, 12 years' qualifying service)	Sets of 1, 2 or 3, point upwards	Lower left arm - centrally, inner angle of the lowest chevron **10mm** above the point of sleeve slash.

11. Branch Badges

Badge	Description	Location and Measurements
WOs do not wear branch badges		
Telecommunications Technician	Circle with three lightning flashes each side	Marines - upper right arm, **150mm** below shoulder seam. NCOs - upper right arm, above the chevrons, badge immediately above inside angle of upper chevron. Colour Sergeants - lower right arm, **10mm** above point of slash
Other Tradesmen	Crossed hammer and pincers	

12. Skill Badges

Badge	Description	Location and Measurements
Marksman	Crossed rifles	Lower left arm, 10mm above point of slash unless an SQ badge is worn in this position, in which case the skill badge is worn 10mm above the SQ badge
Sniper	Crossed rifles with letter S	

13. SQ Badges

Badge	Description	Location and Measurements
WOs do not wear SQ badges. Not more than one SQ badge to be worn		
Cook/Caterer	Letter K in wreath	Colour Sergeants - lower right arm, 10mm above point of slash. Other NCOs with Instructor or 1st class SQ badge - right arm, badge immediately above inside angle of upper chevron. PT Instructor's badge also worn central on chest of PT vest and sweater. Other NCOs and Marines - left arm, 10mm above point of slash
Assault Engineer	Letters AE in wreath	
Clerk	Letter C in wreath	
Drill and Platoon Weapons	Crossed rifles	
Driver	Steering wheel	
Heavy Weapons	Letters HW in wreath	
Landing Craft	Letters LC in wreath	
Mountain Leader	Letters ML in wreath	
Physical Training	Crossed clubs	
Royal Marines Police	Letters MP in wreath	
Signaller	Crossed flags	
Store Accountant	Letters SA in wreath	
Swimmer Canoeist	Letters SC in wreath	

14. Special Badges

Badge	Description	Location and Measurements
'ROYAL MARINES COMMANDO' shoulder flash	Embroidered shoulder flash, red on blue/ black on olive	Both arms, immediately below shoulder seams
King's Badge	Royal cypher 'GVR' in a laurel wreath	Upper left arm - For combat dress, worn centrally, immediately below 'ROYAL MARINES COMMANDO' shoulder flash. For all other uniforms worn centrally, **50mm** below shoulder seam.
Commandant General's Shooting Badge	Crossed SA 80 rifles with RM VIII below the device	Lower left sleeve in lieu of marksman's badge by serving and past members (1986 onwards) of RM Bisley Shooting Team
Pilot Unit Light Aircraft	The RN Pilots' Badge - wings extended, laurel wreath and anchor in middle surmounted by a lion and crown	The same badge as for officers worn in the same position, (**10mm** above top row of medal ribbons or **10mm** above left breast pocket if no medal ribbon worn)
Observer Unit Light Aircraft	Single wing of silver embroidery lifted to the right and attached to a gold 'O' surmounted by a crown	
Air Gunner Unit Light Aircraft	As for Observer but attached to a gold 'G;	
Parachutist Army	Parachute with wings	Right arm, **65mm** below shoulder seam
Parachute Jump Instructor	Parachute with wings. Letters APJI in wreath below.	
Section Leader's Diamond	Scarlet diamond on brassard	Left arm, **50mm** below shoulder seam, on all uniforms. Worn by recruits under training appointed Section Leaders

SECTION 3 - BAND SERVICE - LOCATION AND MEASUREMENTS

15. 1/1F Dress - Ceremonial Blue Dress/Undress

Description	Image	Location and Measurements
Globe & Laurel badges: Officer and WO1 (solid silver globe in gold braided laurel wreath)		Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge **70mm** from outside edge of collar braiding
Globe & Laurel badges: WO2 and SNCO - braided (gold on red)		Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge **40mm** from outside edge of collar braiding
Globe & Laurel badges: JNCO and below - embroidered (yellow on red)		Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge **40mm** from outside edge of collar braiding
Lieutenant Colonel rank badge: Embroidered crown (silver and red - size 25mm x 20mm) above Bath star (size 18mm x 18mm) on gold braid strap fitting		Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Crown sewn centrally over lowest scroll
Major rank badge: Embroidered crown (silver and red - size 25mm x 20mm) on gold braid strap fitting		Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Crown sewn centrally over lowest scroll

Description	Image	Location and Measurements
Captain rank badge: Embroidered Bath stars (gold on silver - size 18mm x 18mm) on gold braid strap fitting		Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Stars sewn centrally over lowest three scrolls
Lieutenant rank badge: Embroidered Bath stars (gold on silver - size 18mm x 18mm) on gold braid strap fitting		Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Stars sewn centrally over lowest two scrolls
WO1 rank badge: Embroidered Royal Arms (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above sleeve slash
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above sleeve slash
Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **10mm** above sleeve slash. Chevrons to be separated by **5mm**. Drum badge **10mm** above top chevron point
Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **10mm** above sleeve slash. Chevrons to be separated by **5mm**. Bugle badge **10mm** above top chevron point

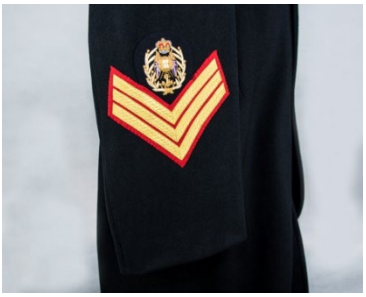
Description	Image	Location and Measurements
CSgt Bugler/Bd CSgt rank badges: Chevrons (gold on red) surmounted by an embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)		Upper right arm (Note 2) - centrally, point of lowest chevron **270mm** below shoulder seam. Bottom edge of CSgt badge 10mm above inside angle of upper chevron
CSgt Bugler (drum badge): Embroidered drum (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above sleeve slash
Sgt Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
Cpl Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
LCpl Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
Bugler's drum badge: Embroidered drum (gold on dark blue)		Upper right arm - centrally, top edge of badge **150mm** below shoulder seam

Description	Image	Location and Measurements
Bd Sgt rank badge: Chevrons (gold on red)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam
Bd Cpl rank badge: Chevrons (gold on red)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam
Bd LCpl rank badge: Chevrons (gold on red)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam
"ROYAL BAND" shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

16. 1 Dress - Ceremonial Blue Dress (Greatcoat Order)

Description	Image	Location and Measurements
Letters 'RM': (anodised)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Globe & Laurel: Officer and WO1 (silver globe in anodized laurel wreath)		Collar tips - centrally, bottom edge of badge **20mm** from collar step (point)
Globe & Laurel: WO2 and below (anodized)		Collar tips - centrally, bottom edge of badge **20mm** from collar point (point)
Lieutenant Colonel rank badge: Crown (size 22mm) above Bath star (size 16mm) with red enamel inlay (anodized)		Shoulder straps - centrally, bottom edge of lower star **5mm** above 'RM' with crown **5mm** above star
Major rank badge: Crown (size 22mm) with red enamel inlay (anodized)		Shoulder straps - centrally, bottom edge of crown **5mm** above 'RM'

Description	Image	Location and Measurements
Captain rank badge: Bath stars (size 16mm) with red enamel inlay (anodized)		Shoulder straps - centrally, bottom edge of lowest star immediately above 'RM' (remaining stars positioned above each other to fit on shoulder strap)
Lieutenant rank badge: Bath stars (size 16mm) with red enamel inlay (anodized)		Shoulder straps - centrally, bottom edge of lowest star above 'RM' (remaining star positioned immediately above the first)
WO1 rank badge: embroidered Royal Arms (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **140mm** above sleeve cuff
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **140mm** above edge of sleeve cuff
Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **140mm** above sleeve edge. Chevrons to be separated by **5mm**. Drum badge **10mm** above top chevron point
Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **140mm** above sleeve edge. Chevrons to be separated by 5mm. Bugle badge **10mm** above top chevron point

Description	Image	Location and Measurements
CSgt rank badge: Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **140mm** above edge of sleeve cuff. Bottom edge of CSgt badge immediately above inside angle of upper chevron
Bd Sgt/Sgt Bugler rank badge: Chevrons (gold on red)		Lower right arm - centrally, lowest point of chevron **140mm** above edge of sleeve cuff
Bd Cpl/Cpl Bugler badge: Chevrons (gold on red)		Lower right arm - centrally, lowest point of chevron **140mm** above edge of sleeve cuff
Bd LCpl/LCpl Bugler rank badge: Chevrons (gold on red)		Lower right arm - centrally, lowest point of chevron **140mm** above edge of sleeve cuff

17. 1 Dress - Ceremonial Blue Dress (Frockcoat Order)

Description	Image	Location and Measurements
Globe & Laurel: Officer and WO1 (solid silver globe in gold embroidered laurel wreath)		Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge **50mm** from outside edge of the collar
Lieutenant Colonel rank badge: Embroidered crown (gold and red - size 25mm x 20mm) above Bath star (green on gold - size 18mm x 18mm)		Shoulder straps - centrally, bottom edge of star **10mm** above shoulder seams with crown above
Major rank badge: Embroidered crown (gold and red - size 25mm x 20mm)		Shoulder straps - centrally, bottom edge of crown **10mm** above shoulder seams
Captain rank badge: Embroidered Bath stars (green on gold - size 18mm x 18mm)		Shoulder straps - centrally, bottom edge of lowest star **10mm** above shoulder seams (remaining stars positioned above each other to fit on shoulder strap)
Lieutenant rank badge: Embroidered Bath stars (green on gold - size 18mm x 18mm)		Shoulder straps - centrally, bottom edge of lowest star **10mm** above shoulder seams (remaining star positioned above the first)

Description	Image	Location and Measurements
WO1 rank badge: Embroidered Royal Arms (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

18. 1A/1AS Dress – Regimental Blue Dress

Description	Image	Location and Measurements
Letters 'RM': (anodised)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Globe & Laurel: Officer (silver globe in anodized laurel)		Collar step - centrally, on the step of the collar, bottom of the laurel wreath **10mm** above the edge of the step
Globe & Laurel: WO1 (silver globe anodized laurel)		Stand-up collar - either side of the collar fastening edge set **5mm** above the collar seam with the centre of the badge **50mm** from outside edge of the collar
Globe & Laurel: WO2 and below (anodized)		Stand-up collar - either side of the collar fastening edge set **5mm** above the collar seam with the centre of the badge **50mm** from outside edge of the collar
Major rank badge: Crown (anodized and red - size 22mm)		Shoulder straps - centrally, bottom edge of crown **5mm** above 'RM'

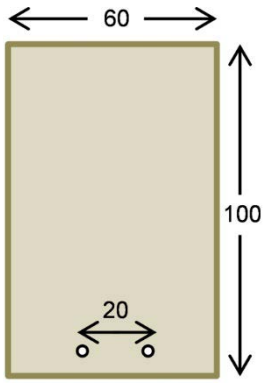
Description	Image	Location and Measurements
Captain rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps - centrally, bottom edge of lowest star **5mm** above 'RM' (remaining stars positioned **5mm** above each)
Lieutenant rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps - centrally, bottom edge of lowest star **5mm** above 'RM' (remaining star positioned **5mm** above the first)
WO1 rank badge: Embroidered Royal Arms (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Lower right arm - centrally, inner angle of lowest chevron **10mm** above point of sleeve slash. Chevrons to be separated by **8mm**. Drum badge **8mm** above top chevron point
Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)		Lower right arm - centrally, inner angle of lowest chevron **8mm** above point of sleeve slash. Chevrons to be separated by **8mm**. Bugle badge **8mm** above top chevron point

Description	Image	Location and Measurements
CSgt Bugler/Bd CSgt rank badges: Chevrons (gold on red) surmounted by an embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)		Upper right arm (Note 2) - centrally, point of lowest chevron **270mm** below shoulder seam. Bottom edge of CSgt badge immediately above inside angle of upper chevron
CSgt Bugler rank badge (drum): Embroidered (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
Sgt Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Lyre badge immediately above inside angle of upper chevron
Cpl Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
LCpl Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
Bugler SQ badge (drum): Embroidered (gold on dark blue)		Upper right arm - centrally, top edge of badge **150mm** below shoulder seam

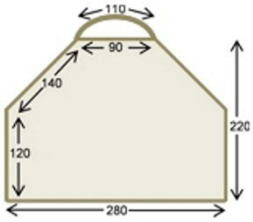
Description	Image	Location and Measurements
Bd CSgt rank badge (lyre): Embroidered (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
Bd Sgt rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Lyre badge immediately above inside angle of upper chevron
Bd Cpl rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Lyre badge immediately above inside angle of upper chevron
Bd LCpl rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Lyre badge immediately above inside angle of upper chevron
Musician SQ badge (lyre): Embroidered (gold on dark blue)		Upper right arm - centrally, top edge of badge **150mm** below shoulder seam
Good Conduct Badge (4 years' qualifying service): Inverted chevrons (gold on red)		Lower left arm - centrally, inner angle of the lowest chevron **10mm** above the point of the sleeve slash.

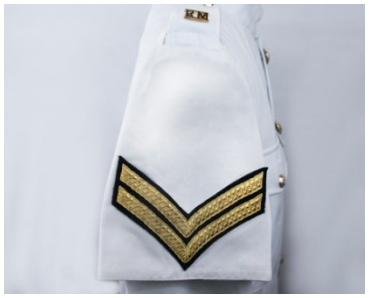
Description	Image	Location and Measurements
Good Conduct Badge (8 years' qualifying service): Inverted chevrons (gold on red)		Lower left arm - centrally, inner angle of the lowest chevron **10mm** above the point of the sleeve slash.
Good Conduct Badge (12 years' qualifying service): I Inverted chevrons (gold on red)		Lower left arm - centrally, inner angle of the lowest chevron **10mm** above the point of the sleeve slash.
"ROYAL BAND" shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

19. 1AW Dress - Tropical Ceremonial Dress

Description	Image	Location & Measurements
Letters 'RM': (anodised)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Globe & Laurel: Officer and WO1 (silver globe anodized laurel)		Stand-up collar - either side of the collar fastening edge set **5mm** above the collar seam with the centre of the badge **50mm** from outside edge of the collar
Globe & Laurel: WO2 and below (anodized)		Stand-up collar - either side of the collar fastening edge set **5mm** above the collar seam with the centre of the badge **50mm** from outside edge of the collar
Rank Slide: White cotton fabric rank slide for shoulder strap - hemmed edges		Dimensions: Width = **60mm** Length = **100mm** RM holes: Distance apart = **20mm** Distance from sides = **20mm** Distance from bottom = **10mm**
Major rank badge: Crown (anodized and red - size 22mm)		Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above 'RM'

Description	Image	Location & Measurements
Captain rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining stars positioned above the first to fit onto slide)
Lieutenant rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining star positioned 5mm above the first)
WO1 badge: Embroidered Royal Arms (gold on dark blue)		Lower right arm (attached by Velcro) - centrally, bottom edge of badge **100mm** above point of sleeve slash
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)		Lower right arm (attached by Velcro) - centrally, bottom edge of badge **100mm** above point of sleeve slash
Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Lower right arm (sewn to white backing and attached by Velcro) - centrally, lowest chevron points **100mm** above point of sleeve slash. Chevrons to be separated by **5mm**. Drum badge 10mm above top chevron point
Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)		Lower right arm (sewn to white backing and attached by Velcro) - centrally, lowest chevron points **100mm** above point of sleeve slash. Chevrons to be separated by **5mm**. Bugle badge 10mm above top chevron point

Description	Image	Location & Measurements
Brassard: White cotton fabric with shoulder strap loop and elastic strap - hemmed edges		Dimensions: Full height = **220mm** (Note 6), Full width = **280mm**, Top width = **90mm**, Upper angles = **140mm**, Lower sides = **120mm**, Top loop = **110mm**, Elastic = **170mm**
CSgt Bugler / Bd CSgt rank badge: Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)		Upper right arm - sewn to brassard (Note 6) - centrally, lowest point of chevron 10mm above bottom edge of brassard. Bottom of CSgt badge immediately above inside angle of upper chevron
CSgt Bugler rank badge (drum): Embroidered drum (gold on dark blue)		Lower right arm (attached by Velcro) - centrally, bottom edge of badge **100mm** above point of sleeve slash
Sgt Bugler rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard. Bottom of drum badge **10mm** above inside angle of upper chevron
Cpl Bugler rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard. Bottom of drum badge **8mm** above inside angle of upper chevron
LCpl Bugler rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard. Bottom of drum badge **10mm** above inside angle of upper chevron

Description	Image	Location & Measurements
Bugler SQ badge (drum): Embroidered (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of drum badge **20mm** above bottom edge of brassard
Bd Sgt rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard
Bd Cpl rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard
Bd LCpl rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder - sewn to brassard (Note 1) - centrally, top edge of badge immediately below top edge of brassard
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm (attached by Velcro) - centrally, top edge of badge **50mm** below shoulder seam

20. 1B/1C Dress – Lovat Dress/Undress

Description	Image	Location and Measurements
Letters 'RM': (bronze)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Globe & Laurel badges: (bronze)		Collar steps - centrally, on the steps of the collar, the bottom of the laurel wreath **5mm** above the edge of the step
Major rank badge: Crown (size 22mm) (bronze)		Shoulder straps - centrally, bottom edge of crown **5mm** above 'RM'
Major rank badge: Crown (size 22mm) (bronze)		Shoulder straps - centrally, bottom edge of crown **5mm** above 'RM'
Captain rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps - centrally, bottom edge of lowest star **5mm** above 'RM' (remaining stars positioned **5mm** above each)

Description	Image	Location and Measurements
WO1 rank badge: Embroidered Royal Arms (gold on green)		Lower right arm - centrally, bottom edge of badge **10mm** above top of sleeve slash
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on green)		Lower right arm - centrally, bottom edge of badge **10mm** above top of sleeve slash
Drum Major appointment badge: Four inverted chevrons surmounted by an embroidered drum (gold on green)		Lower right arm - centrally, lowest chevron points **10mm** above point of sleeve slash. Drum badge **10mm** above top chevron point (chevrons are not separated)
Bugle Major appointment badge: Four inverted chevrons surmounted by an embroidered bugle (gold on green)		Lower right arm - centrally, lowest chevron points **10mm** above point of sleeve slash. Bugle badge **10mm** above top chevron point (chevrons are not separated)
CSgt rank badge: Embroidered crown (gold on green)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Bottom edge of badge immediately above inside angle of top chevron (Note 7)
Sgt rank badge: Chevrons (gold on green)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam (Note 7)

Description	Image	Location and Measurements
Cpl rank badge: Chevrons (gold on green)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam (Note 7)
LCpl rank badge: Chevron (gold on green)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam (Note 7)
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on green)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on green)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

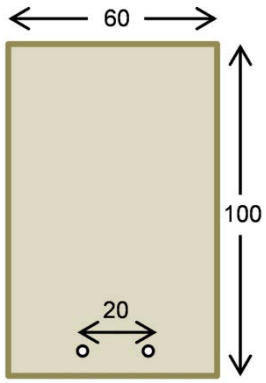
21. 2A/2B Dress – Formal/Semi-Formal Evening Dress 'Mess Dress/Undress'

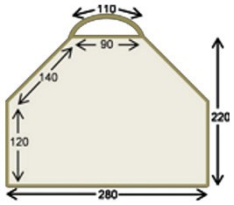
Description	Image	Location and Measurements
Globe & Laurel badges: (silver globe in gold laurel wreath on circular black velvet backing)		Lapels - centrally, on the lapels, with the centre of the badge **170mm** below the neck seam on the shoulder
Major rank badge: Crown (size 13mm) (anodized)		Left and right lapels - centrally, bottom of crown **10mm** above Globe & Laurel
Captain rank badge: Bath stars (size 13mm) (anodized)		Left and right lapels - centrally, bottom point of lowest star **10mm** above Globe & Laurel (remaining stars positioned **10mm** above the first)
Lieutenant rank badge: Bath stars (size 13mm) (anodized)		Left and right lapels - centrally, bottom point of lowest star **10mm** above Globe & Laurel (remaining star positioned **10mm** above the first)
WO1 rank badge: Embroidered Royal Arms (gold on scarlet)		Lower right arm - centrally, bottom edge of badge **10mm** above top of sleeve slash

Description	Image	Location and Measurements
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on scarlet)		Lower right arm - centrally, bottom edge of badge **10mm** above top of sleeve slash
Drum Major appointment badge: Four inverted chevrons surmounted by an embroidered drum (gold on scarlet)		Lower right arm - centrally, lowest point of chevron **10mm** above top of sleeve slash. Drum badge **10mm** above top chevron point
Bugle Major appointment badge: Four inverted chevrons surmounted by an embroidered bugle (gold on scarlet)		Lower right arm - centrally, lowest point of chevron **10mm** above top of sleeve slash. Bugle badge **10mm** above top chevron point
CSgt rank badge: Embroidered crown (gold on scarlet)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron
Sgt rank badge: Chevrons (gold on scarlet)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on scarlet)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam

Description	Image	Location and Measurements
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on scarlet)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

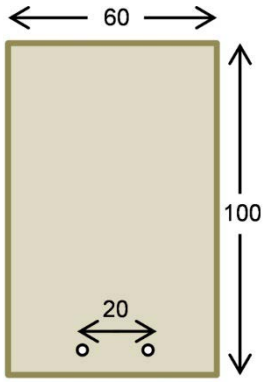
22. 2C (Band) Dress – Informal Evening Dress ‘Red Sea Rig’

Description	Image	Location and Measurements
Rank Slide: White cotton fabric rank slide for shoulder strap - hemmed edges		Dimensions: Width = **60mm** Length = **100mm** RM holes: Distance apart = **20mm** Distance from sides = **20mm** Distance from bottom = **10mm**
Letters ‘RM’: (anodized)		Shoulder straps (rank slide) - centrally, using holes provided (bottom edge of letters **10mm** above shoulder seams)
Major rank badge: Crown (anodized and red - size 22mm)		Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above ‘RM’
Captain rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above ‘RM’ (remaining stars positioned above the first to fit onto slide)
Lieutenant rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above ‘RM’ (remaining star positioned **5mm** above the first)

Description	Image	Location and Measurements
WO1 rank badge: Royal Arms (anodized) on a white wrist strap		Right wrist - badge to appear upright when stood to attention
WO2 rank badge: Crown in laurel wreath (anodized) on a white wrist strap (Note 4)		Right wrist - badge to appear upright when stood to attention
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (chrome) on a white wrist strap		Right wrist - badge to appear upright when stood to attention
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (chrome) on a white wrist strap		Right wrist - badge to appear upright when stood to attention
Brassard: White cotton fabric with shoulder strap loop and elastic strap - hemmed edges		Dimensions: Full height = **220mm** (Note 6), Full width = **280mm**, Top width = **90mm**, Upper angles = **140mm**, Lower sides = **120mm**, Top loop = **110mm**, Elastic = **170mm**
CSgt rank badge: Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on red)		Upper right arm - sewn to brassard (Note 5 and Note 6) - centrally, lowest point of chevron **10mm** above bottom edge of brassard. Bottom of CSgt badge immediately above inside angle of upper chevron

Description	Image	Location and Measurements
Sgt rank badge: Chevrons (gold on red)		Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron **10mm** above bottom edge of brassard
Cpl rank badge: Chevrons (gold on red)		Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron **10mm** above bottom edge of brassard
LCpl rank badge: Chevrons (gold on red)		Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron **10mm** above bottom edge of brassard
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder - sewn to brassard (Note 1) - centrally, top edge of badge immediately below top edge of brassard
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm - attached by Velcro - centrally, top edge of badge **50mm** below shoulder seam

23. 3A Dress – General Duty Dress 'Half Lovats' (Shirt Sleeve Order)

Description	Image	Location and Measurements
Letters 'RM': (bronze)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Rank Slide: Khaki cotton fabric rank slide for shoulder strap - hemmed edges		Dimensions: Width = **60mm** Length = **100mm** RM holes: Distance apart = **20mm** Distance from sides = **20mm** Distance from bottom = **10mm**
Major rank badge: Crown (size 22mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above 'RM'
Captain rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining stars positioned above the first to fit onto slide)
Lieutenant rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining star positioned **5mm** above the first)

Description	Image	Location and Measurements
WO1 rank badge: Royal Arms (anodized) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
WO2 rank badge: Crown in laurel wreath (anodized) on a brown wrist strap (Note 4)		Right wrist - badge to appear upright when stood to attention
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (chrome) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (chrome) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
CSgt rank badge: Crown (white on khaki drill)		Upper right arm (Note 2) - centrally, point of lowest chevron **170mm** below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron (bottom corners of crown backing material to be sewn behind chevrons)
Sgt rank badge: Chevrons (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam

Description	Image	Location and Measurements
Cpl rank badge: Chevrons (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
LCpl rank badge: Chevron (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (blue on white)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (khaki on khaki drill)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

24. 3C Dress – General Duty Dress ‘Half Lovats’ (JWH Order)

Description	Image	Location and Measurements
Lieutenant Colonel rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Major rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Captain rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
Lieutenant rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
WO1 rank badge: Royal Arms (scarlet boarder on khaki)		Lower right arm - centrally, bottom edge of badge **100mm** above turned up edge of cuff

Description	Image	Location and Measurements
Bandmaster rank badge: Lyre in laurel wreath, surmounted by crown (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above turned up edge of cuff
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above turned up edge of cuff
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above turned up edge of cuff
CSgt rank badge: Crown (black on olive)		Upper right arm (Note 2) - centrally, point of lowest chevron **170mm** below shoulder seam bottom edge of crown immediately above chevrons
Sgt rank badge: Chevrons (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
Cpl rank badge: Chevrons (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam

Description	Image	Location and Measurements
LCpl rank badge: Chevron (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
'ROYAL MARINES BAND SERVICE' shoulder flashes: Embroidered letters (red on dark blue)		Below right and left shoulder - Centrally, top edge of badge immediately below shoulder seams
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (red on dark blue)		Below right shoulder (Note 1) - Centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (black on olive)		Upper left arm - Centrally, top edge of badge **50mm** below shoulder seam

25. 3C Dress – General Duty Dress ‘Half Lovats’ (Raincoat)

Description	Image	Location and Measurements
Lieutenant Colonel rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Major rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Captain rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
Lieutenant rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
WO1 rank badge: Royal Arms on a slide (black on olive)		Shoulder straps (rank slide)

Description	Image	Location and Measurements
Bandmaster rank badge: Lyre in laurel wreath, surmounted by crown on a slide (black on olive)		Shoulder straps (rank slide)
Drum Major appointment badge: Four inverted chevrons (four) surmounted by a drum on a slide (black on olive)		Shoulder straps (appointment slide)
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle on a slide (black on olive)		Shoulder straps (appointment slide)
CSgt rank badge: Crown and chevrons on a slide (black on olive)		Shoulder straps (rank slide)
Sgt rank badge: Chevrons on a slide (black on olive)		Shoulder straps (rank slide)
Cpl rank badge: Chevrons on a slide (black on olive)		Shoulder straps (rank slide)

Description	Image	Location and Measurements
LCpl rank badge: Chevron on a slide (black on olive)		Shoulder straps (rank slide)

26. 3B/3D Dress – General Duty Dress Summer/Winter 'Training Rig'

Description	Image	Location and Measurements
Lieutenant Colonel rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Major rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Captain rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
Lieutenant rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
WO1 badge: Royal Arms on a slide (black on olive)		Shoulder straps (rank slide)

Description	Image	Location and Measurements
WO1 rank badge: Royal Arms (bronze) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
WO2 badge: Crown in laurel wreath on a slide (black on olive)		Shoulder straps (rank slide)
WO2 rank badge: Crown in laurel wreath (bronze) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
Bandmaster badge: Lyre in laurel wreath, surmounted by crown on a slide (black on olive)		Shoulder straps (rank slide)
Drum Major appointment badge: Four inverted chevrons surmounted by a drum on a slide (black on olive)		Shoulder strap (appointment slide) (Note 3)
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle on a slide (black on olive)		Shoulder strap (appointment slide) (Note 3)

Description	Image	Location and Measurements
CSgt rank badge: Crown and chevrons on a slide (black on olive)		Shoulder straps (rank slide)
Sgt rank badge: Chevrons on a slide (black on olive)		Shoulder straps (rank slide)
Cpl rank badge: Chevrons on a slide (black on olive)		Shoulder straps (rank slide)
LCpl rank badge: Chevron on a slide (black on olive)		Shoulder straps (rank slide)
‘ROYAL MARINES BAND SERVICE’ shoulder flashes: Embroidered letters (black on olive)		Upper right and left arm - Centrally, top edge of badge immediately below shoulder seams
Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (black on olive)		Upper left arm - Centrally, immediately below ‘ROYAL MARINES BAND SERVICE’ shoulder flash

27. Maternity Uniform

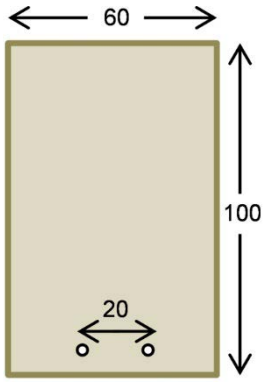
a. Maternity Cardigan (Note 9)

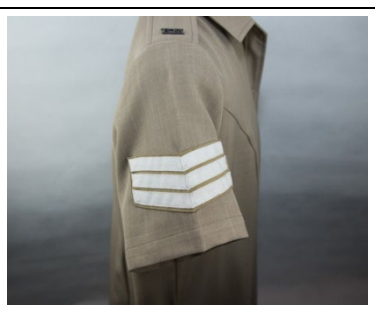
Description	Image	Location and Measurements
Major rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Captain rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
Lieutenant rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
WO1 rank badge: Royal Arms (scarlet boarder on khaki)		Lower right arm - centrally, bottom edge of badge **100mm** above edge of cuff
Bandmaster rank badge: Lyre in laurel wreath, surmounted by crown (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above edge of cuff

Description	Image	Location and Measurements
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above edge of cuff
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above edge of cuff
CSgt rank badge: Crown (black on olive)		Upper right arm (Note 2) - centrally, point of lowest chevron **170mm** below shoulder seam bottom edge of crown immediately above chevrons
Sgt rank badge: Chevrons (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
Cpl rank badge: Chevrons (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
LCpl rank badge: Chevron (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam

Description	Image	Location and Measurements
'ROYAL MARINES BAND SERVICE' shoulder flashes: Embroidered letters (red on dark blue)		Below right and left shoulder - Centrally, top edge of badge immediately below shoulder seams
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (red on dark blue)		Below right shoulder (Note 1) - Centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (black on olive)		Upper left arm - Centrally, top edge of badge **50mm** below shoulder seam

b. **Maternity Dress**

Description	Image	Location and Measurements
Letters 'RM': (bronze)		Shoulder straps - Centrally, bottom edge of letters **10mm** above shoulder seams
Rank Slide: khaki cotton fabric rank slide for shoulder strap - hemmed edges		Dimensions: Width = **60mm** Length = **100mm** RM holes: Distance apart = **20mm** Distance from sides = **20mm** Distance from bottom = **10mm**
Major rank badge: crown (size 22mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above 'RM'
Captain rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining stars positioned above the first to fit onto slide)
Lieutenant rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining star positioned **5mm** above the first)

Description	Image	Location and Measurements
WO1 rank badge: Royal Arms (anodized) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
WO2 rank badge: crown in laurel wreath (anodized) on a brown wrist strap (Note 4)		Right wrist - badge to appear upright when stood to attention
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (chrome) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (chrome) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
CSgt rank badge: Crown (white on khaki drill)		Upper right arm (Note 2) - centrally, point of lowest chevron **170mm** below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron (bottom corners of crown backing material to be sewn behind chevrons)
Sgt rank badge: Chevrons (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam

Description	Image	Location and Measurements
Cpl rank badge: Chevrons (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
LCpl rank badge: Chevron (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (blue on white)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (khaki on khaki drill)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

Notes:

1. RM Band Portsmouth ranks only - not worn in combat dress (the wearing of this badge is optional in 2A/2B Dress).

2. CSgts rank chevrons to be sewn 120mm on JWH, 190mm on stone shirt (short sleeves) and 290mm on ceremonial/blue tunics when worn with 'ROYAL BAND' shoulder flash.

3. Optional rank or appointment badge depending on operational requirements (appointment badges not available in bronze).



4. Worn by WO2 Bandmasters.

5. Drum badge not worn by Buglers (any rank).

6. Brassards to be an additional 40mm higher when 'ROYAL BAND' shoulder flash worn with Bd CSgt/CSgt Bugler (Sgt Bugler with drum badge - gold on dark blue only). Bottom of 'ROYAL BAND' shoulder flash sewn 10mm above top of CSgt (drum) badge.

7. SQ badge (lyre/drum) not worn.

8. The exact location of badges may differ slightly from the measurements provided depending on the length of the arm.

9. Maternity shirt as for 3A Dress (Shirt Sleeve Order).

ANNEX 40E

ILLUSTRATIONS OF ROYAL MARINE BADGES OF RANK AND OTHER INSIGNIA

1. Badges and Distinction Marks of Rank

a. Officers.

Cap/Beret Badges

Figure 40E-1a. General Officer, Brigadiers and Colonels



Figure 40E-1b. All Other Officers (Divided Badge) (Anodised or Bronze)



Cap/Peaks

Figure 40E-2a. General Officers



Figure 40E-2b. Brigadiers and Colonels, Lt Colonel



Helmet Badge

Figure 40E-3. Gilded Metal



Buttons (Anodised and Bronze)

Figure 40E-4a.
Chin Strap (Cap)



Figure 40E-4b.
Corps Button -
All Ranks



Collar Badges

Figure 40E-5. Gilded Metal



Figure 40E-6. Embroidered Silver Globe in Gold Wreath



Shoulder Straps - Mess Jackets

Figure 40E-7a. General Officers



Figure 40E-7b. Brigadiers and Colonels



Officers Rank Badges

Figure 40E-8a.
Lieutenant-Colonel



Figure 40E-8b.
Major



Figure 40-c.
Captain



Figure 40-8d.
Lieutenant



Figure 40-8e.
2nd Lieutenant



b. **Warrant Officers, NCOs and Other Ranks.**

Cap/Beret Badges

Figure 40E-9a.
WO1
(Officer's divided badge)



Figure 40E-9b.
WO2
(Divided badge)



Figure 40E-9c.
Ranks
(Composite badge)



Helmet Badge (Gilded metal)

Figure 40E-10



Collar Badge

Figure 40E-11a
Warrant Officer 1



Figure 40E-11b.
Warrant Officer 2



Badge of Appointment

Figure 40E-12.
Provost Sergeant



Good Conduct Badges

Figure 40E-13a.
4 Years



Figure 40E-13b.
8 Years



Figure 40E-13c.
12 Years



Rank Badges

Figure 40E-14a.
Warrant Officer 1



Figure 40E-14b.
Warrant Officer 2



Figure 40E-14c.
Colour Sergeant
(for blue dress)



Figure 40E-14d.
Colour Sergeant
(for lovat dress)



Figure 40E-14e.
Sergeant



Figure 40E-14f.
Corporal



Figure 40E-14g.
Lance Corporal



Branch Badges

Figure 40E-15a.
Telecommunication Technician



Figure 40E-15b.
Other Tradesmen



Figure 40E-15c.
Defence Human Intelligence (HUMINT)
See Note



Note. *Defence Human Intelligence Badge worn on left forearm above Warrant Officer rank approximately 165mm from the cuff. Not worn on CU20.*

Shoulder Titles (All Ranks)

Figure 40E-16a.
Shoulder Flash



Figure 40E-16b.
Letters (Anodised and Bronze)



Figure 40E-16c.
Commando Dagger Badge (for other Services only)



Figure 40E-16d.
RN Tactical Ensign



Buttons

Figure 40E-17a.
Chin Strap (Cap)



Figure 40E-17b.
Corps Button (All Ranks)



Armlets

Figure 40E-18a.
RM Provost



Figure 40E-18b.
RM Police



2. Specialist Badges

a. Qualification and Skill

Figure 40E-19a.
Drill and Platoon Weapons



Figure 40E-19b.
Driver



Figure 40E-19c.
Signaller



Figure 40E-19d.
Physical training



Figure 40E-19e.
Sniper



Figure 40E-19f.
Marksman



Figure 40E-19g.
CGRM Shooting Badge



Figure 40E-19h.
HW (see Note 1)



Figure 40E-19i.
1st Class (Crown above) (see Note 2)



Figure 40E-19j.
2nd Class (Star above and below) (see Note 2)



Figure 40E-19k.
3rd Class (Star above) (see Note 2)



Notes:

1. The letters in wreath denote specialisation:

AE	*Assault Engineer*
AS	*Armoured Support*
CI	*Combat Intelligence*
HW	*Heavy Weapons*
IS	*Information Systems*
K	*Chef*
LC	*Landing Craft*
ML	*Mountain Leader*
MP	*Military Police*
SA	*Stores Accountant*
SC	*Swimmer Canoeist*

2. Stars and Crowns are included on the basic badge to denote grades within the specialist qualification.

b. **Qualification and Skill - All Ranks**

Figure 40E-20a.
Army Parachute Jump Instructor



Figure 40E-20b.
Observer Unit Light Aircraft



Figure 40E-20c.
Air Gunner Unit Light Aircraft



3. Naval Careers Service

Figure 40E-21. Careers Service Officers and Careers Advisers (see Note)



Note. *Worn centrally above the left breast pocket with the lower edge 3mm above the top seam or medal ribbon(s) when worn immediately above the pocket. If necessary, the badge may be displaced towards the left arm sufficient to prevent concealment by the left lapel.* ***Not to be worn with medals****.*

4. Band Service

Royal Marine Band Service personnel wear the same badges as Officers, Warrant Officers, NCOs and Men with the following exceptions:

Figure 40E-22. Cap Badge



Grenade

Figure 40E-23a. Royal Cypher - Silver



Worn above 'Grenade' cap badge and (without crown) on helmet plate

Figure 40E-23b. Royal Cypher - Silver



Worn on helmet plate

Figure 40E-24. Prince of Wales Plume - CTCRM



Silver (worn with anodised cap badge)

Collar Badge

Figure 40E-25.



Worn with No 1 dress below Band Sergeant, only on ceremonial tunic

Shoulder Titles

Figure 40E-26.



Special Badge

Figure 40E-27



Prince's Badge

Rank Badge

Figure 40E-28.
WO2 Bandmaster



Badges of Appointment

Figure 40E-29a.
Drum Major



Figure 40E-29b.
Bugle Major



Branch Badge

Figure 40E-30a.
Band Ranks



Figure 40E-30b.
Bugle



Royal Band

Figure 40E-31.
Ranks serving in Portsmouth Band



ANNEX 40F

SPECIAL BOAT SERVICE DRESS TABLES

1. 1B Dress - Formal Dress "Parade Lovats"

a. **Occasions for Wear.**

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant Service Chief.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag and General Officers.

(5) Funerals, parades and other appropriate ceremonial events.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret and SBS cloth badge	Beret and SBS cloth badge	Beret and SBS cloth badge
Lovat suit	Lovat suit	Lovat suit
Lanyards (Note 1)	SBS Lanyard	SBS Lanyard
Stone long sleeved shirt	Stone long sleeved shirt	Stone long sleeved shirt
Light khaki braided tie	Khaki drab braided tie (Note 8)	Khaki drab braided tie
Socks combat general service	Socks combat general service	Socks combat general service
Sam Browne (Note 2)	Sam Browne/Sword belt/White belt (Note 4)	White belt (Note 4)
Sword (Note 3)	Sword/rifle (Note 3)	Rifle (Note 3)
Officer pattern boots	Army/Officer pattern boots (Note 5)	Army pattern boots (Note 5)
Brown cape gloves	Gloves (Note 6)	White gloves
SBS Para Wings (Note 9)	Sash (Note 7)	SBS Para Wings (Note 9)
	SBS Para Wings (Note 9)	

c. **Decorations/Medals.**

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.



Notes:

1. Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.

2. Sam Browne always worn with a frog, whether with sword or not.

3. Sword/rifles are carried on parade when ordered.

4. WO1s wear Sam Browne, WOs2 wear sword belt, badged SNCOs and ORs wear band service white belt and SBS locket union.

5. WO2s and below wear Army pattern boots.

6. WO2s and above wear brown cape gloves, the remainder wear white gloves.

7. WO2s and below wear a scarlet sash.

8. WO1s wear light khaki braided tie.

9. For badged ranks and Special Forces Communicators.

Figure 40F-1a. Officers



Figure 40F-1b. WOs and SNCOs



Figure 40F-1c. Corporals and Marines



2. 1B Dress - Semi Formal Dress "Lovats"

a. **Occasions for Wear.** Occasions of duty or minor ceremonial.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret and SBS cloth badge	Beret and SBS cloth badge	Beret and SBS cloth badge
Lovat suit	Lovat suit	Lovat suit
Cloth belt	Cloth belt	Cloth belt
Lanyards (Note 1)	SBS Lanyard (Note 2)	SBS Lanyard
Stone long sleeved shirt	Stone long sleeved shirt	Stone long sleeved shirt
Light khaki braided tie	Khaki drab braided tie (Note 3)	Khaki drab braided tie
Socks combat general service	Socks combat general service	Socks combat general service
Officer pattern shoes	Black shoes (Note 4)	Black shoes
SBS Para Wings (Note 6)	Sash (Note 5)	SBS Para Wings (Note 6)
	SBS Para Wings (Note 6)	

c. **Decorations/Medals.** Negative medals

Notes:

1. Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.

2. WO1s to wear officer pattern lanyard on left shoulder.

3. WO1s wear light khaki braided tie.

4. WO1s wear officer pattern shoes.

5. WO2s and below wear scarlet sash.

6. SBS Para Wings for badged ranks and Special Forces Communicators.

Figure 40F-2a. Officers



Figure 40F-2b. WOs and SNCOs



Figure 40F-2c. Corporals and Marines



3. 3A Dress - General Duty Dress "Half Lovats"

a. **Occasions for Wear**. Semi formal day rig worn in camp and for day to day duties.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret and SBS cloth badge	Beret and SBS cloth badge	Beret and SBS cloth badge
Lovat trousers	Lovat trousers	Lovat trousers
Cloth belt	SBS stable belt (Note 3)	SBS stable belt (Note 3)
Lanyards (Note 1)	SBS lanyard (Note 4)	SBS lanyard (Note 4)
Stone short sleeved shirt	Stone short sleeved shirt	Stone short sleeved shirt
Bronze SBS insignia (Note 2)	Bronze SBS insignia (Note 2)	Bronze SBS insignia (Note 2)
SBS stable belt (Note 3)	Socks combat general service	Socks combat general service
Socks combat general service	Black shoes	Black shoes
Officer pattern shoes	SBS Para Wings (Note 5)	SBS Para Wings (Note 5)
SBS Para Wings (Note 5)		

c. **Decorations/Medals.** None



Notes:

1. Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.

2. All badged SBS ranks.

3. All badged SBS ranks.

4. All personnel serving with SBS.

5. SBS Para Wings for badged ranks and Special Forces Communicators.

Figure 40F-3a. Officers



Figure 40F-3b. WOs and SNCOs



Figure 40F-3c. Corporals and Marines



4. 3D Dress - General Duty Dress "Training Rig"

a. **Occasions for Wear.** Informal day rig worn in camp and for day to day duties.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
Combat 95 shirt	Combat 95 shirt	Combat 95 shirt
Rank Slide (Note 4)	Rank Slide (Note 4)	Rank Slide (Note 4)
Combat 95 trousers	Combat 95 trousers	Combat 95 trousers
Bronze cap badge (Note 2)	Bronze cap badge (Note 2)	Bronze cap badge (Note 2)
Green belt (Note 3)	Green belt (Note 3)	Green belt (Note 3)
Socks combat general service	Socks combat general service	Socks combat general service
Boots high leg combat	Boots high leg combat	Boots high leg combat

c. **Decorations/Medals.** None



Notes:

1. Officers/WO Split Badge.
2. SBS ranks cloth badge.
3. SBS ranks Stable Belt.
4. Black on Green.
5. T-shirt may be worn under CS95 shirt in cold weather.
6. Combat jacket/waterproofs may be worn in inclement weather.

ANNEX 40G

ROYAL MARINES BAND SERVICE DRESS TABLES

1. 1 Dress - Ceremonial Blue Dress

a. Occasions for Wear.

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag and General Officers.

(5) Funerals, parades and other appropriate ceremonial events.

b. Description.

(1) Officers.

Director of Music
Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)
Ball ornament, officers' pattern
Chain (stay), chin, gold plated
Tunic, gold braid (officers' pattern) (Note 2)
T-shirt
Trousers, overalls, blue (thick stripe)
Braces
Gloves, white
Baton
Sash, waist, crimson
Sword & scabbard, steel (short sword knot - gold) (Note 3)
Sword straps (1 short, 1 long - gold)
Sword waist belt (worn under crimson sash)
Socks, black
Wellington boots (Note 3)

(2) **WO1s and Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated
Ball ornament, officers' pattern	Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Tunic, gold braid (officers' pattern) (Note 2 and Note 4)	Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, gold braid (Drum Majors' pattern) (Note 2)	Tunic, gold braid (SNCOs' pattern) (Note 2 and Note 4)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, No 1, blue (thick or thin stripe)	Trousers, No 1, blue (thick stripe)	Trousers, overalls, blue (thick stripe)	Trousers, No 1, blue (thin stripe)
Braces	Braces	Braces	Braces
Gloves, white	Gloves, white	Gauntlets, white gauntlets (Drum Majors' pattern)	Gloves, white
Baton	Baton	Dress belt (Note 5)	Baton
Sash, waist, crimson	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Sword belt, waist (worn under crimson sash)	Sword belt and straps (1 short, 1 long - white)	Sword belt, waist (worn under tunic)	Sword belt and straps (1 short, 1 long - white)
Sword & scabbard, steel (short sword knot - gold)	Sword & scabbard, steel (sword knot - white)	Sword & scabbard, steel (short sword knot - white)	Sword & scabbard, steel (sword knot - white)
Sword straps (1 short, 1 long - gold)	Socks, black	Sword straps (1 short, 1 long - white)	Dress cords, silk
Socks, black	George boots	Socks, black	Socks, black
Parade boots (officers' pattern)		Wellington boots	George boots

(3) **Other Ranks.**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 6)			
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated
Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated (Note 1)	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, yellow braid (Note 2)	Tunic, yellow braid (Note 2)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, No 1, blue (thick stripe)	Trousers, No 1, blue (thin stripe)	Trousers, No 1, blue (thick stripe)	Trousers, No 1, blue (thin stripe)
Braces	Braces	Braces	Braces
Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)
Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)
Sash, worsted, scarlet	Dress cords, worsted	Cross strap and pouch (Note 7)	Dress cords, worsted
Socks, black	Sash, worsted, scarlet	Socks, black	Gloves, white
George boots	Gloves, white	George boots	Leg apron (white)
	Leg apron (white)		Drum sling
	Drum sling		Bugle cord
	Bugle cord		Drum traces (white)
	Drum traces (white)		Drum sticks (white)
	Drum sticks (white)		Socks, black
	Socks, black		George boots
	George boots		

c. **Decorations/Medals.** Medals.

Notes:

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash.

3. Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs and long sword knot - gold.

4. Bugle Majors (including WO1 Bugle Majors) to wear silk dress cords.

5. Drum Majors to wear miniature medals on dress belt.

6. Bass drummers to wear tiger skin and gauntlets. Tenor drummers to wear leopard skin and gauntlets. Tuba and euphonium players to wear blue bass apron with gold braid.

7. With the exception of SNCOs, bass players, bass drummers, tenor drummers and Buglers, all Band Corporals and Musicians are to wear cross strap & pouch.

d. **Images.**

Figure 40G-1a. Director of Music.

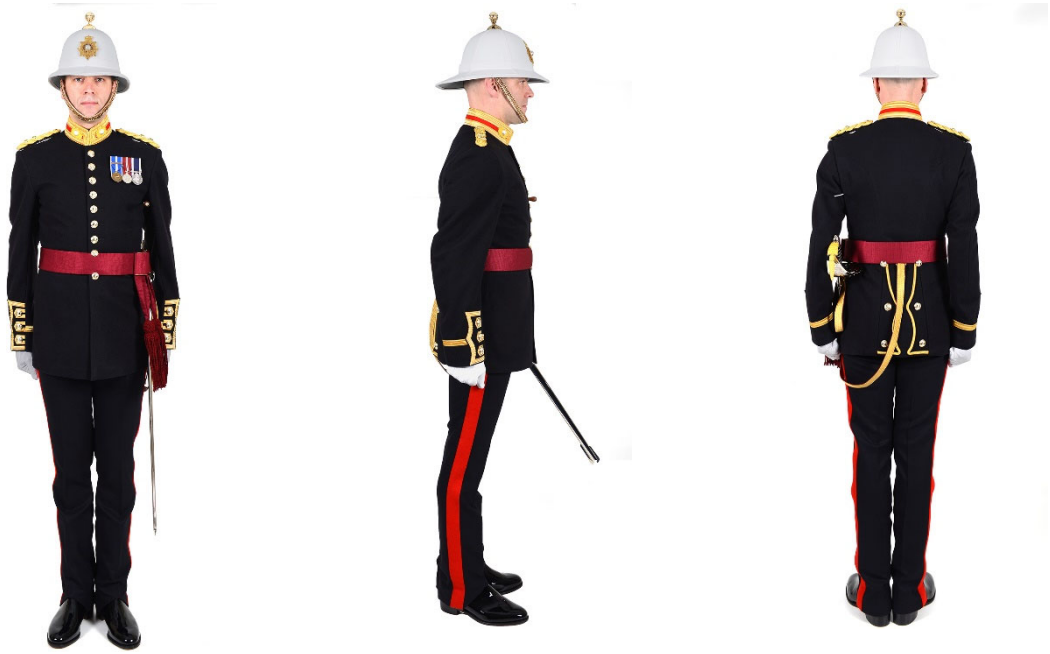


Figure 40G-1b. WO2 Bandmaster.

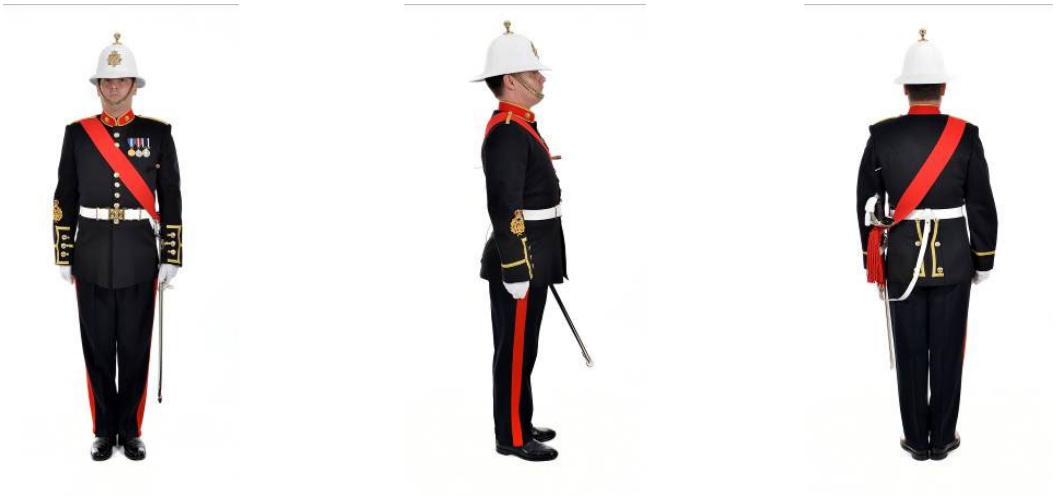


Figure 40G-1c. Drum Major.



Figure 40G-1d. Bugle Major.



Figure 40G-1e. Band Colour Sergeant.



Figure 40G-1f. Sergeant Bugler.

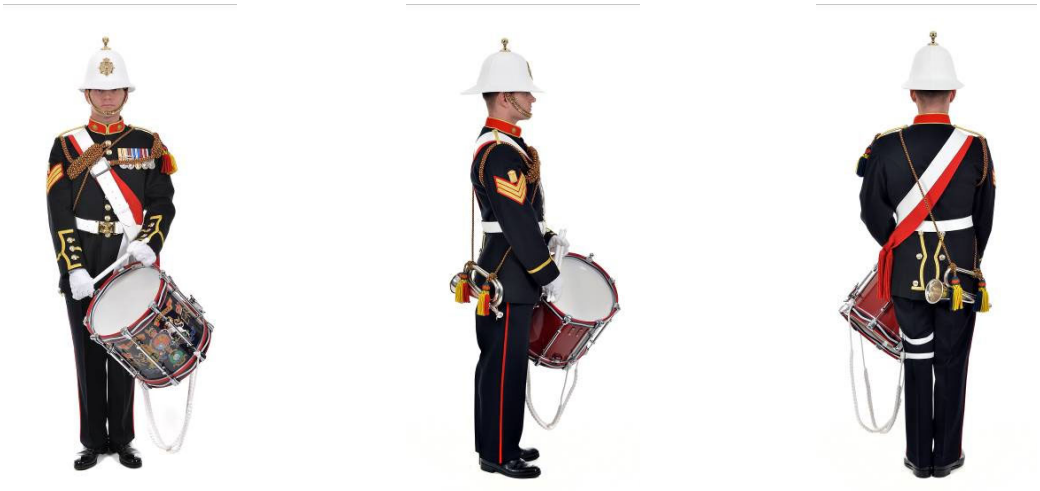


Figure 40G-1g. Musician.



Figure 40G-1h. Bugler (Funerals Rig).



Figure 40G-1i. Bass Drummer.



Figure 40G-1j. Tenor Drummer



Figure 40G-1.k. Sword Position (Director of Music).



Figure 40G-1.l. Sword Position (Band Master & Bugle Major).

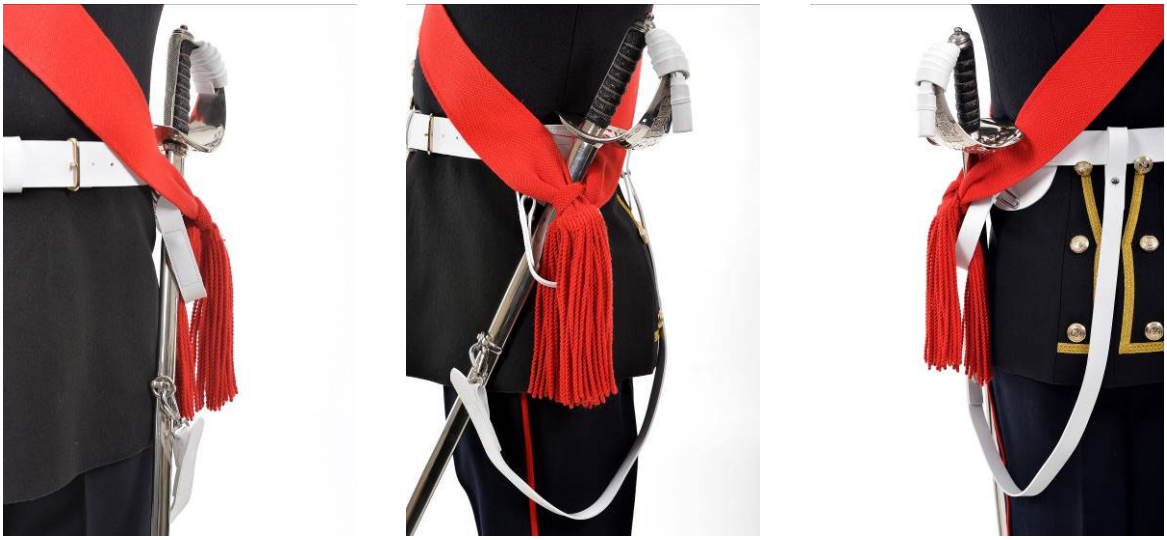


Figure 40G-1.m. Sword Position (Drum Major).



Figure 40G-1.n. Ceremonial Equipment.

(1) Helmet Plate (Officers' Pattern).



(2) Helmet Plate (Other Ranks).



(3) Helmet Plate (Portsmouth Band).



(4) Helmet Plate (CTCRM Band).



(5) Ball Ornament: Rear View (Officers' Pattern).



(6) Ball Ornament: Rear View (Other Ranks).



(7) Locket Union & Belt.



(8) Cross Strap & Pouch.



Figure 40G-1.o. Footwear.

(1) George Boot.



(2) Wellington Boot.



2. 1F Dress - Formal Dress

a. Occasions for Wear.

(1) Inspections by Flag and General Officers.

(2) Minor ceremonial occasions as an alternative to No 1 Ceremonial Dress (e.g. ushers, receptions following band engagements).

(3) Other occasions as ordered (including band concerts).

b. Description.

(1) Officers.

Director of Music (Note 1)
Cap (officers' pattern) (Note 10)
Tunic, gold braid (officers' pattern) (Note 2)
T-shirt
Trousers, overalls, blue (thick stripe)
Braces
Gloves, white (Note 3)
Sword straps (1 short, 1 long - gold)
Sword waist belt (worn under crimson sash)
Baton (as required)
Sash, waist, crimson
Socks, black
Wellington boots (Note 4)

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1) (Note 1)	Bandmaster (Note 1)	Drum Major	Bugle Major
Cap (officers' pattern)	Cap (Note 6 and Note 10)	Cap (Note 6 and Note 10)	Cap
Tunic, gold braid (officers' pattern) (Note 2 and Note 5)	Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, gold braid (Drum Majors' pattern) (Note 2)	Tunic, gold braid (SNCOs' pattern) (Note 2 and Note 5)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, No 1, blue (thick or thin stripe)	Trousers, No 1, blue (thick stripe)	Trousers, overalls, blue (thick stripe)	Trousers, No 1, blue (thin stripe)
Braces	Braces	Braces	Braces
Baton	Baton	Dress belt (Note 8)	Baton
Sash, waist, crimson	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Sword belt, waist (worn under crimson sash)	Sword belt and straps (1 short, 1 long - white)	Sword belt, waist (worn under tunic)	Sword belt and straps (1 short, 1 long - white)
Sword straps (1 short, 1 long - gold)	Socks, black	Sword straps (1 short, 1 long - white)	Dress cords, silk
Gloves, white (Note 3)	Gloves, white (Note 3)	Gloves, white (Note 3)	Gloves, white (Note 3)
Socks, black	Shoes, black (Note 7)	Socks, black	Socks, black
Shoes (officers' pattern)		Wellington boots	Shoes, black (Note 7)

(3) **Other Ranks.**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 9)			
Cap (Note 6 and Note 10)	Cap (Note 10)	Cap (Note 6 and Note 10)	Cap (Note 10)
Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, yellow braid (Note 2)	Tunic, yellow braid (Note 2)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, No 1, blue (thick stripe)	Trousers, No 1, blue (thin stripe)	Trousers, No 1, blue (thick stripe)	Trousers, No 1, blue (thin stripe)
Braces	Braces	Braces	Braces
Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)
Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)
Sash, worsted, scarlet	Dress cords, worsted	Socks, black	Dress cords, worsted
Gloves, white (Note 3)	Gloves, white (Note 3)	Gloves, white (Note 3)	Gloves, white (Note 3)
Socks, black	Sash, worsted, scarlet	Shoes, black (Note 6)	Socks, black
Shoes, black (Note 6)	Socks, black		Shoes, black (Note 7)
	Shoes, black (Note 7)		

c. **Decorations/Medals.** Medals.

Notes:

1. When conducting concerts, orchestras and ensembles etc, Directors of Music and Bandmasters are to wear Mess Dress or Frockcoat (WO1s only) as appropriate.

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash.

3. To be worn if ordered.

4. Principal Director of Music to wear spurs and long sword knot - gold.

5. Bugle Majors (including WO1 Bugle Majors) to wear silk dress cords.

6. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

7. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion.

8. Drum Majors to wear miniature medals on dress belt.

9. Tuba and euphonium players to wear blue bass apron with gold braid when performing.

10. Caps not worn when performing inside unless ordered. Caps worn when performing outside (e.g. Royal Garden Parties).

d. **Images.**

Figure 40G-2.a. Musician.



Figure 40G-2.b. Caps.

(1) Male (Officers/WO1).



(2) Female (Officers/WO1).



(3) Male (Other Ranks).



(4) Female (Other Ranks).



(5) Male (Portsmouth Band).



(6) Female (Portsmouth Band).



(7) Male (CTCRM Band).



(8) Female (CTCRM Band).



Figure 40G-2.c. Footwear.

(1) Gibson Shoe.



(2) Court Shoe.



3. 1 Dress - Ceremonial Blue Dress (Frockcoat Order)

a. **Occasions for Wear.** By Officers and WO1s only during the day when the wearing of No. 1 Dress - Ceremonial Blue Dress, would be inappropriate (e.g. when conducting a concert band during an afternoon performance).

b. **Description.**

Director of Music	Warrant Officer (Class 1)
Cap (officers' pattern)	Cap (officers' pattern)
Frockcoat (Note 1)	Frockcoat (Note 1)
T-shirt	T-shirt
Trousers, overalls, blue, thick stripe	Trousers, No. 1, blue, thick or thin stripe
Braces	Braces
Baton (as required)	Baton (as required)
Sash, waist, crimson	Sash, waist, crimson
Black socks	Black socks
Wellington boots (Note 2)	Parade boots (officers' pattern)

c. **Decorations/Medals.** Medal ribbons.

Notes:

1. Prince's badge to be worn by all ranks in receipt of the award. The Director of Music and WO1 Bandmaster of Portsmouth Band to wear the 'Royal Band' flash.

2. Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs.

d. **Images.**

Figure 40G-3.a. Director of Music.



4. 1 Dress - Ceremonial Blue Dress (Greatcoat Order)

a. Occasions for Wear.

(1) When receiving HM the Sovereign, other crowned heads or heads of state in winter when ordered.

(2) When receiving royalty in winter unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events in winter as ordered (including Remembrance Day parades).

(4) Inspections in winter by Flag and General Officers.

(5) All Service parades taking place outside between 1 Nov - 31 Mar with the exception of HMS RALEIGH and CTCRM Pass Out Parades. Other parades may also be exempt from the wearing of Greatcoats at the discretion of the Director of Music in consultation with HQBSRM.

b. Description.

(1) Officers.

Director of Music
Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)
Ball ornament, officers' pattern
Chain (stay), chin, gold plated
Greatcoat (Note 2)
T-shirt, black
Trousers, overalls, blue, thick stripe
Braces
White gloves
Baton
Sword & steel scabbard (short sword knot - gold) (Note 3)
Black socks
Wellington boots (Note 3)

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated
Ball ornament, officers' pattern	Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Greatcoat (Note 2)	Greatcoat (Note 2)	Greatcoat (Note 2)	Greatcoat (Note 2)
T-shirt, black	T-shirt, black	Dress belt (Note 4)	T-shirt, black
Trousers, No 1, blue, thick or thin stripe	Trousers, No 1, blue, thick stripe	T-shirt, black	Trousers, No 1, blue, thin stripe
Braces	Braces	Trousers, overalls, blue, thick stripe	Braces
White gloves	White gloves	Braces	White gloves
Baton	Baton	White gauntlets (Drum Majors' pattern)	Baton
Sword & steel scabbard (short sword knot - gold)	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Black socks	Sword & steel scabbard (sword knot - white)	Sword & steel scabbard (short sword knot - white)	Sword & steel scabbard (sword knot - white)
Parade boots (officers' pattern)	Black socks	Sword waist belt (worn under tunic)	Black socks
	George boots	Black socks	George boots
		Wellington boots	

(3) **Other Ranks.**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 5)			
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated	Plate, helmet, gold plated	Plate, helmet, gold plated
Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated (Note 1)	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Greatcoat (Note 2)	Greatcoat (Note 2)	Greatcoat (Note 2)	Greatcoat (Note 2)
T-shirt, black	T-shirt, black	T-shirt, black	T-shirt, black
Trousers, No 1, blue, thick stripe	Trousers, No 1, blue, thin stripe	Trousers, No 1, blue, thick stripe	Trousers, No 1, blue, thin stripe
Braces	Braces	Braces	Braces
	White Gloves		
Sash, worsted, scarlet	Sash, worsted, scarlet	Black socks	Drum sling
Black socks	Drum sling	George boots	Bugle cord
George boots	Bugle cord		Drum traces (white)
	Drum traces (white)		Drum sticks (white)
	Drum sticks (white)		Black socks
	Black socks		George boots
	George boots		

c. **Decorations/Medals.** None.

Notes:

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Greatcoat hem to be 457mm (18") from the ground. 'Royal Band' flash, Prince's badge and Drum badge not worn. Anodized letters 'RM' and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

3. Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs and long sword knot - gold.

4. Drum Majors will wear miniature medals on dress belt.

5. Cross strap & pouch and tiger/leopard skin are not worn (bass drummers to wear collar open).

6. Band SNCOs, Band Corporals and Musicians may wear issued blue fingerless gloves when ordered by the Director of Music/Bandmaster.

d. **Images.**

Figure 40G-4.a. Director of Music.



Figure 40G-4.b. Other Ranks.

(1) Drum Major.



(2) Sergeant Bugler.



(3) Bass Drummer.



(4) Band Corporal.



5. 1A Dress - Regimental Blue Dress

a. Occasions for Wear.

(1) Inspections by Flag and General Officers.

(2) Minor ceremonial occasions as an alternative to No. 1 Dress -Ceremonial Blue Dress.

(3) Other occasions as ordered.

b. Description.

(1) Officers.

Director of Music
Cap (officers' pattern)
Tunic (officers' pattern) (Note 1)
Trousers, blue (thick stripe)
Braces
Gloves, brown, cape (Note 2)
Sam Browne (with Frog)
Sword and scabbard, leather, brown (Note 3)
Lanyard, blue (officers' pattern)
Shirt, white, long sleeved
Tie, black
Socks, black
Boots (officers' pattern)

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Cap (officers' pattern)	Cap (Note 4)	Cap (Note 4)	Cap
Tunic (WO1 pattern) (Note 1)	Tunic (Note 1)	Tunic (Note 1)	Tunic (Note 1 and Note 5)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, blue (thick or thin stripe)	Trousers, blue (thick stripe)	Trousers, blue (thin stripe)	Trousers, blue (thin stripe)
Braces	Braces	Braces	Braces
Gloves, brown, cape (Note 2)	Gloves, brown, cape (Note 2)	Gloves, brown, cape (Note 2)	Gloves, brown, cape (Note 2)
Sam Browne (with Frog)	Sword belt, brown	Sword belt, brown	Sword belt, brown
Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)
Lanyard, blue (officers' pattern)	Sword straps (1 short, 1 long – brown)	Sword straps (1 short, 1 long – brown)	Sword straps (1 short, 1 long – brown)
Socks, black	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Boots (officers' pattern)	Socks, black	Socks, black	Dress cords, silk
	George boots	George boots	Socks, black
			George boots

(3) **Other Ranks**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Cap (Note 4)	Cap	Cap (Note 4)	Cap
Tunic (Note 1)	Tunic (Note 1)	Tunic (Note 1)	Tunic (Note 1)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, blue (thick stripe)	Trousers, blue (thin stripe)	Trousers, blue (thick stripe)	Trousers, blue (thin stripe)
Braces	Braces	Braces	Braces
Gloves, white (Note 2)	Gloves, white (Note 2)	Gloves, white (Note 2)	Gloves, white (Note 2)
Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)
Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)
Sash, worsted, scarlet	Sash, worsted, scarlet	Socks, black	Dress cords, worsted
Socks, black	Dress cords, worsted	George boots	Socks, black
George boots	Socks, black		George boots
	George boots		

c. **Decorations/Medals.**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

Notes:

1. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. Anodized letters 'RM' and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

2. Gloves may be omitted in summer if ordered by the Senior Officer present.

3. Swords are carried on parade or when ordered.

4. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

5. Bugle Majors to wear silk dress cords (not WO1 Buglers).

6. Additional information regarding No. 1A Dress is located at Annex 40G.

d. **Images.**

Figure 40G-5.a. Bugle Major.



Figure 40G-5.b. Sergeant Bugler.



6. 1AS Dress – Regimental Blue Dress

a. Occasions for Wear.

(1) Occasions of duty or minor ceremonial.

(2) Other occasions as ordered (including orchestras, small ensembles etc).

b. Description.

(1) Officers.

Director of Music (Note 1)
Cap (officers' pattern) (Note 8)
Tunic, No 1 Blues (officers' pattern) (Note 2)
Trousers, blue (thick stripe)
Braces
Lanyard, blue (officers' pattern)
Sam Browne (with Frog) (Note 3)
Shirt, white, long sleeved
Tie, black
Socks, black
Shoes (officers' pattern)
Gloves, brown, cape (Note 4)

(2) WO1s & Appointed Ranks.

Warrant Officer (Class 1) (Note 1)	Bandmaster (Note 1)	Drum Major	Bugle Major
Cap (officers' pattern) (Note 8)	Cap (Note 5 and Note 8)	Cap (Note 5 and Note 8)	Cap (Note 8)
Tunic (WO1 pattern) (Note 2)	Tunic (Note 2)	Tunic (Note 2)	Tunic (Note 2 and Note 9)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, blue (thick or thin stripe)	Trousers, blue (thick stripe)	Trousers, blue (thin stripe)	Trousers, blue (thin stripe)
Braces	Braces	Braces	Braces
Sam Browne (with Frog) (Note 3)	Sword belt, brown (Note 3)	Sword belt, brown (Note 3)	Sword belt, brown (Note 3)
Lanyard, blue (officers' pattern)	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black	Socks, black	Socks, black	Dress cords, silk
Gloves, brown, cape (Note 4)	Gloves, brown, cape (Note 4)	Gloves, brown, cape (Note 4)	Gloves, brown, cape (Note 4)
Shoes (officers' pattern)	Shoes, black (Note 6)	George boots	Socks, black
			Shoes, black (Note 6)

(3) **Other Ranks.**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 7)			
Cap (Note 5 and Note 8)	Cap (Note 8)	Cap (Note 5 and Note 8)	Cap (Note 8)
Tunic (Note 2)	Tunic (Note 2)	Tunic (Note 2)	Tunic (Note 2)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, blue (thick stripe)	Trousers, blue (thin stripe)	Trousers, blue (thick stripe)	Trousers, blue (thin stripe)
Braces	Braces	Braces	Braces
Belt, cloth	Belt, cloth	Belt, cloth	Belt, cloth
Sash, worsted, scarlet	Sash, worsted, scarlet	Socks, black	Dress cords, worsted
Gloves, white (Note 4)	Gloves, white (Note 4)	Gloves, white (Note 4)	Gloves, white Note 4)
Socks, black	Dress cords, worsted	Shoes, black (Note 6)	Socks, black
Shoes, black (Note 6)	Socks, black		Shoes, black (Note 6)
	Shoes, black (Note 6)		

c. **Decorations/Medals.** Medal ribbons.

Notes:

1. When conducting concerts, orchestras and ensembles etc, Directors of Music and Bandmasters are to wear Mess Dress or Frockcoat.

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. Anodized letters 'RM' and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

3. Cloth belt (blue) to be worn if ordered.

4. Gloves may be worn outdoors in winter.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

6. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion.

7. Tuba and euphonium players to wear blue bass apron with gold braid.

8. Caps not worn when performing inside unless ordered. Caps worn when performing outside (e.g. Royal Garden Parties).

9. Bugle Majors to wear silk dress cords (not WO1 Buglers).

d. **Images.**

Figure 40G-6.a. Musician.



Figure 40G-6.b. Musician (Violin/Viola).

(1) Without Left Collar Badge.



(2) Playing Position.



7. 1AW Dress - Tropical Ceremonial Dress

a. Occasions for Wear.

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag and General Officers.

(5) Funerals, Courts Martial, parades and other appropriate ceremonial events.

b. Description.

(1) Officers.

Director of Music
Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)
Ball ornament, officers' pattern
Chain (stay), chin, gold plated
Tunic, white (officers' pattern) (Note 2 and Note 3)
T-shirt, plain, white
Trousers, ceremonial dress, white
Braces, white
White gloves
Baton
Sash, waist, crimson
Sword & steel scabbard (short sword knot - gold) (Note 3)
Sword straps (1 short, 1 long - gold)
Sword waist belt (worn under crimson sash)
Socks, white
Shoes, white

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1 and Note 4)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated
Ball ornament, officers' pattern	Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Tunic, white (officers' pattern) (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2, Note 3 and Note 4)
T-shirt, plain, white	T-shirt, plain, white	Dress belt (Note 5)	Dress cords, silk
Trousers, ceremonial dress, white	Trousers, ceremonial dress, white	T-shirt, plain, white	T-shirt, plain, white
Braces, white	Braces, white	Trousers, ceremonial dress, white	Trousers, ceremonial dress, white
White gloves	White gloves	Braces, white	Braces, white
Baton	Baton	White gauntlets (Drum Majors' pattern)	White gloves
Sash, waist, crimson	Sash, worsted, scarlet	Sash, worsted, scarlet	Baton
Sword & steel scabbard (short sword knot - gold)	Sword & steel scabbard (sword knot - white)	Sword & steel scabbard (short sword knot - white)	Sash, worsted, scarlet
Sword straps (1 short, 1 long - gold)	Sword belt and straps (1 short, 1 long - white) (Note 7)	Sword straps (1 short, 1 long - white)	Sword & steel scabbard (sword knot - white)
Sword waist belt (worn under crimson sash)	Socks, white	Sword waist belt (worn under tunic)	Sword belt and straps (1 short, 1 long - white) (Note 7)
Socks, white	Shoes, white	Socks, white	Socks, white
Shoes, white		Shoes, white	Shoes, white

(3) **Other Ranks**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 6)			
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated	Plate, helmet, gold plated	Plate, helmet, gold plated
Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated (Note 1)	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)
T-shirt, plain, white	Dress cords, worsted	T-shirt, plain, white	Dress cords, worsted
Trousers, ceremonial dress, white	T-shirt, plain, white	Trousers, ceremonial dress, white	T-shirt, plain, white
Braces, white	Trousers, ceremonial dress, white	Braces, white	Trousers, ceremonial dress, white
Sash, worsted, scarlet	Braces, white	Belt, cloth, white	Braces, white
Belt, cloth, white	Sash, worsted, scarlet	Socks, white	Belt, cloth, white
Socks, white	Belt, cloth, white	Shoes, white	Drum sling
Shoes, white	Drum sling		Bugle cord
	Bugle cord		Drum traces (white)
	Drum traces (white)		Drum sticks (white)
	Drum sticks (white)		Socks, white
	Socks, white		Shoes, white
	Shoes, white		

c. **Decorations/Medals.**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

Notes:

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Gold on dark blue rank badges on white brassards (as appropriate), brass belt hooks, anodized buttons, letters 'RM' and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).



3. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash (brassard as appropriate).

4. Bugle Majors to wear silk Dress cords (not WO1 Buglers).

5. Drum Majors to wear miniature medals on dress belt.

6. Bass drummers to wear tiger skin and gauntlets. Tenor drummers to wear leopard skin and gauntlets. Tuba and euphonium players to wear white bass apron.

7. Cloth belt is optional.

d. **Images.**

Figure 40G-7a. Director of Music.

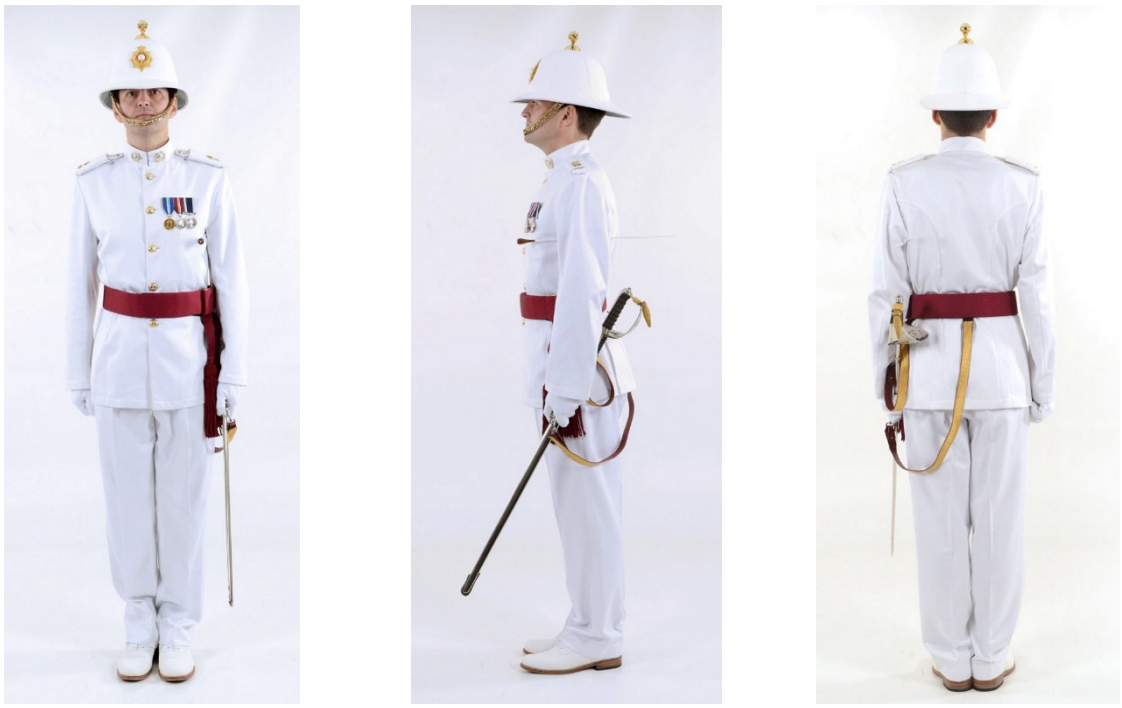


Figure 40G-7b. Drum Major.



Figure 40G-7c. Drum Major (Sword Position).

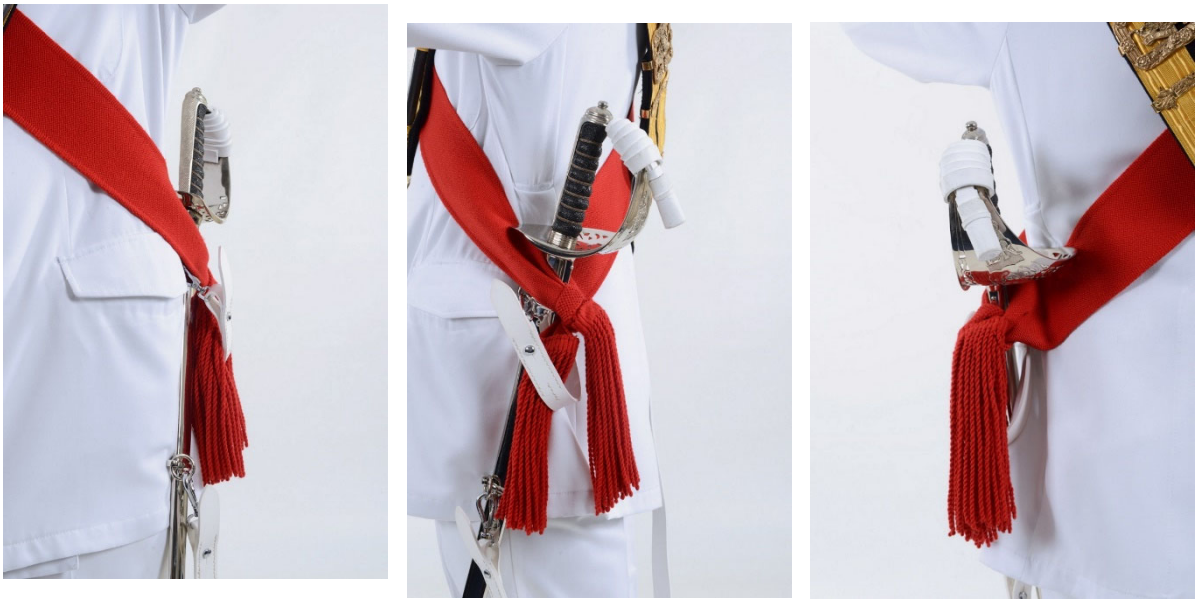


Figure 40G-7d. Band Corporal.



Figure 40G-7e. Bugler.



8. 1B Dress - Lovat Dress

a. Occasions for Wear.

(1) Inspections by Flag and General Officers.

(2) Minor ceremonial occasions as an alternative to No. 1A Dress.

(3) Courts Martial as appropriate.

(4) Other occasions as ordered (Note 1).

b. Description.

(1) Officers.

Director of Music
Cap (officers' pattern)
Lovat suit (jacket and trouser) (Note 2)
Braces
Shirt, stone, long sleeved
Tie, braided, light khaki
Gloves, brown, cape (Note 3)
Sam Browne (with Frog)
Sword and scabbard, leather, brown (Note 3)
Lanyard, blue (officers' pattern)
Socks, black (Note 4)
Boots (officers' pattern)

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Cap (officers' pattern)	Cap (Note 5)	Cap (Note 5)	Cap (Note 5)
Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)
Braces	Braces	Braces	Braces
Shirt, stone, long sleeved	Shirt, stone, long sleeved	Shirt, stone, long sleeved	Shirt, stone, long sleeved
Tie, braided, light khaki	Tie, worsted, drab	Tie, worsted, drab	Tie, worsted, drab
Gloves, brown, cape (Note 3)	Gloves, brown, cape (Note 3)	Gloves, brown, cape (Note 3)	Gloves, brown, cape (Note 3)
Sam Browne (with Frog)	Sword belt, brown	Sword belt, brown	Sword belt, brown
Sword and scabbard, leather, brown (Note 3)	Sword straps (1 short, 1 long – brown)	Sword straps (1 short, 1 long – brown)	Sword straps (1 short, 1 long – brown)
Lanyard, blue (officers' pattern)	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black (Note 4)	Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)
Boots (officers' pattern)	Socks, black	Socks, black	
	George boots	George boots	Socks, black
			George boots

(3) **Other Ranks.**

Band SNCO	SNCO Bugler
Cap (Note 5)	Cap (Note 5)
Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)
Braces	Braces
Shirt, stone, long sleeved	Shirt, stone, long sleeved
Tie, worsted, drab	Tie, worsted, drab
Gloves, white (Note 3)	Gloves, white (Note 3)
Locket union (gold plated)	Locket union (gold plated)
Belt, white (plastic)	Belt, white (plastic)
Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black	
George boots	Socks, black
	George boots

c. **Decorations/Medals.**

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.

Notes:

1. No. 1B Dress is only to be worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors, HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band.

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. Bronze letters 'RM' and collar badges to be worn.

3. Swords are carried on parade or when ordered. Gloves are normally worn on parade and in winter but may be omitted in summer if ordered.

4. Lovat coloured socks may be worn – purchased at own expense.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

d. **Images.**

Figure 40G-8.a. Officer.



Figure 40G-8.b. Bugle Major.



9. 1C Dress - Lovat Undress

a. **Occasions for Wear.** Occasions of duty or minor ceremonial (Note 1).

b. **Description.**

(1) **Officers.**

Director of Music
Cap (officers' pattern)
Lovat suit (jacket and trouser) (Note 2)
Braces
Shirt, stone, long sleeved
Tie, braided, light khaki
Belt, cloth, lovat
Lanyard, blue (officers' pattern)
Socks, black (Note 3)
Shoes (officers' pattern)

(2) **WO1s & Appointed Ranks**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Cap (officers' pattern)	Cap (Note 4)	Cap (Note 4)	Cap (Note 4)
Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)
Braces	Braces	Braces	Braces
Shirt, stone, long sleeved	Shirt, stone, long sleeved	Shirt, stone, long sleeved	Shirt, stone, long sleeved
Tie, braided, light khaki	Tie, worsted, drab	Tie, worsted, drab	Tie, worsted, drab
Belt, cloth, lovat	Belt, cloth, lovat	Belt, cloth, lovat	Belt, cloth, lovat
Lanyard, blue (officers' pattern)	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black (Note 3)	Socks, black	Socks, black	
Shoes (officers' pattern)	George boots	George boots	Socks, black
			George boots

(3) **Other Ranks**

Band SNCO	SNCO Bugler
Cap (Note 4)	Cap (Note 4)
Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)
Braces	Braces
Shirt, stone, long sleeved	Shirt, stone, long sleeved
Tie, worsted, drab	Tie, worsted, drab
Belt, cloth, lovat	Belt, cloth, lovat
Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black	
George boots	Socks, black
	George boots

c. **Decorations/Medals.** Medal Ribbons (Note 5).

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medal ribbons.

Notes:

1. No. 1C Dress is only to be worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors, HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band.

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the Royal Band flash. Bronze letters RM' and collar badges to be worn.

3. Lovat coloured socks may be worn – purchased at own expense.

4. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

5. Medal Order: Medals may be worn for certain occasions e.g. media events if ordered by the relevant senior officer.

d. **Images**

Figure 40G-9a. Band Colour Sergeant - Female.



10. 2A Dress - Formal Evening Dress 'Mess Dress'

a. **Occasions for Wear.**

(1) Official or public balls, dinners and evening receptions of a formal nature.

(2) Full ceremonial evening events (Note 1).

b. **Description.**

(1) **Officers.**

Directors of Music
Cap/Side hat (Note 2)
Mess jacket, scarlet (Note 3)
Mess waistcoat, blue
Shirt, Marcella, white
Bow tie, black
Mess trousers, blue (thick stripe) (Note 4)
Socks, black
Wellington boots (Note 4)

(2) **WOs & SNCOs.**

WOs & SNCOs (Males)	WOs & SNCOs (Females)
Cap (Note 5)	Cap (Note 5)
Mess jacket, scarlet (Note 3)	Mess jacket, scarlet (Note 3)
Mess waistcoat, blue	Cummerbund, black
Shirt, Marcella, white	Shirt, Marcella, white
Bow tie, black	Bow tie, black
Mess trousers, blue (thick or thin stripe)	Mess skirt, blue (Note 7)
Socks, black	Tights, black
Shoes, black (Note 6)	Shoes, court, black (Note 8)

(3) **JNCOs, Musicians & Buglers.**

JNCOs, Musicians & Buglers
Cap (Note 4)
Tunic, No 1 Blues (Note 9)
T-shirt
Trousers, blue (thick or thin stripe)
Braces
Cloth belt
Dress cords, worsted (Buglers only)
Socks, black
Shoes, black (Note 10)

c. **Decorations/Medals.**

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.

Notes:

1. Civilian equivalent is White Tie evening dress with medals and decorations as above.

2. Side hat is an optional alternative for officers.

3. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) may wear the 'Royal Band' flash at their discretion.

4. Overalls and Wellington Boots (with spurs for Lt Cols) are to be worn by Officers for Band conducting duties only, For all other occasions, Blue mess trousers and officer pattern shoes are to be worn.



5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not WO1s or Buglers).

6. Patent leather shoes may only be worn by male RMBS personnel when attending Mess functions. Not to be purchased at Crown expense.

7. Female Mess Undress skirt hem to be 5 cm from the floor - 'black' tights to be worn. Mess Trousers, Blue may be worn by females at the discretion of the individual. In this instance, trousers will be worn with the Cummerbund (not waistcoat) and with either 'Gibson' or male pattern black shoes.

8. Patent leather court shoes may only be worn by female RMBS personnel when attending Mess functions. Not to be purchased at Crown expense.

9. Musicians and Buglers serving in Portsmouth Band to wear the 'Royal Band' flash. Prince's badge to be worn by all ranks in receipt of the award.

10. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion.

d. **Images.**

Figure 40G-10.a. Male.



Figure 40G-10.b. Female.



Figure 40G-10.c. Female (with trousers).



11. 2B Dress - Semi-Formal Evening Dress 'Mess Undress'

a. **Occasions For Wear.**

(1) Dinner when 2A dress is not appropriate (Note 1).

(2) Evening dances and entertainments (Note 2).

b. **Description.**

(1) **Officers.** As for No. 2A Mess except that Officers of Lt Col rank do not wear overalls or spurs but wear blue mess trousers instead (Note 2).

(2) **WOs, NCOS, Musicians and Buglers.** As for No. 2A Mess Dress.

c. **Decorations/Medals.**

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Miniature medals.

Notes:

1. Civilian equivalent is black tie with medals and decorations as above.

2. Kilt with accoutrements may, optionally, be worn by male personnel in place of blue mess trousers, black socks and shoes.

3. Overalls and spurs for entitled officers are optional.

d. **Images.** To be issued.

12. 2C (Band) Dress - Informal Evening Dress 'Red Sea Rig'

a. **Occasions for Wear.** As an alternative to No. 1AS Dress–when performing on band engagements (temperate or tropical climates) where guests are wearing No. 2B Mess Undress, No. 2C Red Sea Rig or civilian dress if authorised by the Mess President (Note 7).

b. **Description.**

(1) **Directors of Music & Warrant Officers (Note 1).**

Directors of Music & Warrant Officers
Shirt, short sleeved, white (Note 4)
Shoulder Straps, white with anodised Letters "RM" and badges of rank
Cummerbund, red
Mess trousers, blue (thick or thin stripe)
Socks, black
Shoes, black (Note 2)
Cap (Note 6)

(2) **Other Ranks.**

Other Ranks (Note 3)
Shirt, short sleeved, white (Note 4)
Slides, shoulder strap, white (for letters "RM")
Brassard, rank, white (Note 5)
Cummerbund, red
Blue trousers
Socks, black
Shoes, black (Note 2)
Cap (Note 6)

(3) **Decorations/Medals.** None.

Notes:

1. Directors of Music and Warrant Officers may wear Mess Undress if appropriate.

2. Patent leather shoes are not to be worn.

3. At the discretion of the Director of Music, SNCOs may wear No. 2C Dress in place of Mess Dress if performing as part of the ensemble.

4. Prince's badge to be worn by all ranks in receipt of the award (attached by Velcro).

5. Gold on red rank badges on white brassards to be worn (as appropriate). Musicians and Buglers serving in Portsmouth Band to wear the 'Royal Band' flash. Buglers do not wear the Drum badge.

6. Cap worn outdoors except when performing in an ensemble.

7. Refer to Annex 40A regarding wearing of Red Sea Rig' during non-band performance setting.

c. **Images.**

Figure 40G-12.a. NCOs (Musicians & Buglers).

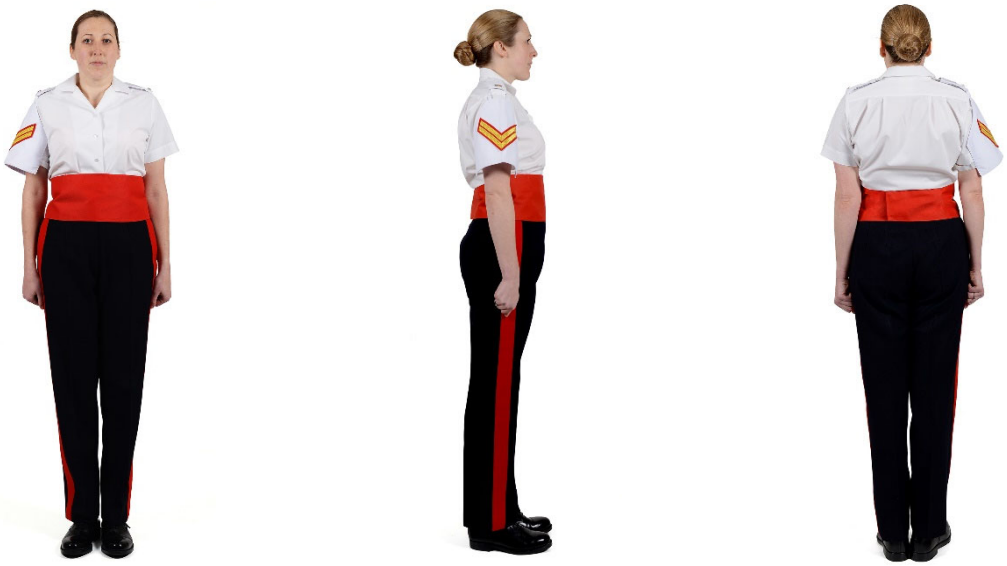


Figure 40G-12.b, Musicians & Buglers (Portsmouth Band).



13. 3A Dress - General Duty Dress 'Half Lovats' (Shirt Sleeve Order)

a. **Occasions for Wear.**

(1) Semi-formal day rig worn in camp and for day to day duties.

(2) Worn by RMBS personnel as normal 'Daily Working Dress' in summer.

b. **Description.**

Officers & WO1s	Other Ranks
Cap (officers' pattern)	Cap (Note 6)
Shirt, short sleeved, stone (Note 1)	Shirt, short sleeved, stone (Note 1)
Trousers, Lovat (not from Lovat suit)	Trousers, Lovat (not from Lovat suit)
Letters "RM", bronze (Note 2)	Letters "RM", bronze (Note 2)
Skirt, Lovat (females only)	Skirt, Lovat (females only)
Corps pattern belt (Note 3)	Corps pattern belt (Note 3)
Lanyard (officers' pattern)	Socks, black (Note 4)
Socks, black (Note 4)	Shoes, black (Note 5)
Shoes, black (officers' pattern) (Note 5)	

c. **Decorations/Medals.** None.

Notes:

1. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. Stone Shirts may be tailored at Crown expense for the following alterations:

2. Epaulette holes for letters 'RM'.

3. Shorten Shirt and/or Darts and Fitting (females only).

4. Worn in shoulder strap. Officers to wear bronze letters 'RM' and rank insignia on slides.

5. Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.

6. Females to wear 'barely black' tights with Lovat skirt.

7. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion. Court shoes may only be worn by female RMBS personnel (trained ranks only) with Lovat skirt.

8. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (Buglers).

d. **Images.**

Figure 40G-13a. Trousers (Shirt Sleeves).

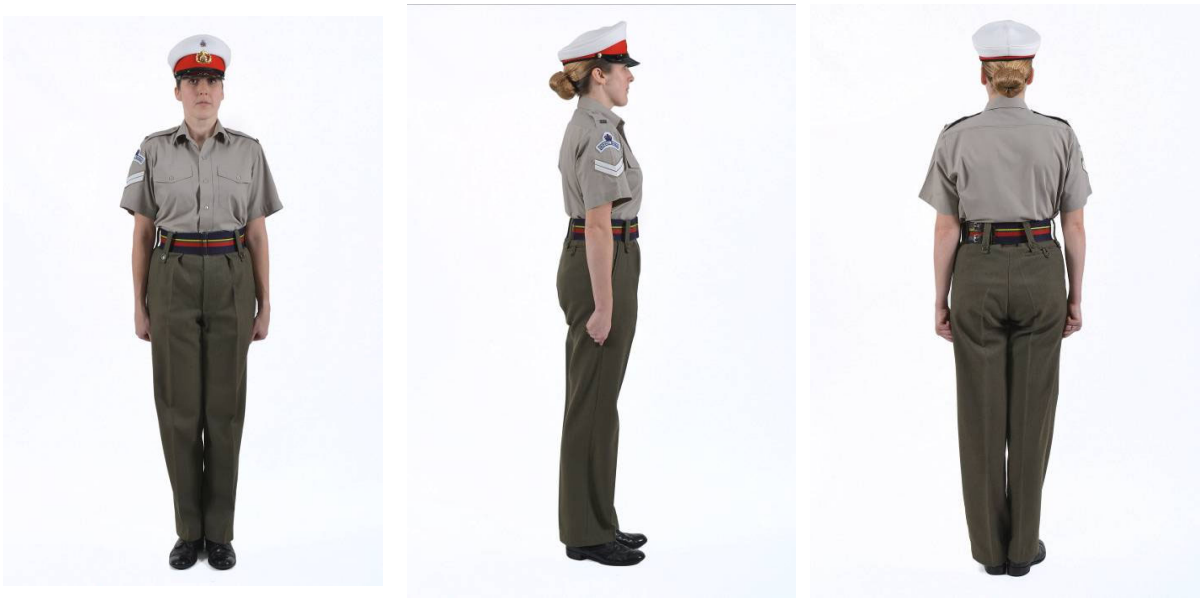


Figure 40G-13b. Skirt (Shirt Sleeves).



14. 3C Dress - General Duty Dress 'Half Lovats' (Jersey Order)

a. **Occasions for Wear.**

(1) Semi-formal day rig worn in camp and for day to day duties.

(2) Worn by RMBS personnel as normal 'Daily Working Dress' in winter.

b. **Description.**

Officers & WO1s	Other Ranks
Cap (officers' pattern)	Cap (Note 5)
Shirt, long sleeved, stone	Shirt, long sleeved, stone
Trousers, Lovat (not from Lovat suit)	Trousers, Lovat (not from Lovat suit)
Jersey, woollen, heavy (Note 1)	Jersey, woollen, heavy (Note 1)
Skirt, Lovat (females only)	Skirt, Lovat (females only)
Corps pattern belt (Note 2)	Corps pattern belt (Note 2)
Socks, black (Note 3)	Socks, black (Note 3)
Shoes, black (officers' pattern) (Note 4)	Shoes, black (Note 4)

c. **Decorations/Medals.** None.

Notes:

1. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. All other RMBS personnel to wear 'Royal Marines Band Service' flashes.

2. Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.

3. Females to wear 'barely black' tights with Lovat skirt.

4. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion. Court shoes may only be worn by female RMBS personnel (trained ranks only) with Lovat skirt.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (Buglers).

6. Raincoat worn when ordered (black on green rank/appointment slides to be worn on shoulder straps). Buglers/percussionists may only wear raincoats tucked in when carrying a Military Side Drum or Tenor Drum.

d. **Images.**

Figure 40G-14.a. Trousers (JWH).

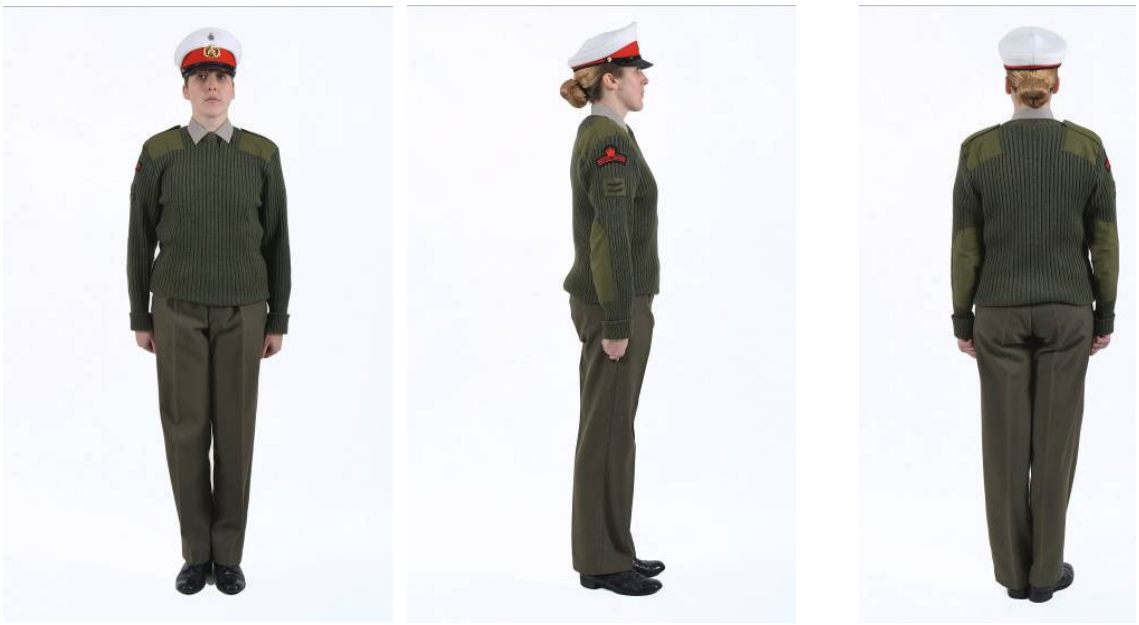


Figure 40G-14.b. Skirt (JWH).



Figure 40G-14.c. Raincoat.



15. Maternity Uniform (Formal)

a. **Occasions for Wear.**

(1) Maternity uniform is to be worn in place of 1F Dress – Formal Dress, as required where existing uniform cannot be tailored to fit.

(2) Clothing options to be issued in accordance with Para 3814.

b. **Description.**

Maternity Dress (Formal)
Cap (Note 1)
Dress (Note 2)
Tights, 'barely black'
Shoes, black (Note 3)

c. **Decorations/Medals.** None.

Notes:

1. WO2 Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badge with cyphers (not Buglers).

2. Letters 'RM' (gold) and rank (gold on red) to be worn. Prince's badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and Drum Major) to wear the 'Royal Band' flash.

3. Gibson shoes (or male equivalent) are to be worn.

d. **Images**

Figure 40G-15.a Maternity Dress (Formal)



16. Maternity Uniform (Half Lovats)

a. **Occasions for Wear.**

(1) Maternity uniform is to be worn in place of Half Lovats when required.

(2) Clothing options to be issued in accordance with Para 3814.

b. **Description.**

Maternity Dress	Maternity Trousers
Cap (Note 1)	Cap (Note 1)
Dress (Note 2)	Shirt, maternity (Note 4)
Tights, 'barely black' or 'nude maternity'	Cardigan, maternity (Note 5)
Shoes, black (Note 3)	Trousers, Lovat (Note 6)
	Socks, black
	Shoes, black (Note 7)

c. **Decorations/Medals.** None.

Notes:

1. WO2 Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badge with cyphers (not Buglers).

2. Letters 'RM' (bronze), rank and Prince's badge (white on khaki) only to be worn on the maternity dress (no shoulder flashes).

3. Gibson or court shoes may be worn.

4. Letters 'RM' (bronze), rank and Prince's badge (white on khaki) to be worn on maternity shirts.

5. Rank, Prince's badge (black on green) and 'Royal Marines Band Service' shoulder flashes or 'Royal Band' flash (red on blue) to be worn on the maternity cardigan.

6. Previously issued Lovat trousers are to be altered to fit with elasticated panel. Replacement trousers to be issued on return to work following pregnancy.

7. Gibson shoes (or male equivalent) may be worn.

d. **Images.**

Figure 40G-16.a Maternity Dress.



Figure 40G-16.b Maternity Trousers (Shirt).



Figure 40G-16.c. Maternity Trousers (Cardigan).



ANNEX 40H

SPARE

ANNEX 40I

PROVISION OF TROPICAL DRESS UNIFORMS FOR ENTITLED ROYAL MARINES PERSONNEL

1. Introduction

In addition to CGRM and members of staff, RM personnel assigned to British Embassies and certain liaison posts in hot countries are entitled to an issue of tropical uniforms. These include; No. 1AW Dress (Tropical White Full Dress); No. 1BW Dress (Stone Prestige Suit Order); No. 2AW Mess (Tropical Mess Dress); and No. 3AW Dress (General Duty Dress 'Half Stones'). HMS NELSON provides these uniforms but cannot tailor them. Tailoring should therefore be undertaken by unit tailors or private military tailors.

2. Procedure

a. Entitled personnel should contact Viv Phillipson at HMS NELSON on Viv.Phillipson925@mod.gov.uk or Mil 9380 24319/Civ 02392 724319 at the earliest opportunity to request the required tropical uniforms and to book a fitting.

b. Once the uniforms have been provided, they can be tailored (e.g. uniform alterations plus the sewing on of badges, medal ribbons and gorget patches) by the individual's unit tailor at Crown expense.

c. Personnel serving in a unit that does not have tailoring facilities may submit uniforms to be tailored at a recognised military tailor of their choice (See Note), in line with standards directed within BRd 3(1) Ch 40 (RM Dress Regulations). In such cases, individuals will need to gain prior authorisation from their budget manager. They will be required to pay for the work and obtain a receipt before reclaiming the cost of tailoring via JPA Expenses in accordance with unit instructions.

3. NATO Store Numbers (NSNs)

To ease procurement of the tropical uniform listed above, the following may be useful.

Item	Description	NSNs
1	White high collar tunic	8405-99-225-9606
2	Stone prestige suit (tunic and trousers)	8405-99-130-7250 to 8405-99-130-7287 (depending on size)
3	White mess jacket	8405-99-851-1626
4	White waistcoat	8405-99-869-2349
5	Stone trousers (for No. 3AW Dress)	8405-99-977-7532 to 8405-99-977-7555 & 8405-99-132-8386 to 8405-99-132-8407 (depending on size)
6	Stone short sleeve shirts	8405-99-869-6160 to 8405-99-908-8257 (depending on size)
7	Stone socks	8440-99-908-8241 & 8440-99-908-8257 (depending on size)
8	Chukka boots	8430-99-241-6134 to 8430-99-241-6142 (depending on size)



Note. *In accordance with the Defence Logistics Framework: Clothing - Alterations and Repair.*

CHAPTER 41

ROYAL FLEET AUXILIARY OFFICERS AND RATINGS, AND STO(N) PERSONNEL SERVING IN RFAs

(Sponsor: NAVY CULTURE-EXECPOL-SO2)

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CHAPTER 41

ROYAL FLEET AUXILIARY OFFICERS AND RATINGS, AND STO(N) PERSONNEL SERVING IN RFAs

4101. Scale 1 - RFA Officers - Male Uniform Required on Initial Entry

a. **Entitlement to Scale.** The uniform outfit at sub para b is to be issued to all new entry RFA Officers.

b. **Basic Outfit**.

(1) **Items provided by means of a cash grant.**

	Scale	Notes
Epaulettes (shoulder boards) laced to Rank (+ infill if req'd)	1 pr	
Soft shoulder tabs laced to rank (+ infill if req'd)	2 prs	
Cash grant paid by RFA HR department		

(2) **Items provided by contract arrangement.**

	Scale	Notes
Male uniform No 1 laced to rank (+ infill if req'd) (Reefer jacket 8 RFA buttons)	1	
Male uniform No2 laced to rank (+ infill if req'd) (Mess jacket 6 RFA buttons + 2 link buttons, mess trousers)	1	
White mess jacket with eyelets to accept shoulder board epaulettes (No2BW) (+ 4 Medium size RFA Buttons and 2 Link Buttons)	1	

(3) **Items issued from Service stocks.**

	Scale	Notes
Bag, Travelling	1	
Bag, Day sack, black	1	
Belt, black uniform (for No3 trousers)	1	
Beret, officers, navy blue	1	
Cap, officers peaked, white plastic	1	
Cap badge, RFA officers	1	
Beret badge, RFA officers	1	
Cummerbund, officers black for No 2C (Red Sea Rig)	1	
Jacket, RN weatherproof, navy, to shoulder tabs	1	
Jumper, navy crewneck, uniform to accept shoulder tabs No 3C1	1	

(Continued)

	Scale	Notes
Shirt, tropical, short sleeve, uniform No 2C (with eyelets)	4	
Shirt, white, long sleeve, uniform No 3A (for soft shoulder tabs)	4	
Shirt, white, male Marcella mess dress	1	
Personal Clothing System (PCS) No 4	2 sets	
Shoes, black uniform	1	
Socks, black	4 prs	
Tie, officers black	1	
Tie, bow, black self-tie	1	
Trousers, black, No3 General Duty Rig	2	

c. **Tropical Outfit.**

	Scale	Notes
Jacket, bush, white, PV	1	
Trousers, white, PV	1	
Shoes, brown deck (for No 3CW dress)	1	
Shoes, white canvas (for No 3AW/3BW dress)	1	
Shorts, white	2	
Stocking, white	2	

d. **Personal Loan Items.**

	Scale	Notes
Personal Clothing System (PCS) No 4	2 sets	
Boots, DMS	1 pr	
Boots, combat assault	1 pr	Note 1
Boots, combat assault insoles	1	Note 1
Coveralls White		Note 2

Notes:

1. RFA Officers joining BRNC require Combat Assault Boots for various field training exercises.

2. 2 Pairs are required for (X) and (LS) Specialisation, 4 Pairs are required for (E) and (SE).

4102. Scale 2 - RFA Officers - Female Uniform Required on Initial Entry

a. **Entitlement to Scale.** The uniform outfit at sub para b is to be issued to all new entry RFA Officers.

b. **Basic Outfit.**

(1) **Items provided by means of a cash grant.**

	Scale	Notes
Beret badge, RFA officers	1	
Epaulettes (shoulder boards) laced to Rank (+ infill if req'd)	1 pr	
Soft shoulder tabs laced to rank (+ infill if req'd)	2 prs	
Cash grant paid by RFA HR department		

(2) **Items provided by contract arrangement.**

	Scale	Notes
Female uniform No 1 laced to rank (+ infill if req'd) (Reefer jacket and RFA buttons, skirt and trousers)	1	
Female uniform No 2 laced to rank (+ infill if req'd) (Mess jacket and RFA buttons, long full skirt and mess trousers)	1	
White mess jacket with eyelets to accept shoulder board epaulettes (No2BW) (+ 4 Medium size RFA Buttons and 2 Link Buttons)	1	

(3) **Items issued from Service stock.**

	Scale	Notes
Bag, Travelling	1	
Bag, Day sack, black	1	
Belt, black uniform (for No 3 trousers)	1	
Beret, officers, navy blue	1	
Cap badge, RFA officers	1	
Beret badge, RFA officers	1	
Cummerbund, officers black for No 2C (Red Sea Rig)	1	
Hat, Tricorn, female officers	1	
Jacket, RN weatherproof, navy	1	
Jumper, navy crewneck, uniform to accept shoulder tabs No 3C	1	
Shirt, tropical, short sleeve, female officers uniform No 2C (with eyelets to accept epaulette shoulder boards)	4	
Shirt, white, long sleeve, female officers uniform No 3A (for soft shoulder tabs)	4	

(Continued)

	Scale	Notes
Shirt, white, female Marcella mess dress (for No 2B)	1	
Shoes, black court, female	1	
Socks, black	4 prs	
Tie, officers black	1	
Tie, bow, black self-tie	1	
Trousers, black, No3 General Duty Rig	2	
Personal Clothing System (PCS) (No 4)	2 sets	

c. **Tropical Outfit.**

	Scale	Notes
Shoes, brown deck (for No 3CW dress)	1	
Shoes, white canvas (for No 3AW/3BW dress)	1	
Shorts, white	2	
Skirt, female, white	1	
Stocking, white	2	
Jacket, bush, white, PV	1	
Trousers, white, PV	1	

d. **Personal Loan Items.**

	Scale	Notes
Personal Clothing System (PCS) (No 4)	2 sets	
Boots, DMS	1 pr	
Boots, combat assault	1 pr	Note 1
Boots, combat assault, insoles	1	Note 1
Coveralls White		Note 2



Notes:

1. RFA Officers joining BRNC require Combat Assault Boots for various field training exercises.

2. Pairs are required for (X) and (LS) Specialisation, 4 Pairs are required for (E) and (SE).

4103. Scale 3 - RFA Junior Ratings - Uniform Required on Initial Entry

a. **Entitlement To Scale.** The uniform outfit shown at sub para b. and sub para c. are to be issued to all new entry RFA Junior Ratings.

b. **Basic Kit.**

	Scale	Notes
Bag, travelling	1	
Day sack, black	1	
Badge, embroidered, name	6	
Beret, light blue, RFA	1	
Badge beret, RFA ratings, embroidered gold wire	1	
Jersey, H/W blue	1	
Shirt, PCS	2	
Trousers, PCS	2	
Socks, thick, black	4	
Jacket, weatherproof	1	
Trousers, working, polyester	1	
Belt, waist, black	1	
Shirt, white, short sleeve	2	
Tie, black	1	Note 1
Shirt, white, collar-attached	1	Note 2
Shorts, PT, blue	1	
Shirt, PT, blue	2	
Shoes, fitness	1	
Socks, white	2	

c. **Personal Loan Items.**

	Scale	Notes
Boots, DMS	1	Note 8
Coveralls, blue	1	

d. **Tropical Outfit (issued on first occasion of need).**

	Scale	Notes
Shoes, boat	1	
Shorts, blue	2	
Stockings, blue	2	

e. **Additional Items for Certain Ratings.**

(1) **RFA Seaman Grade 2**:

	Scale	Notes
Shoes, black, leather, DMS	1	Note 3

(2) **RFA Steward.**

	Scale	Notes
Shirt, white, short sleeve	1	Note 4
Shoes, black, leather, DMS	1	Note 4

(3) **RFA Cooks.**

	Scale	Notes
Shoes, black, leather, DMS	1	Note 5
Jacket, food handlers	6	Note 5
Neckerchief	6	Note 5
Trousers, food handlers	4prs	Note 5
Apron, food handlers	6	Note 5
Cap, food handlers	4	Note 5

(4) **RFA Motor Men 2.**

	Scale	Notes
Shoes, black, leather, DMS	1	Note 6
Shorts, PT, blue	1	Note 6
Shirt, PT, blue	2	Note 6
Shoes, fitness	1	Note 6
Socks, white	2	Note 6
Coveralls, blue	1	Note 7

Notes:

1. For wear with No1 dress loaned to individuals from RFA sources on ceremonial occasions.

2. For wear with No1 dress loaned to individuals from RFA sources on ceremonial occasions.

3. To be issued by HMS Raleigh.



4. To be issued by HMS Raleigh.

5. To be issued by HMS Raleigh.

6. To be issued by HMS Sultan.

7. To be issued by HMS Sultan, in addition to the original pair issued at HMS Raleigh.

8. Ratings who routinely work in wet conditions may, at the LO's discretion, be issued with an extra pair of DMS boots, issued on individual loan (S95).

4104. Scale 4 - RFA Senior Ratings - Uniform Required on Promotion to Petty Officer

a. **Entitlement to Scale.** The uniform outfit shown at sub para b. and sub para c. are to be issued to all RFA Ratings on promotion to Petty Officer.

b. **Basic Kit.**

	Scale	Notes
Cap, white, detachable top	1	
Tie, black	1	
Shirt, white, collar-attached	2	
Shirt, white, short sleeve	4	

c. **Tropical Outfit (issued on first occasion of need).**

	Scale	Notes
Shirt, white, short sleeve	2	
Shorts, white	2	
Stockings, white	2	



***Note**. Cap and beret badges, RFA Petty Officers, are obtained through RFA PERS.*

4105. Scale 5 - Male Non Industrial Civilians Appointed to RFAs and Wearing Officer Pattern Uniform

a. Basic Outfit.

	Scale	Notes
Blue barathea undress uniform suit with green distinction cloth, laced for Lt Cdr/Cdr	1	
Only to be issued to Band C1s and C2s		

b. Items provided by Contract Arrangement.

	Scale	Notes
Jacket, mess, white PV	1	Note 1
Clothing store to issue RN buttons and link		

c. Items Issued from Service Stocks.

	Scale	Notes
Badge beret	1	
Badge cap	1	
Belt, waist black	1	
Belt, waist white	1	Note 1
Beret, blue	1	
Boots, DMS	1pr	
Cap, plastic/Cap plastic detachable top (C1s only)	1	
Cummerbund, black	1	
Jacket, Wet Weather	1	
Jersey, H/W blue	2	
Shirt, evening collar attached	1	
Shirt, PCS, heavyweight	2	
Shirt, PCS, lightweight	2	
Shirt, white collar attached	4	
Shirt, white short sleeve	6	
Shoes, black leather, leather soles	1pr	
Shoes, black leather, slip resistant soles	1pr	
Shoes, boat	1pr	
Shoes, white	1pr	Note 1
Shorts, blue	2	
Shorts, white	6	Note 1

(Continued)

	Scale	Notes
Socks, thin black	4prs	
Socks, thick black	2prs	
Socks, white	2prs	Note 1
Stockings, white	6prs	Note 1
Tie, black polyester	2	
Tie, evening double ended	1	
Trousers, PCS	2prs	
Trousers, working polyester	3prs	
Trousers, white, PV	2prs	Note 1
Bush Jacket	2	Note 1
Belt buckles	2	Note 1
Belt hooks	2	Note 1
Operational travel bag	1	



Notes:

1. To be issued to STO(N) (Band C1), DSTO(N) (Band C2), Band D and E1 on first occasion of need i.e. only when deploying to hot climates and when the CO`s direction/expectation is that all ship`s officers will be required to wear 1CW dress when appropriate.

4106. Scale 6 - Female Non Industrial Civilians Appointed to RFAs and Wearing Officer Pattern Uniform

a. Basic Outfit.

	Scale	Notes
Blue barathea undress uniform suit with green distinction cloth, laced for Lt Cdr/Cdr	1	
Only to be issued to Band C1s and C2s		

b. Items provided by contract arrangement.

	Scale	Notes
Bush Jacket	2	Note 1
Skirt, white	2	Note 1
Jacket, mess, white PV	1	Note 1
Clothing store to issue RN buttons and link		

c. Items issued from Service stocks:

	Scale	Notes
Badge beret	1	
Badge cap	1	
Belt, waist black	1	
Belt, waist white	1	Note 1
Beret, blue	1	
Boots, DMS	1pr	
Hat, tricorne	1	
Cummerbund, black	1	
Jacket, Wet Weather	1	
Jersey, H/W blue	2	
Shirt, evening collar attached	1	
Shirt, PCS, heavyweight	2	
Shirt, PCS, lightweight	2	
Shirt, white collar attached	4	
Shirt, white short sleeve	6	
Shoes, black leather, leather soles	1pr	
Shoes, bleck leather, slip resistant soles	1pr	
Shoes, boat	1pr	
Shoes, white, court	1pr	Note 1
Shorts, blue	2	

(Continued)

	Scale	Notes
Shorts, white	6	Note 1
Socks, thin black	4prs	
Socks, thick black	2prs	
Socks, white	2prs	Note 1
Stockings, white	6prs	Note 1
Tie, black polyester	2	
Tie, evening double ended	1	
Trousers, PCS	2prs	
Trousers, working polyester	3prs	
Trousers, white, PV	2prs	Note 1
Belt buckles	2	Note 1
Belt hooks	2	Note 1
Operational travel bag	1	



Notes:

1. To be issued to STO(N) (Band C1), DSTO(N) (Band C2), Band D and E1 on first occasion of need i.e. only when deploying to hot climates and when the CO`s direction/expectation is that all ship`s officers will be required to wear 1CW dress when appropriate.

4107. Scale 7 - Industrial Male and Female DES/Partner Company Industrial Personnel Serving in RFAs

a. **Basic Outfit.**

b. **Items issued from Service stocks.**

	Scale	Notes
Boots, DMS	1pr	
Coverall, blue	2	
Jacket, windproof	1	
Jersey, H/W blue	2	
Shirt, AWD, heavyweight	2	Note 1
Shirt, AWD, lightweight	2	Note 1
Shorts, blue	3	
Socks, thin black	4prs	
Trousers, AWD	3prs	
T-shirt, white	4	
Operational travel bag	1	



Notes:

1. Retain your Kit Book for future use, if you require to exchange clothing on a one for one basis or if you go afloat in the future, you will need this document.

4108. RFA Personal Clothing System (RFA PCS)

a. **Background.** RFA PCS replaces the No 4 (AWD) uniform. No 4 (PCS) is a layered system for multi-climate wear.

b. **Occasions For Wear.**

(1) Action working dress.

(2) Daily working rig at sea.

(3) Daily working rig alongside for JRs, and Officers/SRs when required.

(4) Daily working rig ashore in assignments when MTP would previously have been worn.

(5) Daily working dress.

c. **Description.**

<table>
<tr><th colspan="2">All Ranks and Rates</th></tr>
<tr><td colspan="2">Navy blue T-shirt.</td></tr>
<tr><td>Blue fire retardant light weight jacket (tucked in).</td><td>Blue Ensign badge to be worn on left arm (unit specific badges are not permitted).
Embroidered blue name tape worn above left breast pocket when issued.
Embroidered Royal Fleet Auxiliary tape worn above right breast pocket.
Rank slide to be worn on front sternum strap.</td></tr>
<tr><td colspan="2">Blue fire retardant trousers with blue stable belt.</td></tr>
<tr><td colspan="2">Black socks.</td></tr>
<tr><td colspan="2">DMS Black boots.</td></tr>
<tr><td colspan="2">Beret when issued.</td></tr>
<tr><td colspan="2">Optional blue micro fleece to be worn over T-shirt and under light weight jacket.</td></tr>
<tr><td colspan="2">Optional foul weather jacket and trousers worn over light weight jacket and trousers
(hood of foul weather jacket to be rolled away – hood is only to be used in extreme conditions when authorised by Command).</td></tr>
<tr><th colspan="2">No 4R – relaxed daily working dress</th></tr>
<tr><td colspan="2">May be authorised by Command at sea or, exceptionally, for working parties in hot conditions in harbour (not outside confines of jetty).</td></tr>
<tr><td colspan="2">Blue fire retardant jacket may be relaxed and individuals wear T-shirt only or T-shirt and micro fleece.</td></tr>
<tr><td colspan="2">Blue fire retardant trousers with blue stable belt.
Black socks.
Black DMS boots.</td></tr>
<tr><td colspan="2">Command may allow optional baseball cap at sea.</td></tr>
<tr><td colspan="2">Caveats:
COs may allow 4R where it is unlikely that immediate firefighting is required.
Light weight jacket must be readily available for basic firefighting and when on Duty Watch.
Commands may authorise unit specific T-shirts provided that they are cotton navy blue.</td></tr>
</table>

d. **Insignia and Badges Worn with No 4 RFA Personal Clothing System (No 4 RFAPCS)**

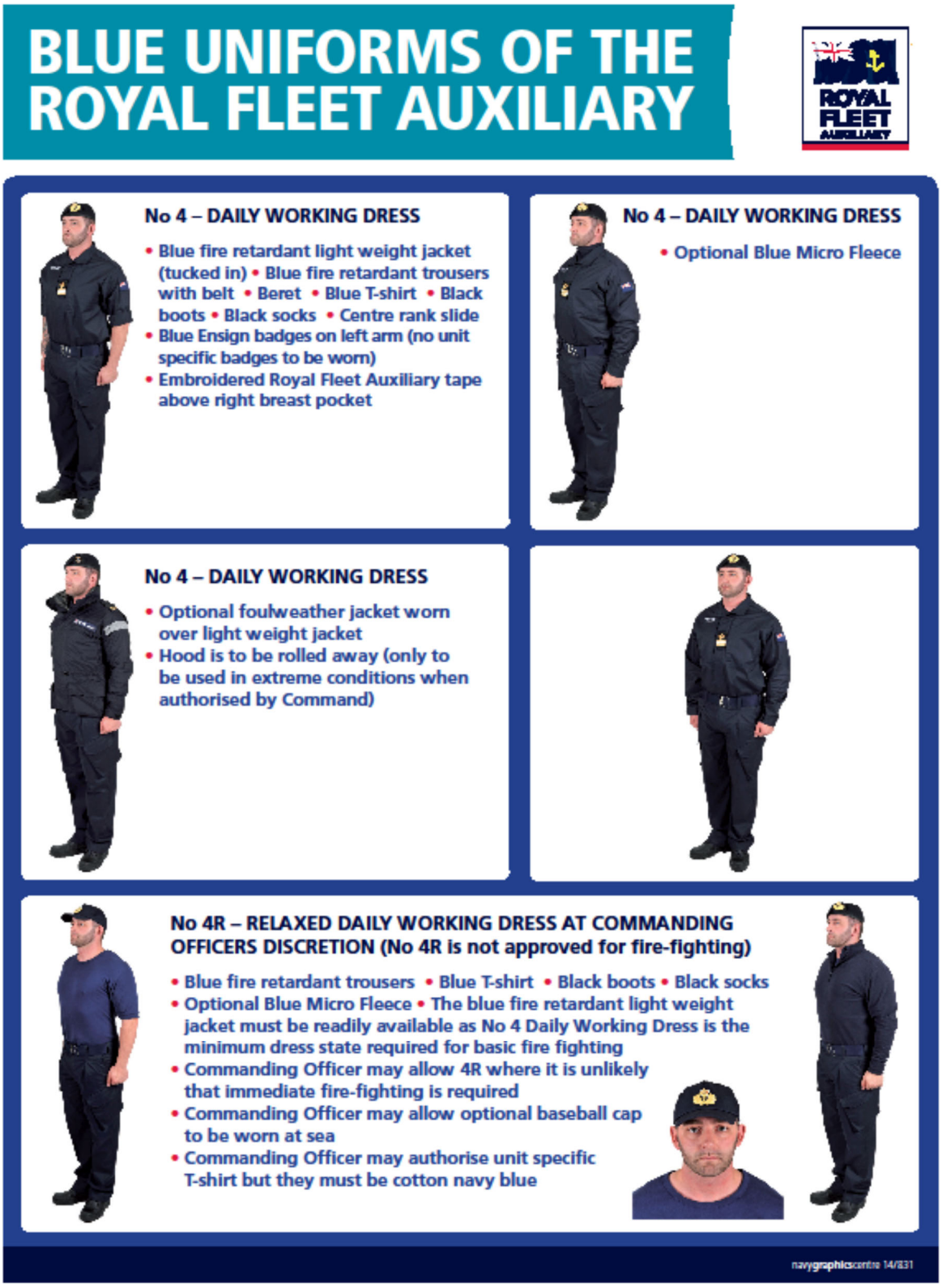
(1) **Name Tapes.** Name tapes are to be sewn along the top of the left breast pocket on the PCS lightweight jacket for all ranks and rates, in line with the "Royal Fleet Auxiliary" tape. Name tapes are to contain only the surname of the individual; initials are not permitted. Name tape lettering is to be in 'Helvetica Condensed' font, lettering is to be 15mm in height and the name within the name tape length of 130mm. Names longer than 15-17 characters will be condensed to fit. As with the Royal Fleet Auxiliary tape; the colouring is white lettering on blue background. With names such as 'McDonald', a small c can be used on the name tape and the authoritative document will be the nominal list supplied by the unit.

(2) **Royal Fleet Auxiliary Tape.** This is pre-sewn along the top of the right breast pocket. The tape will be a standard issue with lettering of 'Helvetica Condensed' font, 15mm in height and contained within the tape length of 120mm. The tape is white lettering on blue background.

(3) **Royal Fleet Auxiliary Blue Ensign Badge.** This is pre-sewn onto the left arm. The badge is a standard size of 100mm by 50mm. The badge should be centralised and level when viewed from the left side. Exact vertical position will depend upon the sleeve length and shoulder shape of the individual but generally the top of the badge should be 70mm below the centre of the shoulder seam at the top of the sleeve.

(4) **Existing Rank Slides.** Slides will be attached to the front of the PCS jacket. In order to establish uniformity and maintain standards, officers shall wear the left shoulder slide on their lightweight jackets.

Figure. 41-1. Blue Uniforms of the Royal Fleet Auxiliary



CHAPTER 42

CIVILIAN PERSONNEL EMBARKED IN MARITIME UNITS AFLOAT

(Sponsor: NAVY CULTURE-EXECPOL-SO2)

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4204. Scale 4. Armed Forces Parliamentary Scheme (Members of Parliament) - Kit Scales

CHAPTER 42

CIVILIAN PERSONNEL EMBARKED IN MARITIME UNITS AFLOAT

4201. Scale 1- Civilian Personnel Embarked in Maritime Units Afloat - Retail Assistant - Kit Scales

a. Basic Kit.

	Scale	Notes
Jersey, H/W blue	1	
Shirt, AWD	3	
Trousers, AWD	3	
Socks, thin, black	4	
Socks, thick, black	4	
Jacket, weatherproof	1	
Trousers, working, polyester	1	
Belt, waist, black	1	
Shirt, white, short sleeved	3	

b. Personal Loan Items.

	Scale	Notes
Boots, DMS	1	
Coverall, blue	1	

c. Tropical Outfit.

	Scale	Notes
Shoes, boat	1	
Shorts, blue	2	
Shorts, white	2	
Stockings, blue	2	

4202. Scale 2 - Civilian Personnel Embarked in Maritime Units Afloat - Retail Manager - Kit Scales

a. Basic Kit.

	Scale	Notes
Tie, black	1	
Shirt, white, collar attached	4	

b. **Personal Loan Items.**

	Scale	Notes
Boots, DMS	1	
Coverall, blue	1	

c. **Tropical Outfit.**

	Scale	Notes
Stockings, white	2	



Note. *Direct Entry Retail Managers are to be issued the same as Para 3601 Retail Assistants (Scale 1) on first occasion of need, in addition to the items listed in Para 3602 Scale 2.*

4203. Scale 3 - MOD Civilians - Short Term Assignments - Kit Scales (Note 1)

a. **Basic Outfit.**

	Scale	Notes
MK IV Foul weather jacket	1	
Jersey, H/W	1	
Shirt, AWD	2	
Trousers AWD	2	
Shirt, white, collar-attached	1	
Shirt, white, short sleeve	1	Note 2
Socks, thick, black	2 prs	
Socks, thin, black	2 prs	
Trousers, working, polyester	1	
Tie, black	1	

b. **Personal Loan Items.**

	Scale	Notes
Boots, DMS	1	
Coverall, blue or white	1	Notes 3/4



Notes:

1. This is optional scaling and not mandated.

2. Optional, for those members of a Muslim faith an additional shirt collar attached can be issued in lieu of Shirt, white short sleeve.

3. Skill Zones 1 - 4 are issued blue coveralls.

4. Band E, D, C, B and Senior Civil Service (SCS) Band 1 - 3 are issued white coveralls.

4204. Scale 4-Armed Forces Parliamentary Scheme (Members of Parliament) – Kit Scales (Note 1)

a. **Basic Outfit.**

	Scale	Notes
MK IV Foul weather jacket	1	
Jersey, H/W	1	
Shirt, AWD	2	
Trousers, AWD	1	
Shirt, white, collar-attached	1	
Shirt, white, short sleeve	1	Note 2
Socks, thick, black	2 prs	
Socks, thin, black	2 prs	
Trousers, working, polyester	1	
Tie, black	1	
Beret	1	
Holdall Bag	1	

b. **Personal Loan Items.**

	Scale	Notes
Boots, DMS	1	



Notes:

1. The Armed Forces Parliamentary Scheme is endorsed by the Secretary of State for Defence and Chief of Defence Staff. It is designed to facilitate visits by Members of Parliament to units in non-operational theatres, usually for 4 - 5 days at a time. The Naval Service Lead Officer is CNS-NS-SEC1.

2. Optional, for those of a Muslim faith an additional shirt collar attached can be issued in lieu of shirt, white short sleeve.

CHAPTER 43

JOINT SERVICE DRESS TABLES

(Sponsor: NAVY CULTURE-EXECPOL-SO2)

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4311. Non-Ceremonial Evening (Tropical)

CHAPTER 43

JOINT SERVICE DRESS TABLES

FOR USE AT COURT FUNCTIONS AND WHEN MEMBERS OF THE ROYAL FAMILY ARE PRESENT

4301. Full Ceremonial Day (Home)

Dress - Full Ceremonial Day (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1A Full Dress	Yes	4	2	Yes	Yes (Note 8)
	RM Officers	No 1A Full Dress	Yes	4 (Note 3)	2	Yes	Yes
Army		Frock Coat	Yes	4	2	Yes	Yes
		No 1 Dress with Ceremonial Accoutrements	Yes	4	2	Yes	Yes
		No 1 Dress or No 2 Dress with Sam Browne Belt	Yes	4	2	Yes	Yes
Royal Air Force		No 1A (Ceremonial) (Note 1) No 1 Service Dress (Home)	Yes	4	2	Yes	Yes

4302. Ceremonial Day (Home)

Dress - Ceremonial Day (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 8)	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1A Blue Dress	No	2	1	Yes	Yes (Note 8)
	RM Officers	No 1A Blue Dress or No 1B Lovat Dress	No	2	1	Yes	Yes
Army		Frock Coat	No	2	1	Yes	Yes
		No 1 Dress with Ceremonial Accoutrements	No	2	1	Yes	Yes
		No 1 Dress or No 2 Dress with Sam Browne Belt	No	2	1	Yes	Yes
Royal Air Force		No 1A (Ceremonial) (Note 1) No 1 Service Dress (Home)	No	2	1	Yes	Yes

4303. Non-Ceremonial Day (Home)

Dress - Non-Ceremonial Day (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/Collar	Stars of Orders maximum (Note 4)	Neck Decorations	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1C Undress	No	No	No	No	No
	RM Officers	No 1A Blue Dress or No 1C Lovat Dress	No	No	No	No	No
Army		Frock Coat	No	No	No	No	No
		No 1 Dress	No	No	No	No	No
		No 2 Dress	No	No	No	No	No
Royal Air Force		No 1 Service Dress (Home)	No	No	No	No	No

4304. Ceremonial Evening (Home)

Dress - Ceremonial Evening (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders (Note 4)	Neck Decorations (Note 7)	Miniature Medals	Miniature Medal Ribbons
Royal Navy	Naval Officers QARNNS Officers	No 2A Formal Evening Dress	No	2	1	Yes	No
	RM Officers	No 2A Formal Evening Dress	No	2	1	Yes	No
Army		No 10 Mess Dress with Stiff Shirt	No	2	1	Yes	No
Royal Air Force		No 5A Mess Dress (Home) White Waistcoat with Stiff Shirt	No	2	1	Yes	No

4305. Non-Ceremonial Evening (Home)

Dress - Non-Ceremonial Evening (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/Collar	Stars of Orders	Neck Decorations	Miniature Medals	Miniature Medal Ribbons
Royal Navy	Naval Officers QARNNS Officers	No 2B Evening Undress	No	No	No	Yes	No
	RM Officers	No 2B Evening Undress	No	No	No	Yes	No
Army		No 10 Mess Dress Soft Shirt according to Regimental Custom	No	No	No	Yes	No
Royal Air Force		No 5B Mess Dress (Home) Blue Waistcoat/ Cummerbund with Stiff Shirt or Soft Shirt	No	No	No	Yes	No

4306. Full Ceremonial Day (Tropical)

Dress - Full Ceremonial Day (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1AW White Dress	Yes	4	2	Yes	Yes (Note 8)
	RM Officers	No 1AW Dress with Ceremonial Accoutrements	Yes	4	2	Yes	Yes
		No 1BW Dress with Sam Browne Belt	No	2	2	Yes	Yes
Army		No 3 Dress with Ceremonial Accoutrements	Yes	4	2	Yes	Yes
		No 3 or No 4 Dress with Sam Browne Belt	Yes	2	2	Yes	Yes
		No 6 Dress with Sam Browne Belt	No	No	No	Yes	Yes
Royal Air Force		No 6A Ceremonial Dress (Note 5)	Yes	4	2	Yes	Yes
		No 6 Service Dress	No	4	2	Yes	Yes

4307. Ceremonial Day (Tropical)

Dress - Ceremonial Day (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1AW White Dress	No	2	1	Yes	Yes (Note 8)
	RM Officers	No 1AW Dress with Ceremonial Accoutrements	No	2	1	Yes	Yes
		No 1BW Dress with Sam Browne Belt	No	2	1	Yes	Yes
Army		No 3 Dress with Ceremonial Accoutrements	Yes	2	1	Yes	Yes
		No 3 or No 4 Dress with Sam Browne Belt	Yes	2	1	Yes	Yes
		No 6 Dress with Sam Brown Belt	No	No	No	Yes	Yes
Royal Air Force		No 6A Service Dress (Note 5)	No	2	1	Yes	Yes
		No 6B Parade Dress	No	No	No	Yes	No

4308. Non-Ceremonial Day (Tropical)

Dress - Non-Ceremonial Day (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders maximum	Neck Decorations	Medals	Swords
Royal Navy	Naval Officers QARNNS Officers	No 1CW White Dress	No	No	No	No	No
	RM Officers	No 1BW Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
		No 1CW Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
Army		No 3 Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
		No 4 Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
		No 6 Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
Royal Air Force		No 6B Parade Dress	No	No	No	No	No

4309. Full Ceremonial Evening (Tropical)

Dress - Full Ceremonial Evening (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Miniature Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 2AW White Dress	Yes	4	1	Yes	No
	RM Officers	No 2AW White Dress	Yes	4	1	Yes	No
Army		No 11 Dress with Stiff Shirt	Yes	4	1	Yes	No
Royal Air Force		No 8 Mess Dress	Yes	4	1	Yes	No

4310. Ceremonial Evening (Tropical)

Dress - Ceremonial Evening (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Miniature Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 2AW Mess Dress with Stiff Shirt or Soft Shirt	No	2	1	Yes	No
	RM Officers	No 2AW Mess Dress with Stiff Shirt or Soft Shirt	No	2	1	Yes	No
Army		No 11 Dress with Stiff Shirt or Soft Shirt	No	2	1	Yes	No
Royal Air Force		No 8 Mess Dress	No	2	1	Yes	No

4311. Non-Ceremonial Evening (Tropical)

Dress - Non-Ceremonial Evening (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Miniature Medals	Miniature Medal Ribbons
Royal Navy	Naval Officers QARNNS Officers	No 2BW Evening Undress	No	No	No	Yes	No
	RM Officers	No 2BW Soft Shirt may be Worn	No	No	No	Yes	No
Army		No 11 Mess Dress with Soft Shirt According to Regimental Custom	No	No	No	Yes	No
Royal Air Force		No 8 Mess Dress	No	No	No	Yes	No
		No 8A Mess Dress Red Sea (Note 6)	No	No	No	No	No

Notes:

1. AVMs and above.

2. May include one foreign star on appropriate occasions.

3. Two stars only when Sam Browne is worn.

4. Unless otherwise stated.



5. Officer appointed to senior prestige and representational posts, Air Advisor (irrespective of rank).

6. 'Red Sea Rig' worn by RAF personnel serving in RN ships, where authorised.

7. May include one foreign neck decoration on appropriate occasions.

8. Swords are not worn by QARNNS officers.

9. No 2CW Tropical Mess Dress may be authorised for informal evening wear in HM Ships and Establishments.

CHAPTER 44

ORDERS AND DECORATIONS, MEDALS AND MEDAL RIBBONS – UNIFORM GUIDELINES

(Sponsor: NAVY CULTURE-EXECPOL-SO2)

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CHAPTER 44

ORDERS AND DECORATIONS, MEDALS AND MEDAL RIBBONS – UNIFORM GUIDELINES

SECTION 1

GENERAL

4401. Authority For Wear

a. The King's Regulations for the Royal Navy require all personnel to wear the proper ribbons for the medals which have been awarded to them and to comply with the instructions respecting the manner of wearing orders, decorations and medals and the order in which they are to be worn, as laid down in these uniform regulations.

b. It is forbidden to wear any orders, decorations or medals without authority. Foreign orders, decorations and medals may be worn only when the Sovereign's permission has been given. This may be sought by application to Naval Secretary's Division. It should be noted, however, that permission is rarely granted and only in the most exceptional circumstances.

4402. Terms of Issue

a. The insignia of orders, decorations and medals and the Ribands to which they are attached are issued gratuitously on presentation; 229mm of medal ribbon for sewing on to garments is also supplied in the case of campaign medals.

b. Brooches for medals and medal ribbons are available from service stores. Officers purchase these items as required. Ratings and RM warrant officers, NCOs and ORs and associated reservists awarded a medal are given a gratuitous issue of one medal brooch and one medal ribbon brooch of the appropriate size.

c. Replacement brooches and ribbons are purchased as required.

d. Miniatures, ribbons and brooches for miniature medals and ribbons are not provided but may be purchased privately at the individual's expense.

4403. Order of Precedence

Orders, decorations, medals and medal ribbons are to be worn arranged in the order of sequence (or seniority) shown in JSP 761 'Honours and Awards in the Armed Forces' The number of each type of insignia of orders, which may be worn, with various dresses is shown in the Table of Dresses (Chapter 3 Annex 3A (RN)), (Chapter 4 Annex 4A (RM)). When the insignia of more than one order are worn, the one occupying the first position should be the most senior, unless for any reason a junior or foreign order is more appropriate to the occasion.

4404. Conditions Governing Awards

Extracts from the various Statutes and Warrants regulating the awards of Orders, Decorations and Medals are to be found in JSP 761. A number of Statutes and Warrants are in course of amendment, to take account of revised eligibility criteria introduced in 1994. Until such time as these are published, it should be noted that all gallantry awards are available at all ranks and rates.

4405. Spare

SECTION 2

MANNER OF WEAR

4406. Insignia of Orders

The insignia of the various orders are as follows:

a. **First Class**. Knights of the Garter, Thistle and St Patrick and Knights and Dames Grand Cross and Grand Commander. Broad riband (with badge attached). Collar when ordered.

b. **Second Class.** Knight and Dame Commander - star. Neck decoration (i.e. badge suspended on narrower riband, normally worn round neck).

c. **Third Class Companion and Commander**. Neck decoration (but the badges of companions of the Distinguished Service Order and Imperial Service Order are worn as medals only).

d. **Fourth and Fifth Classes.** Officers and members - badge worn as medal.

4407. Broad Riband

a. The broad riband of Knights of the Garter and Thistle is worn over the left shoulder, the bow from which the badge is suspended resting on the right hip. The broad riband of other orders is worn over the right shoulder, with the badge on the left hip. The ribands of orders when the riband alone is worn will be of the width of the ribands of the membership of the order. If there is no membership class the riband will be of the width of the riband of the companionship of the order.

b. With ball dress the broad riband is worn under the mess jacket and over the waistcoat (or dress).

c. With full dress the broad riband is required to pass under the shoulder strap, and in dresses which do not include shoulder straps the procedure is as follows:

(1) If an aiguillette is worn on the right shoulder the broad riband, other than that of the Garter and Thistle, is worn under the aiguillette shoulder strap. For the Garter or Thistle an additional aiguillette shoulder strap is worn on the left shoulder.

(2) If an aiguillette is not worn on the right shoulder the broad riband is worn under a blue cloth shoulder strap ornamented with gold and blue cord, of the pattern worn with ‘Staff’ type aiguillettes (Chapter 39, Para 3912).

4408. Collar

a. The collar of an order is worn on certain special occasions as ordered, instead of the broad riband, with full dress only (Nos. 1 and 1W Dresses). The collar is worn under the shoulder straps or epaulettes near the outer edge, hanging at an equal distance back and front, with the badge suspended below the front centre.

b. Collar Days[1], in accordance with instructions of the Central Chancery of the Orders of Knighthood are Easter Sunday, Ascension Day, Whit Sunday, Trinity Sunday, 1 January, 6 January (Epiphany), 25 January (Conversion of St Paul), 2 February (Presentation of Christ in the Temple), 6 February (The Queen's Accession), 1 March (St David), 17 March (St Patrick), 25 March (Lady Day), 21 April (The Queen's Birthday), 23 April (St George), 29 May (Restoration of the Royal Family),2 June (The Queen's Coronation), 24 June (St John Baptist), 4 August (Queen Elizabeth, The Queen Mother's Birthday), 6 August (Transfiguration), 29 September (St Michael and All Angels), 1 November (All Saint), 30 November (St Andrews), 25 December (Christmas Day), 26 December (St Stephen), 28 December (Innocent's Day), when His Majesty opens or prorogues Parliament and by those taking part in the Ceremony of an Introduction of a Peer in the House of Lords. In dresses that do not include shoulder straps, the procedure is as follows:

(1) If an aiguillette is worn on the right shoulder an additional aiguillette shoulder strap is worn on the left shoulder.

(2) If an aiguillette is not worn on the right shoulder a pair of blue cloth shoulder straps is worn.

c. The holder of more than one First Class Order, when wearing the collar of one order also wears the broad riband of the next order in sequence. Only one collar may be worn.

4409. Stars

a. Stars of orders are worn on the left side.

b. When only one star is worn it should be in the centre line of the breast pocket with the upper point not less than 25mm below the lip of the pocket, or in the corresponding position on garments without a breast pocket.

c. When two stars are worn the second star is placed directly below the first, with its upper point not less than 25mm below the lower point of the star above.

d. When three stars are worn the second and third stars are normally worn below the first, in horizontal line, with the second towards the wearer's right, but if in this position the stars interfere with the broad riband, the first and second stars may be worn in line, senior star to the right, with the third star beneath.

[1] To be revised when ordered by Buckingham Palace following the accession of HM The King.

e. When four stars are worn the first is worn above, the second and third in line below, senior star to the right, and the fourth below again, in vertical line with the first.

f. When either three or four stars are worn on the undress coat it is necessary to position the first so that the second is clear of the top left-hand button of the coat, for which purpose it is permissible for the top star to the worn with its upper point up to 13mm above the lip of the breast pocket.

g. With women officers' dresses which include a cape or bolero, stars are worn thereon - not on the dress.

4410. Neck Decorations and Court Mounting of Medals

a. With the ceremonial day coat, and with RM tunics and frockcoat with stand collar, the first or only badge is worn with the riband inside the coat or tunic collar, emerging between the hook and eye and the bottom of the collar. If a second badge is worn it is suspended from a small eye stitched inside the coat or tunic, on 76mm of ribbon emerging between the first and second button on the right-hand side.

b. With a turned-down collar and day tie the first or only riband is worn inside the collar and over the tie, with the badge immediately below the knot of the tie. The second riband, if any, is worn on naval-type uniforms immediately below the first, the lower part of the badge resting on the cross of the lapel of the coat. Chaplains may wear neck decorations in a corresponding manner with the clerical collar. On military type uniforms the second riband emerges 19mm below the top button of the jacket, being suspended from a small eye stitched inside.

c. With winged collar and bow tie (only to be worn in the evening) one neck decoration only may be worn and the riband is worn the collar but under the tie, the badge hanging as close as possible below the bow.

d. With the white tunic the first or only badge is worn with the riband inside the tunic collar and the badge emerging to hang 19mm below the collar, and other badges, if any, are worn emerging between the buttons of the tunic, each 25mm below the badge above.

e. Until replaced by the new mess dress, women officers' dresses which include a cape or bolero the riband is made up into a bow and worn with the badge attached below it on the left side of the cape or bolero, immediately below the medals, which should be moved up as necessary to provide room. When two badges are worn the senior badge is placed above and overlapping the junior. If a star is worn additionally (e.g. by a Dame Commander of an Order) it is positioned below the other decorations.

4411. Medals (Including Badges of The 4th And 5th Classes of Orders and Decorations Worn as Medals)

a. Medals, suspended from their ribands, are to be worn on the left breast in one horizontal line, with the highest in seniority at the end furthest from the shoulder. Medals awarded by a society for bravery in saving human life, if specially authorised to be worn, are to be worn on the right breast, similarly to those on the left and on the same horizontal line. All medals are worn observe outwards, i.e. with the head of the Sovereign showing.

b. The ribands are to be suspended from a bar, which they must completely cover, without gaps. The bar should be disposed centrally in the space available, without projecting outward beyond the shoulder or inward beyond the opening of the coat, or beyond the centre of a tunic or coat without opening. When the medals are too many to be suspended from the bar so as to be fully seen, they are to overlap, the most senior showing in full. In the case of ratings and ranks below officer, medals should, however, overlap whenever three or more are worn, the length of the bar to be 95mm for three medals up to a maximum of 171mm for larger numbers.

c. The bar should be of the brooch type, with the pin inserted through beckets sewn to the garment. It may, if necessary, come over the lapel of the garment, except when a rifle is carried, when the bar should be under the lapel, as a protection for the medals.

d. The medal bar is worn immediately above the top row of medal ribbons sewn to the garment, or in the same position, and using the same beckets, as the top row of detachable ribbons. See Para 4413 sub para e.

(1) For RMBS ranks wearing No. 1 Full Dress Blues - Ceremonial Dress the medal bar is worn centrally on the left breast using beckets, the top of the medal bar being positioned horizontally, slightly above the second button down.

(2) For RMBS ranks wearing No. 1AW Dress – Tropical Full Ceremonial Dress the medal bar is worn centrally on the left breast and is pinned directly onto the fabric 6mm above the top seam of the pocket. Medal ribbons are not worn by band ranks in this uniform.

e. The length of medal riband for medals of normal size is to be 44mm. When two or more medals are worn, the length of ribands of medals of other than normal size should be adjusted so that the lowest points of the medals are all in line. A 44mm medal riband will accommodate four clasps: if more than four are worn the length of riband should be adjusted as necessary, leaving 13mm clear riband above the top clasp.

f. When medals are worn with garments on which medal ribbons are sewn, care must be taken that the ribbons are completely covered. If necessary a piece of material can be attached to the medal bar for this purpose.

g. Where more than one medal has been awarded, the ribands are to be suspended from a bar, which should be of the brooch type, with the pin inserted through beckets sewn to the garment. Medal ribands should be placed side by side up to and including a quantity of 6 medals unless the width of these 6 medals extends past the left shoulder seam of the uniform. In this instance, the 6 medals may be overlapped.

h. **Court Mounting.** Medals may also be worn court mounted. In this method the ribands are mounted on a frame of which the lower edge is in line with the centre of the medals. Commencing from the lower edge of the frame each riband runs over the upper edge and down to the ring of the medal. The medals are stitched down to the ribands. Court mounted medals may also be overlapped however, personnel with 7 or more court mounted medals should always wear them overlapped.

i. RN and RM personnel who have been awarded with 6 or more medals may have them court mounted at crown expense. (Personnel with 5 or fewer medals who wish to have them court mounted may do so, but at their own personal expense). See also sub-para 4412(e.) with regards to Miniature Medals.

j. The court mounting of medals (6 or more) at crown expense is included in the naval service tailoring contract, such that entitled individuals are able to request this service via their local (UK) and where applicable overseas unit tailors without having to pay for it themselves.

k. All RN and RM personnel (only) who are assigned to overseas/isolated commands and units where no MOD expense type clothing services exist, are to make early provision ahead of taking up their assignment for their medals and ribands to be bar or Court Mounted in good time. However, when medals are issued whilst deployed, such personnel with no access to a UK based MOD approved contract tailor are to submit a unit claim for reimbursement of the cost of Bar Mounting or, for those eligible only, the Court Mounting of six (6) or more medals and ribands via JPA, with itemised receipts retained for auditing purposes. The following information must be used:

(1) Type of Claim: select **Miscellaneous**.

(2) Authority: input **"RNTM 01-011/23 Court Mounting of Medals"**.

(3) Have you been told to use a UIN other than your own units?: select **No**. (should be auto populated).

(4) Do You Have the Authority of the Budget Holder?: select **Yes**.

(5) Click **Next**.

(6) Click **Details**.

(7) Expense Type: select Medical, Dental, Opticians, Prescription Fees.

(8) Date expense incurred: **input date of payment**.

(9) Receipt amount: **input the cost of purchase**[2].

(10) Justification: input “Bar Mounting xx medals or Court Mounting 6 or more Full Size Medals iaw RNTM 01-111/23, include the following details: your unit, location and state why there is no access to MOD Approved Contractor”.

(11) Click **Return**.

(12) Tick **I accept the Terms and Conditions of the MOD’s Travel and Expense Policies**.

(13) Click **Submit**.

l. Badges of the 1st, 2nd and 3rd classes of orders are not worn as medals (other than miniatures - see Para 3811).

4412. Miniature Medals

a. These are half the size of the insignia, which they represent and on ribands 29mm long, are worn in the same manner as full-sized medals.

b. With some exceptions, as detailed in JSP 761, miniatures of all badges of orders and decorations are worn with miniature medals.

c. Except as in sub para d, miniature medals are worn with number 2A/2B Mess Dress/Undress on the lapel of the mess jacket. They may extend over the lapel towards the shoulder but not beyond the lapel on the inner side. The position on RM officers’ mess jackets is: Colonels and above, 102mm below the neck point of the shoulder seam; other officers 19mm below the Globe and laurel badge. Until replaced by the new mess dress the officers’ capes should be level with the top of the rank badge.

d. Drum Majors wear miniature medals horizontally on the Drum Major’s dress belt and centrally on the black band above the word “Gibraltar” so as not to obscure the battle honour.

e. RN and RM personnel may choose to have their Miniature Medals Court Mounted, however in all instances this is at the owners personal expense. The Court Mounting of Miniature Medals has not been included in the naval service tailoring contract, irrespective of the number of medals an individual has been awarded, and it is not covered under crown expense.

[2] At this point an error may show stating “Justification is required. The receipt amount exceeds the allowable daily limit for the number of days reported. Please include in your justification the reason for this expense”. Accept the error and move on.

4413. Medal Ribbons

a. When ribbons are worn apart from the orders, decorations and medals themselves a ribbon is worn for each medal, etc except the Garter, Thistle and St Patrick. The ribbon is the same for all classes of an order. The ribbon is to be worn from the date of the official notification of the award.

b. Length of ribbons to be worn: RN, and personnel - 13mm, but with more than five rows ribbons 10mm long may be worn. Royal Marines - 10mm all cases.

c. The width of the ribbon is to be that of the riband attached to the order, decoration or medal itself. For orders, the width is that of the riband of the lowest class. The normal width in each case is 32mm.

d. The ribbons are to be sewn on the garments, except on whites, tropical khaki and stone-coloured garments for which a detachable, brooch-type bar similar to the medal bar is to be used, with the pin inserted through beckets sewn in the correct positions. The ribbons are to be arranged in one or more rows as required, without either gaps or overlapping, in order of seniority as for medals, starting at the inside end of the top or only row. The rows should be 6mm apart for officers and Royal Marines and 3mm for others, but officers and Royal Marines may reduce the distance apart if necessary to accommodate a large number. The ribbons of orders, decorations and medals for which only private permission to wear has been given are not to be sewn on the garments.

e. The ribbons are to be worn on the breast, as for medals, positioned as follows:

(1) **RN Officers.** Top or only row 25mm below point of shoulder. When additional rows are sewn to the garment the number of ribbons in each row should be such that all visible, while preserving as symmetrical an arrangement as possible. The detachable bar may also have more than one row if necessary, in which case no row should be longer than the one above.

(2) **Royal Marines.** First row centrally over the breast pocket, 6mm above the top seam of the pocket. Additional rows centrally over the first, with no row shorter than the one above. Not more than five ribbons to a row, and no row to extend nearer than 19mm from the shoulder seam, but each row to be completed to maximum width before another is started.

(a) For female band ranks wearing No. 1A Regimental Dress Blues first row to be sewn centrally on the left breast being positioned horizontally, between the first and second button down so that the medal(s) sit at an appropriate height above the bust point. Additional rows as described above.

(b) For band officers and WO1s wearing No. 1 Full Dress Blues - Ceremonial Dress (Frockcoat Order) medal ribbons are to be sewn between the centre seam and left breast buttons with the first row being positioned horizontally, slightly above the second button down. Additional rows as described above. Medals are not worn in this uniform.

(3) **Ratings.** Top or only row: on jackets: level with the point of lapel; on blue jumpers: 114mm below point of shoulder; on white uniform: 51mm below point of shoulder. In each case, when there is more than one row, no row is to be shorter than the one above, and the whole display should be as symmetrical as possible about the vertical.

(4) Ribbons must not project outward beyond the point of the shoulder, or inward beyond the centre of the garment or under the lapel, and they must all be visible.

4414. Miniature Medal Ribbons

Ribbons 10mm long and 19mm wide, are worn only with mess dresses. They are not sewn to garments but are worn on detachable, brooch-type bars, in the same positions as miniature medals. See Para 4411 sub para c. Miniature medal ribbons are not worn by Royal Marine and Naval Officers except, in the latter case, for safety reasons when acting as Duty Officer.

4415. Rosettes

Rosettes are worn on certain medal ribbons and miniature medal ribbons to denote clasps to the medals or some special distinction.

4416. Wearing of Foreign Medals

a. The rules governing the wearing of foreign medals are contained in Foreign, Commonwealth & Development Office (FCDO) regulations. The MOD is required to seek and follow FCDO guidance if foreign medals are offered to Service or civilian personnel. The FCDO advises all foreign embassies of the British rule on a regular basis.

b. HM The King approves the receiving and wearing of all foreign medals, orders and decorations. In all cases, requests to receive or wear should be made through the Chain of Command to Naval Secretary for onward transmission, as necessary, to Defence Services Secretary. It will then be for DS Sec to staff the request formally to both the FCDO and the Ceremonial Branch of the Cabinet Office, whose agreement is required before His Majesty's permission is sought. There will inevitably be some delay during this process and it should be noted that permission to wear is given only rarely.

c. Individual foreign awards for gallantry or meritorious service follow the same staffing route. Both may be subject to scrutiny within the FCDO which must take account of the employment of Service personnel as State Servants, although it is usual that life-saving actions may be recognised by the appropriate Head of State.

d. No campaign medal for wearing, UK or foreign, may be claimed through concurrent service which gains another campaign medal.

e. Occasions may arise where foreign medals are presented to Service personnel abroad without prior warning. In such cases, individuals must exercise judgement as to whether refusal might give offence and the usual course of action is to accept the award. Thereafter, the Chain of Command is to be informed together with any request to wear and justification for it. Usually, the recipient will be allowed to keep the medal as a memento, not to be worn.

f. See JSP 761 'Honours and Awards in the Armed Forces', Chapter 12, Annex B for the official order of wear for foreign orders, decorations and medals which have been approved for wear.

4417. Wearing of Numerals or Bars Denoting Multiple Tours with UN, NATO or WEU

Rules for the wearing of numerals are derived from the instructions issued by the Secretaries of the UN, NATO or WEU, as amended by any bilateral agreement between the UK and the relevant organisation. The UN makes official provision for numerals, NATO and the WEU do not. In addition, some nations reward multiple tours by the wearing of a medal for each tour. However, the practice or customs of other nations in receipt of the same medals is NOT to be adopted by UK Service personnel unless explicitly authorised in DINs.

4418. Wearing of Unofficial Medals

a. Only those Honours, Decorations, Medals and Awards that have been formally approved by the Sovereign may be worn. This applies to the wearing in uniform and civilian clothing, and by retired members of the Armed Services. Commanding Officers are responsible for ensuring that individuals do not wear medals that are not approved or to which they are not entitled, as well as being responsible for ensuring individuals are in possession of medals to which they are entitled.

b. A number of private companies market unofficial commemorative medals and although there is no reason why individuals may not purchase these items they are still formally classified as unofficial and have not been given approval by the Sovereign, and thus may not been worn. The fact that an advertisement for such medals appears in "in house" Service magazines is not to be taken as an indication that a medal has been formally approved and may be worn.

c. Any queries on the status of any medal, or of an individual's entitlement to it, should, in the first instance, be made to single-Service medal offices.

4419. Wearing of Family Medals

Medals awarded to parents, grandparents, children, siblings or other family members, are not to be worn by serving personnel in uniform. Such 'family' medals may, however, be worn in civilian clothing on suits or blazers and female equivalent dress on the appropriate occasions, when they are customarily worn over the right breast.

SECTION 3

WEARING OF ORDERS, DECORATIONS AND MEDALS WITH CIVILIAN DRESS

4420. General Conformity

The following instructions, which conform to those promulgated by the Lord Chamberlain's Office in the London Gazette for the guidance of all concerned, apply to both serving and retired personnel when the civilian dress.

4421. Evening Dress

a. The occasions on which the insignia of orders and miniature medals and badges are worn with evening dress are as follows:

(1) At parties and dinners when any of the following members of the Royal Family are present:

- His Majesty The King; and
- Her Majesty The Queen.

Their Royal Highnesses:

- The Prince and Princess of Wales;
- The Duke and Duchess of Edinburgh;
- The Princess Royal;
- The Duke and Duchess of Gloucester;
- The Duke and Duchess of Kent;
- Prince and Princess Michael of Kent; and
- Princess Alexandra, the Honourable Mrs Angus Ogilvy.

(The host should notify their guests if any of these members of the Royal Family will be present.)

(2) At parties and dinners given in houses of Ambassadors and Ministers accredited to the Court, unless otherwise notified by the Ambassador or Minister concerned. (A decoration of the country concerned should be worn in preference to a British one, and if both are worn, the former should take precedence over the latter.)

(3) All official dinners and receptions, including Naval, Military and Air Force dinners, dinners of City Livery companies and public dinners. (The word 'Decorations' on the invitation card to be the intimation from the host that the entertainment is an official one.)

(4) On official occasions when entertained by:

- HM Lieutenant of a county within their county;
- The High Sheriff of a county within their county;
- Cabinet Ministers;
- Ex-cabinet Ministers;
- Knights of the Garter, Thistle and St Patrick;
- Great Officers of State and of The Kings Household;
- Lord Mayors and Mayors; and
- Lord Provosts and Provosts.

(The word 'Decorations' on the invitation card to be the intimation from the host that the entertainment is an official one.)

b. With Full Evening Dress the following may be worn:

- Broad riband;
- Up to 4 stars;
- Not more than 1 neck decoration; and
- Miniature medals.

c. With Dinner Jackets the following only may be worn:

- Not more than 1 star;
- Not more than 1 neck decoration; and
- Miniature medals.

d. On occasions when it is desired that decorations be worn, invitations should state either 'Evening Dress, Decorations' (for full evening dress) or 'Dinner Jacket', Decorations'. When 'Evening Dress, Decorations' is prescribed those not in possession of full evening dress may wear dinner jacket, with decorations, etc. as in Para 3819 sub para c.

e. With 'Dinner Jacket, Decorations' it is permissible to wear either a stiff evening collar or a soft collar

4422. Day Dress

The insignia of orders, decorations and medals (full size) may be worn with formal day dress on appropriate official occasions and at public functions. When decorations are worn with formal day dress on such occasions as a British Legion rally or ex-Servicemen's parade, it is customary to wear medals only, stars of orders and neck decorations not being worn.

4423. General

a. Nothing in the above shall affect in any way the practice of the Knights of the Orders of the Garter and Thistle, and Members of the Order of Merit, the Order of the Crown of India and the Order of the Companions of Honour with regard to wearing their insignia in accordance with previous custom.

b. Ladies in civilian dress may wear the orders, decorations and medals to which they are entitled under the same conditions as above, so far as appropriate.

c. The manner of wearing the insignia of orders, decorations and medals is the same as with corresponding items of uniform.

CHAPTER 45

MARITIME RESERVES UNIFORM REGULATIONS

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

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CHAPTER 45

MARITIME RESERVES UNIFORM REGULATIONS

4501. Maritime Reserves Uniform Regulations

a. The wearing and maintenance of uniform in the Maritime Reserves (MR) is to be in accordance with Chapter 38 and JSP 752 Chapter 15.

b. RNR Ratings and RMR Other Ranks with former service in the RN and RM may wear Good Conduct Badges due for such service.

c. All clothing and equipment issued to ratings and other ranks remain the property of the Crown. Personnel are responsible for ensuring that all such items are used for service purposes only, and for producing them in good condition when called upon to do so. On being first issued with the uniform and equipment, ratings/other ranks are to sign an undertaking to the effect that they will return it to their parent unit when they are discharged from the RNR/RMR.

d. The advice of RNR Unit Commanding Officers and, ultimately, CMR is to be sought in all cases of doubt or where it is deemed that permission to wear uniform is required.

4502. Provision of Uniform - MR Officers

a. The cost of uniform on appointment or promotion to officer rank will be borne by the Ministry of Defence. The authorised scales of uniform for MR officers are shown in the Annexes to Chapter 39 and Chapter 40.

b. **Eligibility.** No officer may qualify for more than one full outfit cash grant and set of free issues on account of membership of two sections of the Reserve, e.g. an officer holding a commission in the RNR who also has an appointment as an officer of the Sea Cadet Corps. However, they may be reimbursed actual costs to buy a different uniform and shoulder boards.

c. **Transfer from RN/RM and Re-entry into the MR.** The regulations for officers who transfer from the RN/RM or re-enter the MR are contained in JSP 752, Chapter 15.

d. **Payments of Cash Grants.** All cash grants will be paid through JPA without application, and no payments may be made by any other authority without specific authorisation.

e. **Kit Record Book (S2910).** All issues will be entered in the officer's Kit Record Book, any deficiencies being entered on the appropriate page. When the items become available they will be issued; the entry on the deficiency page is the authority for issue.

f. **Call Out for Permanent Service.** Officers of the MR called out for permanent service are required to take with them the complete scale of uniform and kit as issued, which will be specified in their Call Out Order.

g. **Additional Uniform.** MR Officers are permitted to purchase (from Ministry of Defence stocks), articles included in the authorised list of officers' clothing for wear as uniform. All purchases are to be strictly limited to immediate personal requirements.

4503. MR Officers' Uniform Grant Refund on Discharge

a. The following applies to Reserve officers who resign voluntarily or whose appointments are terminated compulsorily.

(1) **Voluntary Outflow (VO).** Applies to officers leaving the Service, and to those transferring to another branch/Service. Officers who voluntarily retire, including Midshipmen/2nd Lieutenants, will be required, at the discretion of MOD, to refund their initial uniform cash grants and the value of their initial outfit free issues as follows:

(a) Grants paid and issues made less than one year prior to date of VO (see Note) - in full.

(b) Grants paid and issues made over one year but less than 2 years from date of VO (see Note) - two-thirds.

(c) Grants paid and issues made over 2 years but less than 3 years from date of VO (see Note) - one-third.



Note. *Measured from "last day on Naval pay". Each grant and free issue will be considered separately for this purpose.*

(2) The amount of refund will be re-assessed in the light of any Kit Deficiency certificates handed in and any unused items of gratuitous issue returned in an unmarked condition. The value of these items will be reduced on the same basis as Para 4503.a sub para (1) above, each free issue being considered separately. Returned items of gratuitous issue cannot be offset against the liability to refund cash grants.

b. Officers whose appointments are terminated compulsorily before they have completed two years' service (from date of entry) are required to return the principal items of uniform and equipment, as directed by the MOD, charges being raised against them or, if under 18, their parent or guardian for any that they fail to return.

4504. MR Officers' Promotion Grants

Promotion grants are payable under the same conditions as for RN/RM officers, in accordance with JSP 752, Chapter 15 for the Rank to which promoted.

4505. Aiguillettes - MR Officers

MR officers appointed as ADCs, Honorary Physicians, or Honorary Surgeons to HM The Queen or as Equerries to members of the Royal Family should apply for a loan issue of aiguillettes and aiguillette shoulder straps when required and in accordance with Para 3913 and Para 4021. Articles issued on loan are to be returned as soon as possible after the ceremony or function for which they are supplied.

4506. Uniform Upkeep Allowance (UUA)

a. Except as provided in Para 4502, Para 4504 and Para 4505, no cash grants or free issues of articles of uniform from Service stocks will be made at any stage in an officer's career, except when authorised by DIN or CMR. JSP 752 Chapter 15 provides more detailed guidance upon issue and maintenance of uniform. Maintenance of uniform will be the officer's responsibility and UUA will be paid for this purpose provided the officer is in date for training and eligible for Bounty. The amount payable varies according to training list and is restricted to normal peacetime service in the Reserve, ceasing when officers are mobilised or serving on Full Time Reserve Service (FTRS) commitments. The allowance will be reduced proportionately when less than a full year's service has been rendered in the Reserve in any one year.

b. The allowance is payable annually in respect of each training year, ending 31 March, when Bounty has been earned. Payment will be made automatically through JPA. When an officer is, exceptionally, awarded a Bounty Waiver it does not automatically entitle them to the award of UUA.

c. **Membership of Two Sections of the Reserve.** A member of two sections of the Reserve, e.g. an RNR officer who also holds an appointment as an officer of the Sea Cadet Corps, may receive half the lower rate of UUA in addition to the full rate of the higher allowance authorised for the other appointment.

4507. Provision of Uniform

a. Ratings/Other Ranks are issued with items of uniform free of charge on being enrolled into the MR in accordance with the appropriate scales prescribed in Chapter 39 and Chapter 40 respectively. Subsequent replacements will be issued on a “one-for-one” basis in accordance with current regulations, subject to an assessment of “fair wear and tear”. Once issued, ratings/other ranks are responsible for maintaining their kit in a clean condition and in a good state of repair.

b. The initial issue is to be restricted to those items prescribed for the provisional New Entry Scheme in accordance with BRd 3(1) Chapter 39 and Chapter 40. Remaining items will be issued as required for their stage of training.

c. **RMR.**

(1) RMR Ranks who have qualified for the award of the Green Beret will be issued it by CTCRM on completion of their Commando training.

(2) On completion of Phase 2 training, men are to wear "Royal Marines Commando" shoulder flashes.

(3) All members of 2 Raiding Troop are to be issued with a Coxswain's standard scale of equipment.

4508. Return of Uniform on Discharge

a. On final discharge from the RNR/RMR, officers and ratings/other ranks are required to surrender all items of equipment and loan clothing issued to them. Whenever possible, action is to be taken against personnel who fail to return any of these items.

b. Ratings/Other Ranks discharged prior to completing their initial 5-year engagement will be required to return all items of kit issued or make good any deficiencies as follows:

(1) Under one year’s service - at full Fleet Issuing Price.

(2) Over one year’s service - at 50% Fleet Issuing Price.

c. The effects of personnel who die in service are to be disposed of in accordance with QRRN Chapter 55 Section II.

d. The kit of personnel discharged for misconduct whilst called out for permanent service is to be dealt with in accordance with the regulations for corresponding rank/rate in the RN/RM. For this purpose, the period of service is to be reckoned from the date upon which the individual concerned was called out.

4509. Full Time Reserve Service (FTRS) or Mobilisation

a. MR Officers and ratings/Other Ranks undertaking a period of FTRS or mobilisation will be issued with appropriate items of uniform to bring their outfit up to the scales authorised for regular personnel. For officers, additional cash grants may be payable.

b. Due to the nature of FTRS or mobilisation commitments, the issue of tailored uniforms, where necessary, should be based on the cheapest and quickest method available in the individual circumstances. The arrangements for the issue of tailored uniforms are to be through the LO HMS NELSON or, for RM/RMR, DSO CTCRM who may employ one of the following methods:

(1) Through the existing contract arrangements for new entry and SO(LE) officers.

(2) Exceptionally by a cash grant for the bespoke tailoring of new uniforms. This must be submitted to DNPSSC for prior approval.

c. RNR Junior ratings mobilised or on FTRS are to be issued with the cap ribbon appropriate to the ship or establishment to which they have been drafted.

4510. Wearing of Uniform

a. RNR/RMR uniform is to be worn on all occasions when undergoing training or other duties, paid or unpaid, in accordance with local orders and regulations contained in BRd 3(1) (see Para 3808-3811), unless otherwise ordered.

b. MR officers on the Active List and all serving RNR ratings/RM Other Ranks may also wear uniform on other appropriate occasions where, in doing so, the Service is not brought into disrepute or the security of the Reservist concerned is not endangered or compromised as a result. Appropriate occasions may include weddings, investitures, funerals, memorial services/parades or formal Service or civilian social occasions. Uniform should never be worn during political rallies or demonstrations, when appearing before a court of law as either witness or accused, outside the UK (without prior permission), or in a public house/night club where unwelcome attention may be derived through doing so.

c. The advice of MR Unit Commanding Officers and, ultimately, CMR is to be sought in all cases of doubt or where it is deemed that permission to wear uniform is required.

4511. Wearing of Uniform by Honorary Officers

Honorary officers of the RNR/RMR may wear the uniform of their rank on appropriate occasions. Following initial provision of a No1 suit and working rig, the maintenance of uniform will be their own liability.

CHAPTER 46

ROYAL CORPS OF NAVAL CONSTRUCTORS

(Sponsor: NAVY CULTURE-EXECPOL-SO2)

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CHAPTER 46

ROYAL CORPS OF NAVAL CONSTRUCTORS

4601. RCNC Uniform

As noted in QRRN Chapter 1, the Royal Corps of Naval Constructors (RCNC) is a civilian corps and an integrated part of the Defence Engineering and Science Group with its members wearing uniform in certain posts. It is not a part of the Naval Service, but RCNC uniform is very similar to Royal Navy uniform. As this subtle distinction is not understood by many, RN regulations for uniform shall be used as the guideline for the wearing of the equivalent RCNC uniform. RCNC members do not hold a commission and cannot be compelled to wear uniform. However, an individual who has volunteered to wear uniform shall follow naval traditions, marks of respect, etiquette and customs where reasonable and appropriate. For example, saluting a senior officer is reasonable and appropriate; being ordered into combat is not. RCNC members in uniform should be treated by other uniformed services with the same marks of respect and etiquette as they would treat a commissioned RN officer of the same rank.

4602. RCNC Uniformed Posts

This section discusses a method for identifying whether a post should be uniformed and how uniform should be worn appropriately. It does not consider the case of SCS grade Constructors and policy for this should be agreed on a case by case basis by Head of the RCNC[1] (HRCNC) and First Sea Lord.

a. In all cases the recent custom and practice of the RCNC shall be used to identify the RCNC rank equating to civil service grades. This aligns well with the common DE&S working equivalencies between uniformed and non-uniformed personnel but is not the same as noted in JSP755. The following equivalencies shall be used:

Table 46-1. RCNC Uniform Ranks

Substantive Civil Service Grade	Rank to be used on all RCNC Uniforms	JSP 755 Equivalencies
Band B1	Captain RCNC	No equivalent
Band B2	Commander RCNC	Captain RN
Band C1	Lt Commander RCNC	Commander RN
Band C2	Lieutenant RCNC	Lt Commander RN
DESG Graduate Engineer (Note 1)	Lieutenant RCNC (Note 2)	No equivalent

[1] As of this edition HRCNC is DE&S Director Ships. However the position is generally held by the most senior RCNC member currently employed by the MOD, and as such will rotate to that individual's post.



Notes:

1. Only when RCNC Graduate Member, only while training at sea.

2. Following previous RCNC precedent for "Probationary Assistant Constructors".

b. There are some anomalies between this grade-based table and a more historic-based view in which pre-1988 RCNC grade, and experience in that grade, were used to judge, for example, whether a person of the grade of Constructor should wear Lieutenant Commander or Commander rank. However to provide some clarity and reduce the amount of interpretation, the basis for rank worn shall be only current substantive civil service grade and not experience in that grade or any temporary promotion status.

c. For C2 staff and upwards, in all cases the act of gaining permission to wear uniform shall commence with the Constructor deciding to volunteer to wear uniform. The officer proposing to wear uniform shall gain approval from the post's line management and then the HRCNC to wear RCNC uniform.

d. For DESG Graduate Engineers undertaking training at sea, the engineer's Mentor shall initially decide whether the trainee is sufficiently experienced to wear uniform appropriately. Sea Time undertaken within six months of initial entry to the MOD shall generally not be undertaken in uniform. The officer proposing to wear uniform shall then gain approval from the Maritime Development partner and then the HRCNC to wear RCNC uniform on Sea Time.

e. When permission is sought from HRCNC to wear uniform, the proposed rank and schedule of uniform to be followed shall be identified.

f. Once a uniformed post proposal has been approved by HRCNC for an individual, the officer proposing to wear uniform shall:

(1) Familiarise themself with BRd 3(1) Part 6 and other relevant RN publications.

(2) Liaise with BRNC to arrange familiarisation training with regard to wearing the uniform and other elements of naval etiquette. Should this not prove practical, an appointment with the Base Warrant Officer of a Naval Base or Establishment Warrant Officer of a Shore Establishment shall be made to discuss informally the correct manner to wear uniform and discuss naval etiquette.

(3) For sea time, DESG trainees shall consult with the Fleet Constructor.

g. Any proposal to HRCNC for a post holder to adopt a uniformed posture shall consider the following to identify whether the post holder should be uniformed in one of the following categories:

(1) **Fully Uniformed Posting (Schedule A).** A post holder will wear RCNC uniform for all routine MOD events and circumstances.

(2) **Partially Uniformed Posting (Schedule B).** A post holder will wear RCNC uniform for specific MOD events and circumstances.

(3) **Sea Time (Schedule C).** Only for Graduate Member training purposes at sea.

(4) **Not Appropriate.** A post holder shall not wear uniform.

4603. Uniform Schedules and Funding

a. The uniform worn for any given event shall be that which a Marine Engineer General Service RN officer of the same rank could legitimately wear at the same event with the exception of certain distinctions noted below.

b. No 1 Uniform suit shall be obtained from HMS NELSON RN Clothing Store at public expense charged to the RN/RM Uniform Supply Fit contract. Initial issue of service stocked ancillary items (cap, shirt, shoes, tie, socks) may be issued free of charge. To minimise the cost of uniform supply Naval Constructors will not be issued PE kit, Combat Uniform or other specialist clothing unless these are required in performance of specific duties of their post. Overalls, boots, rucksack and day sack may be issued on request where normally an RN officer would use them. Upkeep of uniform shall be at personal expense unless promoted in rank from one uniformed post to another, in which case a cost not more than the relevant promotion grant afforded to RN officers may be incurred via local purchase transaction between NELSON Clothing Store and the on-site tailor to adjust uniform sleeve lacing. Ceremonial (No 1A, 1B, 1C and tropical equivalents), and formal mess uniforms (No 2A, 2B and tropical equivalents) shall not be justifiable as a crown expense unless occupying a fully uniformed post with an expectation of attending formal events as part of the post's remit. Where these uniforms are purchased at crown expense, the maximum cost shall be that charged in accordance with the RN/RM Uniform Supply Fit contract schedule.

c. Tropical uniforms shall not be drawn unless the post requires substantial overseas activity. RN guidance shall be followed on wearing tropical dress schedules.

d. The uniform schedule below shall be followed.

Table 46-2. RCNC Uniform Schedules

	Uniform Schedule		
	Fully Uniformed	**Partially Uniformed**	**Sea Time**
Circumstance			
MOD Main Building	No uniform	No uniform	No uniform
Other MOD, Naval Base or Industry Office	No. 3	No uniform	No uniform
Dockyard / Shipyard / Ship Visit in Harbour	No. 3	No. 3 or No uniform	No uniform
Ship visit at Sea / Sea Trials	Nos. 4 / 3 / 2C	No. 4 / 3 / 2C	No. 4 / 3 / 2C (Beret not Peaked Cap)
Deployment to Operational Theatre (CS95/PCP only with support of local command)	No. 4 (at Sea) / CS95/PCP (on Land)	No. 4 (at Sea) / CS95/PCP (on Land)	No uniform
Operational Training	CS95/PCP	CS95/PCP	No uniform
Naval Training	No. 4	No. 4	No. 4
Ceremonial	No. 1	Lounge Suit (or No.1. on official business overseas)	No uniform
Evening Mess Dress/Undress	No. 2A / 2B	Black Tie (or No.2A / 2B on official business overseas)	No uniform

e. The following specific distinctions apply to RCNC uniform. These supersede the equivalent regulations for RN uniform:

(1) Silver grey distinction cloth shall be worn on all badges of rank.

(2) A silver grey cummerbund, with or without RCNC crest, may be worn with No 2B and No 2C uniforms in lieu of the black cummerbund.

(3) Graduate Members on sea time shall wear a beret rather than a peaked cap.

(4) Where a standard uniform includes RN/RM/Army/RAF specific symbols of identification (i.e. Tactical Recognition Flashes on CS95/PCP or the RN Logo on Windproof jacket) for which there is no RCNC equivalent, RN practice shall be used.

(5) CS95 or PCP shall only be worn when on an operational training course, where this is the default rig for RN trainees or when deployed to an operational theatre (when on land, with the local command's support). A Silver grey, blue (RN) or plain green stable belt shall be worn when appropriate.

CHAPTER 47

DRY CLEANING AND LAUNDRY

(Sponsor: NAVY CULTURE-EXECPOL-SO2)

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CHAPTER 47

DRY CLEANING AND LAUNDRY

4701. Laundry

Articles of clothing may be laundered or dry cleaned as appropriate, using one of the following methods:

a. By Civilian Contract.

b. Unit Laundry Facilities.

c. Individuals' private arrangements.

4702. Civilian Contracts

Contracts are normally arranged by the Contracts Branch and include attached schedules of clothing items that may be laundered or dry cleaned. Most laundry and dry cleaning contracts form part of a Multi Activity Contract (MAC) which has superseded the previous laundry systems. Forms used are provided by the contractor.

4703. Unit Laundry Facilities

Individuals may launder their own clothing when there are adequate unit facilities available. The cleaning of items not included in the schedules attached to the laundry and dry cleaning contracts are the responsibility of the individual. No allowance is payable and no issue of cleaning agent is to be made.

4704. Laundering and Dry Cleaning of Clothing at Public Expense for RN and RM Personnel Serving Ashore

Clothing provided in accordance with uniform outfits and kit scales is not to be laundered at Public expense, with the following exceptions:

a. **RN Ratings - Chefs/Stewards.** Working Dress, up to one chef's jacket, chef's or shirt white tropical and one pair trousers (chef)'s, per working day; and

b. **RN Ratings - Prolonged Ceremonial Duties and Parade Training Staff in Training Establishments.** RN Ratings employed on prolonged Ceremonial Duties and the Parade Training Staffs in Training Establishments may have No 1 Suits dry cleaned/laundered at Public expense, on an as required basis, at the Logistics Officer's discretion.

4705. Laundering of Specialist Clothing

a. The extent to which items of specialist clothing may be laundered or cleaned at Public expense is as follows:

(1) Clothing Issued on Personal-Loan:

(a) **Chef Ratings.** Up to one chef's cap and one chef's apron per working day;

(b) **Seagoing Personnel.** RNPCS, AWD, Overalls, Flight Deck Jerseys, Shirts KC (Dining Hall parties), Flying Clothing, and items of RM clothing similar to those listed above and sleeping bags.

(c) **All Other Users.** On ultimate return to store, if otherwise fit for re-issue.

(2) Clothing Issued on Individual and Temporary Loan:

(a) For Arctic Clothing, Action Overalls, Anti-flash Clothing, Fire-Fighting Clothing and Windproof Suits: as considered necessary by the Designated Laundry Officer;

(b) For all other items: on ultimate return to store, if otherwise fit for reissue.

b. **Clothing Issued on Permanent Loan[1] (Articles in Use).** Articles in Use (AinU) will include items held on Permanent Loan for subsequent issue on Individual or Temporary Loan within the department.

4706. Desk Instructions

Further detailed instructions for Ships Laundry Officers onboard major RN Warships are contained in the Navy Command Laundry Desk Instructions which is hosted on the Fleet Logistics Officers intranet webpage. Laundry queries should be directed to the Laundry mailbox (NAVYLOGINFRA-LAUNDRYMAILBOX@mod.uk) which is overseen by the Assistant Fleet Logistics Officer, based in Navy Command Headquarters.

[1] Items considered necessary by the Logistics Officer.

CHAPTER 48

ENTRY AND RE-ENTRY TO THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

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CHAPTER 48

ENTRY AND RE-ENTRY TO THE ROYAL NAVY

SECTION 1

DIRECT ENTRY (OFFICERS)

4801. Commissions on Entry - From 1 Apr 15

a. Following the New Employment Model, from 1 Apr 15 all Royal Navy officers join on a 12-year Initial Commission Stage (ICS)[1], with the exception of:

(1) Direct Entry Medical, Dental and QARNNS Officers - 6 years. Personnel who join from 1 Jan 24 are subject to harmonised Terms and Conditions in accordance with JSP 755 Part 2 Vol 2.

(2) Medical and Dental Cadets - 7 years. Personnel who join from 1 Jan 24 are subject to harmonised Terms and Conditions in accordance with JSP 755 Part 2 Vol 2.

(3) Chaplains - 6 years. RN Chaplains hold the Sovereign's Commission but no Naval rank; their status is defined in BRd 2. For pay and pensions, refer to JSP 754 and JSP 764. Chaplains rank relatively with each other on seniority of service (i.e. date of entry) (see also Para 4803.e).

b. **Career Commission Stage (CCS)[2].** For those joining on or after 1 Apr 15 or transferring from an ICS (or equivalent commission) after this date, transfer to a CCS automatically extends an officer's career through to 20 years' service from the date of entry or until age 40, whichever is the later, subject to retirement age.

c. **Full Commission Stage (FCS)[3].** Full Commission Stage (FCS) further extends an officer's career to a retirement age of 55.

4802. Commissions on Entry - 1 Apr 99 to 31 Mar 15

a. From 1 Apr 99, with the exception of Medical, Dental and Nursing Officers, all officers joined on the Three Tier Commission (3TC) structure, comprising:

(1) **Initial Commission (IC).**

(a) Warfare, Engineer, Logistics, Medical Services officers - 12 years.

(b) RM officers - 8 years (for RM Pilots - see Para 4917 sub para e).

(c) Chaplains - 6 years.

[1] For those Medical Personnel under UCM TACOS the ICS is known as Preliminary Commission (PC).
[2] For those Medical Personnel under UCM TACOS the CCS is known as Interim Commission (IC).
[3] For those Medical Personnel under UCM TACOS the FCS is known as Full Commission (FC).

(2) **Career Commission (CC).** For officers selected for a commission transfer between 1 Nov 13 and 31 Mar 15, transfer to a CC automatically extends an officer's career through to 20 years' service from the date of entry or until age 40, whichever is the later (known as a CC20/40), subject to retirement age. Officers selected for a CC before this date may continue to serve on either:

(a) A CC of 16 years from the age of 21 (if joining between 1 Apr 99 and 5 Apr 05) or

(b) A CC of 18 years' service or until age 40, if later, if joining between 6 Apr 05 and 31 Oct 13 or, if having joined before 6 Apr 05, transferring to AFPS05 or transferring to a longer commission during this period.

(3) **Full Term Commission (FTC).**

(a) This further extends an officer's career to retirement age, as shown at Para 5425 and Para 5427.

(b) Officers who were already serving prior to 1 Apr 15 remain on their existing commission until leaving the Service or transferring to a longer commission, at which point they will move to a NEM commission stage. For information about commissions pre 1 Apr 99, refer to archived copies of BRd 8373, which can be obtained from the Navy Command Terms of Service Team.

b. **Medical, Dental and Nursing Officers.** From 1 Apr 03 - 31 Mar 15, Medical, Dental and QARNNS Officers were subject to the Common Terms of Service (CTOS) commission structure, entering on a Short Commission (SC), with the opportunity thereafter to transfer to a Medium Commission (MC) and a Full Commission (FC):

(1) **SC.** Medical Officers - 6 years' reckonable service from full registration with the General Medical Council (GMC); Dental Officers - 7 years' reckonable service from full registration with the General Dental Council (GDC); QARNNS officers - 6 years' reckonable service from date of entry.

(2) **MC.** Medical and Dental Officers - 18 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA58; QARNNS Officers on AFPS05 - 18 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA55; QARNNS Officers on AFPS75 - 16 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA55.

(3) **FC.** This extended an officer's career to retirement age - 58 for Medical and Dental Officers; 55 for QARNNS Officers.

c. **Entry on or Before 31 Mar 03.** Prior to the introduction of CTOS on 1 Apr 03, officers served on a Short Career Commission (SCC), Medium Career Commission (MCC) or Full Career Commission (FCC) (details below).

(1) **SCC.** Medical Officers - 6 years; Dental and QARNNS Officers – 5 years.

(2) **MCC.** Sixteen years' officer service from the age of 21 or date of entry as an officer, whichever is later, subject to retirement age.

(3) **FCC.** To retirement age, which varied according to branch, rank and date of entering the Royal Navy.

4803. Rank and Seniority on Entry

a. **Warfare, Engineer, Logistics and RM Officers - Entry post 1 Sep 13**

(1) Regardless of an individual's age or educational qualifications held, all Direct Entry Warfare, Engineer and Logistics Officers join BRNC Dartmouth in the rank of Officer Cadet and promote to the rank of Midshipman on successful completion of Initial Naval Training (Officer) (INT(O)), (see Chapter 66 for the rules on subsequent promotion).

(2) Regardless of an individual's age or educational qualifications held, all Direct Entry and Corps Commission (CC)1 RM Officers join CTCRM Lympstone in the rank of Second Lieutenant and will remain in the rank until successful completion of the RM Officer initial training course, at which point they will be promoted to the rank of Lieutenant RM with seniority backdated to 12 months from date of entry if completing the training without delay (see Para 6635 sub para a for the rules on subsequent promotion).

b. **Warfare, Engineer, Logistics and RM Officers - Entry before 1 Sep 13**

(1) Between 1 Apr 07 and 31 Aug 13, the rank and seniority of individuals joining directly as Warfare, Engineer, Logistics and RM Officers was determined by their educational qualifications, as shown in Table 48-1. New entrants to BRNC and CTCRM joined with seniority of the first day of the month of entry i.e., 1 Sep for September entrants, 1 Jan for January entrants etc. The effect on subsequent promotion is shown at Chapter 66.

Table 48-1. Antedated Seniority Awards on Entry for all mainstream X, E, L and RM Officers (Entry 1 Apr 07 - 31 Aug 13)

Educational Qualification	Seniority Awarded	Rank and Seniority on Entry
Master's degree or equivalent	3½ years	Sub Lieutenant or Lieutenant RM with 18 months' seniority
Graduate or equivalent	3 years	Sub Lieutenant or Lieutenant RM with one year's seniority
Foundation degree or equivalent	2 years	Sub Lieutenant or Lieutenant RM
HNC or equivalent	1 year	Midshipman or Second Lieutenant RM with one year's seniority
Basic entrant - GCSEs, GNVQ and A levels	Nil	Midshipman or Second Lieutenant RM

(2) In addition to the baseline shown at Table 48-1, new entry Training Management (TM) Officers (including UY Officers) could be awarded additional seniority on entry to BRNC: an extra 3 years if holding a 1st or 2nd Class Honours degree (thereby entering as a Lieutenant with 1 years seniority) or one extra year for a Third Class Honours degree or Pass degree (the minimum entry qualification) (thereby entering as a Sub Lieutenant with 2 years' seniority). Additional seniority, calculated on a 50% 'pro rata' basis up to a maximum of 2 years, could also be granted for previous relevant post-graduate civilian experience which, in the opinion of the MOD, would be beneficial to the RN. As such, the maximum starting rank and seniority for a TM Officer was as a Lieutenant with 3 years' seniority.

(3) UY and CC Officers joined with a rank that reflects their antedated seniority e.g. 3 years' antedated seniority equated to a Sub Lieutenant with 1 year's seniority. RM CC Officers completed their initial training in the rank of Second Lieutenant and were awarded the same antedated seniority, dependent on educational qualifications, on completion of their initial training.

c. **Medical, Dental and QARNNS Officers[4].** Rank and seniority on entry is based on an individual's relevant post registration experience (for nurses this is as an RN(A) or RN MH). As a minimum, individuals enter as a Sub Lieutenant but can qualify for additional seniority depending on their post-registration experience:

(1) **Direct Entrant (DE), (Post-registered).** 75% of recognised civilian experience (expressed as time) within the speciality for which the applicant is to be employed will count towards military seniority. 50% of recognised civilian experience that was out of the speciality for which the applicant is applying, will also count towards military seniority. Time spent away from the practice of medicine, dentistry or nursing will not count. Part-Time Working (PTW) experience will be calculated according to the relevant percentage when compared to the standard working schedules of equivalent full-time workers.

[4] For Medical, Dental and QARNNS Officers joining the RN post 1 Jan 24, refer to individual Specialisation Annexes with JSP 755 Part 2 Vol 2.

(2) **DE, Specialist Post-graduate Accredited and Re-entry.** In addition to the statement above, 100% of recognised civilian and military experience from the date of Accreditation within the speciality for which the applicant is applying will also count towards military seniority.

(3) **Recognised Experience.** For the purposes of calculating seniority for both pay and rank purposes, recognised experience is defined as verifiable time spent in the practice of conventional medicine, dentistry or nursing, within the UK. Recognised training abroad will count towards determining seniority on entry, based on the UK training periodicity requirements for Core, Higher or Run Through training, or equivalent.

(4) **Maximum Seniority.** Seniority using career progression regulations and the formula above will determine rank on entry. For QARNNS officers, entry will be as a Sub Lieutenant, with additional seniority applied as follows: 4 years as a Sub Lieutenant and a maximum entry level as a Lieutenant with 2 years' seniority. For medical and dental officers, entry will be as a Surg Lieutenant, with seniority applied as follows: 5 years as a Surg Lieutenant and a maximum entry level as a Surg Lieutenant Commander with 8 years' seniority. Further promotion for all cadres is selective and will require a minimum of 2 years' service with appropriate recommendations in the annual reports prior to consideration at Promotions Board.

(5) **Salary.** Initial salary on entry will be determined by the applicant's rank, seniority and Accredited Practitioner status as outlined above and reflected in the Terms and Conditions of Service (TACOS) on entry (see JSP 754 Chapter 2).

d. **Medical Services Officers with an Environmental Health Practitioner (EHP) Qualification.** Direct Entry EHPs who hold either the Certificate of Registration from the Environmental Health Registration Board or Chartered Status with the Chartered Institute of Environmental Health will receive 3 years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant with 2 year's seniority. On leaving BRNC, Direct Entry EHPs meeting the aforementioned requirements will be assigned to OF2 positions on the trained strength in recognition of their competences as Subject Matter Experts (SMEs). Accordingly, they will be promoted to the rank of Lieutenant on the day after leaving BRNC. This date will also be recognised as the officer's basic seniority date as a Lieutenant and they will be placed on the IL1 pay spine for the rank. Graduate EHPs who do not hold either the Certificate of Registration from the Environmental Health Registration Board or Chartered Status with the Chartered Institute of Environmental Health will receive one years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant. These officers will be eligible for promotion to Lieutenant on attaining 30 months' seniority as a Sub Lieutenant as detailed in Chapter 66.

e. **Medical Services Officers (Submarines).** Direct Entry MSO (SM) will be required to hold a 2:2 or higher degree in Maths, Physics, Chemistry, or Biological Sciences, or for those who can demonstrate a relevant degree level qualification that supports the MoD Health Physicist role. Those who are suitably experienced and hold Member Status from the Society for Radiological Protection will receive 3 years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant with 2 year's seniority. On leaving BRNC, Direct Entry MSO (SM) meeting this requirement will be assigned to OF2 positions on the trained strength in recognition of their competences as Subject Matter Experts (SMEs). Accordingly, they will be promoted to the rank of Lieutenant on the day after leaving BRNC. This date will also be recognised as the officer's basic seniority date as a Lieutenant, and they will be placed on the IL1 pay spine for the rank. Graduates who do not hold Member Status will receive one years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant. These officers will be eligible for promotion to Lieutenant on attaining 30 months' seniority as a Sub Lieutenant as detailed in Chapter 66. Final eligibility will be through RADPOL SO2 and WFPT MED SO1 and any applicant must be able to complete the Developed Vetting process. A tailored Phase 2 and Phase 3 training package will be applied dependant on the applicant's background.

f. **Chaplains.** From 1 Apr 20, the antedating of seniority for Chaplains was discontinued. From that date, newly commissioned chaplains enter service on the Chaplain's pay range at IL 1 with their Increment Base Date (IBD) set as their first day of commissioned service[5].

[5] 2020DIN01-036 Implementation of Chaplain Pay 20 and JSP 754.

SECTION 2

DIRECT ENTRY (RATINGS AND OTHER RANKS)

4804. Engagement Structures - From 1 Apr 15[6]

From 1 Apr 15, ratings and other ranks join the Naval Service on a 12-year Engagement Stage 1 (ES1), with the possibility thereafter of transferring to an Engagement Stage 2 (ES2) – to 20 years' service or age 40, whichever is later – and then to an Engagement Stage 3 (ES3). Further details may be found at Para 4922 to Para 4924. Ratings and other ranks serving before the introduction of the new Engagement Stages will continue to serve on a Full Career (FC) or Open Engagement (OE) (see Para 4806), which will run in tandem with the ES structure until the final FC/OE expires.

4805. Tailored Career (Prior to 1 Jan 24)

a. Ratings and other ranks who have skills that are required to meet Service needs may be offered the opportunity to enter or re-enter to complete a Tailored Career (TC) of between 6 months and 11 years in length. The scope of the requirement and the applicable terms of service will be set out for each individual on a Form S3049 (Notice Form for Entry/Re-Entry into the Naval Service) which will include such details as an individual's sea-service liability, training required, return of service commitment, right to leave within 6 months if an individual has not previously served in the Naval Service or was discharged 'Not Finally Approved (Medical)' and reserve liability. TCs may be used as described below.

b. Where manning levels allow, individuals wishing to re-enter the Service, who have the required skills and experience but have insufficient time to complete the balance of a ES2, may enter on a TC. In the main, such individuals will be able to serve under the same terms as their peers on a ES2, including promotion, but individual terms may be tailored in accordance with Service needs.

c. Since qualified individuals, who may or may not have previous service and who have specific skills required by the Service, are being employed to fulfil a specific Service requirement, it is unlikely that they will be considered for promotion unless it is in the best interests of the Service.

4806. Tailored Career (from 1 Jan 24).

With effect from 1 Jan 24 the following will apply to personnel joining the RN on a Tailored Career:

a. An amended engagement structure provides for a rating/OR to enlist into Regular Service on an engagement of between 6 months and 22 years in length.

b. The legislative amendments also make it possible for those who enter via this route to be selected for an extended term of service, ending either after a period of 20 years from their date of entry into service, or date of enlistment (as the case may be) or on that persons 40th birthday, whichever is the later. If the option for selection to an extended term of service is to be available, the policy and process will be set out in the relevant sS or tri-service policy.

[6] For those Medical Personnel under UCM Terms and Conditions of Service ES1, ES2 and ES3 equate to Preliminary Engagement, Interim Engagement and Full Engagement.

c. These provisions will be utilised when there is a Service need to enter people into the RN/RM, other than by the ES1 and ES2 route currently detailed at BRd 3(1) 4804 which remains the default.

d. From 1 Jan 24, certain in medical ratings managed under UCM will enter Service under Reg 3(2) for the length of time stated for their profession, see para 6 and Ref B. In addition, they may be selected for an extended term of service to age 40/20 years as set out in JSP 755 Part 2.

e. From 1 Jan 24, Branch Managers, for any particular profession or discipline, will use the amended TC provisions. BMs must stipulate the length of initial service and availability or not, of selection for an extended term of service. Any new TC must be agreed with Navy People-WFPT Strat SO1, Navy Legal-Emp Law SO1 and Navy People-PSP Emp Pol SO1 before introduction and authorised by Navy People WFPT Head as a minimum although higher authorisation may be required.

f. **UCM Medical Ratings.** The UCM Med aligned Terms of Service (ToS) are applicable to an initial UCM Med cohort comprised of Regular personnel within the following rating disciplines as defined by UCM Med:

a. Nurse (Rating/Other Ranks) iaw JSP 755 Pt 2 Vol 2 Chapter 2. Annex F Nurse (Rating-Other Ranks).

b. Dental Nurse iaw JSP 755 Pt 2 Vol 2 Annex D Dental Nurse.

4807. Previous Engagements

a. **Full Career.** With the exception of those individuals entering on a TC (see Para 4805), ratings and other ranks entering the Royal Navy between 1 Nov 06 and 31 Mar 15 did so on a FC for 18 years from their date of entry or service up to and including their 40th birthday, whichever is later.

b. **Open Engagement.** Between 1 Sep 82 (for RN)/1 Sep 88 (for RM and former WRNS) and 31 Oct 06, ratings and other ranks entered the Royal Navy on an OE1 for a term ending on a date falling not later than 22 years from the age of 18 or their date of entry (if later). Individuals who joined the Service whilst under the age of 18 entered on the OE, served to age 18 and thereafter completed a period of 22 years' service.

4808. Reckonable Service for Career and Engagement Purposes

a. Deferment of an individual's termination date will be required in cases where ratings and other ranks forfeit time for reasons including periods of detention, imprisonment and Service Penalties, since forfeited time does not reckon towards completion of a ES1, ES2, FC or OE. The earliest date on which individuals may give notice to terminate their service (see Para 5403) may be deferred by any period of time forfeited whilst they are unqualified to give notice.

b. Individuals will be required to waive their right to give notice in consideration of a course of further career training (deferring the date on which they can submit their notice either by the length of the course or the course length plus any return of service, whichever is applicable). See Chapter 53 for more information.

SECTION 3

ENTRY FROM ANOTHER SERVICE

4809. Definitions and Terminology

Although there are limited opportunities to 'transfer' from another Service, occasionally requests are made to move from other Services to the Royal Navy or to join the RN from the RM and vice-versa. To be accurate, the process involves an individual's discharge from one Service and entry to another; as such, this is not strictly a 'transfer', but the term will be used as shorthand for the process in this Chapter. The Service in which the applicant is currently serving is referred to as the 'present Service' whereas the potential future Service is referred to as the 'gaining Service'. For transfers from the Royal Navy to other Services, see Chapter 52.

4810. Officer Transfers - Entry to the RN from the RM (and vice-versa)

a. **Untrained Strength.** A Young Officer (YO) who wishes to transfer to the RN from the RM or to the RM from the RN should thoroughly research the potential gaining Service in order to identify the branch/specialisation/regiment or corps that they wish to join. They should then follow the procedures below:

(1) Contact Rejoiners and Inter-Service Transfer Team (RISTT) to ensure that the gaining Service is currently recruiting and has vacancies, or is likely to have vacancies, in the proposed branch/specialisation.

(2) If RISTT indicates that there are vacancies and that, on the information available, the individual appears to be a suitable candidate, the YO should submit a request for transfer through their parent authority/command chain, copied to the appropriate branch/department in the gaining Service.

(3) The YO is to be interviewed by their current Commanding Officer, who is to discuss the request with the individual before forwarding the application, together with their recommendation, via the chain of command, to RISTT. At the interview, it is to be made clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount. RN YOs who request to transfer are to be advised that, in addition to the usual manning and suitability considerations, the success of their application will be dependent on the gaining Service's ability and willingness to agree an early joining date.

(4) It should also be made clear that the normal single Service rules governing voluntary withdrawal from training/voluntary retirement (see Chapter 54 Section 1) will apply and that the fact that the application is for a move to another Service will not attract preferential consideration. In addition, the YO is to be advised that, by voluntarily withdrawing from training, they may incur a financial liability (see Para 4810 a sub para (6)). Once a transfer request has been received, the appropriate policy staff should arrange the prompt release of the necessary security clearance, medical and confidential reports to the potential gaining Service. Arrangements should then be made to discuss and staff the case as soon as possible.

(5) Requests to transfer into the RM from the RN or vice-versa by Officer Cadets undertaking initial training will not normally be considered and approval will be given only in the most exceptional circumstances.

(6) Officers under training who transfer from the RN to the RM or vice-versa will not retain any seniority unless their previous service leads to a reduction in training time in the new Service. The Terms of Service Team should be consulted when it is considered that training time has been saved.

(7) Any outstanding return of service (ROS) obligation to the individual's present Service will be taken into consideration in reaching a decision and, if there is an outstanding financial liability for education costs associated with degree studies/bursary awards, the terms of the undertaking signed by the individual will transfer with the individual to the gaining Service, and will be included within their terms of service upon transfer. If the application is acceptable to both Services, (and subject to the provisions in sub-paras 2-5 above), a mutually convenient date for the transfer will be agreed so that there is no actual break in service. Transfers must normally be completed (i.e. the individual must join the gaining Service) within a period of 2 months from receipt of the formal transfer request. This timescale will be strictly adhered to and will be exceeded only in exceptional circumstances. Reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service. The gaining Service will confirm the terms and conditions of service as soon as is practicable which will be determined by the Terms of Service Team, on behalf of the Deputy Director People Delivery (DDPD), with the formal offer of transfer being made by R&A RISTT. The present Service should also, as soon as is practicable, inform the YO officially, in writing (copied to the Career Manager in the gaining Service), of the approval for their voluntary withdrawal from training and subsequently the termination date of their existing commission, which will be the day before commencement of their appointment to the gaining Service. Transfer will not take place until the individual has signed to accept the terms and conditions of service that will apply upon their transfer.

b. **Trained Strength.** There are limited opportunities for officers on the trained strength to transfer between the RN and RM. The policy and procedure are as follows:

(1) Officers who wish to transfer should contact the RISTT in the first instance in order to make sure they are currently recruiting and have vacancies, or are likely to have vacancies, in the branches in which they are interested.

(2) If the gaining Service has vacancies, applicants are to submit a transfer request through their chain of command to their Career Manager, copied to R&A and the appropriate branch within the gaining Service.

(3) Officers are to be interviewed by their Commanding Officer, who is to discuss the request with the individual before forwarding the application and their recommendation, via the chain of command, to the appropriate Career Manager. At the interview, the Commanding Officer is to make it clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount.

(4) The relevant Career Manager is to consider all applications for transfer to and from the RN or RM in conjunction with the People Capability Team before consultation with RISTT. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with RISTT. Any outstanding ROS obligation to the individual's present Service will be taken into consideration in reaching a decision. If the transfer is agreed by DDPD and DDPS, the normal single Service rules governing Early Termination will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

(5) Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. Detailed terms of service will be formally notified to the transferee, with a copy being sent to the present Service. As there is no actual break in service, there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service. Officers with military service prior to 1 Apr 99 who transfer will be subject to rank-related retirement ages (see Chapter 54).

(6) The present Service will issue an official letter to the officer (copied to R&A) explaining that the individual's existing commission will be terminated on the day before their assignment to a commission in the gaining Service, and that they will not be placed on the Retired List of the present Service, nor will they be subject to a recall liability to the present Service.

(7) The London Gazette will be annotated "Commission terminated (date) on transfer to..." (as appropriate).

(8) If the transfer request is not supported by R&A, officers will remain in their present Service, which will be responsible for providing official notification to the individual (copied to the proposed gaining Service).

4811. Officers - Entry from another Service or the Reserve

a. There are limited opportunities for individuals to transfer to the Royal Navy but, where approved, the following will apply. Prior to submitting a transfer request, Army/RAF Officers wishing to join the Royal Navy are advised to contact the appropriate Career Manager (details available from RISTT) for an informal discussion on the branch/specialisation they wish to join. They may be required to attend a special interview with RISTT.

b. Previous full-time commissioned service in the Army or RAF, Regular Forces of the Commonwealth or the Reserves may count where it leads to a reduction in RN/RM training required on entry to the Royal Navy. It must be noted that any nationality constraints must be resolved before transfer, taking particular note of the nationality requirements of the branch of entry and advising the individual of the branches to which they would be ineligible for any subsequent transfer.

c. Proposed offers should be made in close consultation with the Terms of Service Team and Navy People REM and the transfer process will be administered by R&A.

d. Officers with military service prior to 1 Apr 99 who transfer into the Royal Navy will be subject to rank related retirement ages (see Chapter 54).

4812. Ratings and Other Ranks - Entry to the RN from the RM (and vice-versa)

a. Commanding Officers who consider applicants suitable in all respects for transfer from their present Service to a specific RN or RM specialisation, having successfully completed any aptitudes or acquaints as appropriate, should submit an online application via the RN Careers website.

b. RISTT will forward details of those recommended and suitable for entry into the RM to PSO CTCRM Lympstone for allocation to a Royal Marine Candidate Preparation Course (RM CPC) at CTCRM. CTCRM will liaise directly with the parent ship or establishment to arrange the date of the RM CPC and ensure that the applicant is medically fit.

c. Ratings recommended for transfer to the RM, and all other ranks applying for transfer to the RN, will be processed as required by the RISTT, who will liaise with the Career Manager for a release date.

d. Personnel allowed release from the RN to enter the RM, or vice-versa, will cease to receive pay and allowances in the rank/rate they are leaving on the day before they enter the RN or are attested into the RM, as appropriate. Personnel will normally enter the RM in the rank of Marine 2, subject to requirement and DDPD approval.

e. Applications from individuals serving abroad will be considered but, if successful, transfer to the other Service will not take place until the individual returns to the UK in the normal course.

4813. Ratings and Other Ranks – Entry from another Service or the Reserve

a. Applications will be considered by the Profession Manager, in association with the Career Manager and RISTT, from those individuals with current or recent previous service in another Service. Each case will be considered on its merits, taking into account an individual's experience, the skills and qualifications that they have to offer, promotion prospects and their training requirements.

b. Proposed offers should be made in close consultation with the Terms of Service Team and Navy People REM and the transfer process will be administered by RISTT.

SECTION 4

RE-ENTRY

4814. Re-entry - General Instructions

a. No individual is to be re-entered in the Royal Navy after a break in service without the approval of RISTT. See Chapter 11 and Chapter 12 for detailed instructions for all others.

b. For those wishing to re-enter the Royal Navy, all previous reckonable service will count for length of service purposes, irrespective of the duration of any break in service.

c. Candidates for re-entry currently serving on a Full Time Reserve Service (FTRS) engagement should be aware that periods of FTRS cannot be added to periods of regular service, including former regular service, for the purposes of counting time towards service on a normal commission. Neither does FTRS count towards the determination of entitlement for terminal benefits (ss JSP 754 Ch 2 Para 1104).

d. For Medical personnel who left service under sS Terms of Service, re-joiners will see UCM Harmonisation Terms of Service applied.

4815. Re-entry of Officers - Trained Strength

a. Although contact with a prospective re-entrant is the remit of R&A, the process of re-entry is administered by DDPD. The process is thus dealt with in this section, with material specific to R&A at Chapter 11.

b. Officers re-entering the Service with former military service pre 1 Apr 99 are subject to rank-related retirement on re-entry but will not have reserved rights to promotion, i.e. former MCC or FCC Officers re-entering since 1 Apr 99 do not retain the right to automatic promotion to Lieutenant Commander/Major RM. Where a vacancy at the individual's former rank is not available, a post at a lower rank may be offered. Other terms of service for re-entrants will be considered on a case-by-case basis.

c. Individuals with former regular service are normally only permitted to re-enter the Service if they can complete the balance of their former commission. Exceptionally, individuals who completed their commission before they left may be allowed to return to complete an ICS (or part thereof) depending on the needs of the Service and will be subject to either normal retirement age or rank related retirement age (see Table 54-2).

d. All prospective officer re-entry candidates should contact the Admiralty Interview Board (AIB) in the first instance; R&A will issue the candidate with a re-entry application form. Re-entry candidate applications forwarded to any other authority, for example to the previous Career Manager, should be forwarded to R&A and the candidate informed. The following procedure will then be used:

(1) RISTT informs the appropriate Career Manager of the prospective applicant. The Career Manager retrieves all previous service documents. The DDPD Officer Strategic Workforce Planning Section determines the overall workforce structure requirements and whether approving the application is in the best interests of the Service, in particular with due regard to the strength and requirement of officers within the re-entrant candidate's Specialisation cohort.

(2) Before processing any application to re-enter, the Career Manager must sight the candidate's personal file in order to ascertain the reason(s) for leaving the Service. Those who were discharged on administrative, disciplinary or medical grounds will not be considered for re-entry. For others, Profession Managers and Career Managers determine whether the particular candidate, with their experience, skills and qualifications, meets branch and specialisation structure requirements and can be gainfully deployed by Career Managers - see Annex 48A for Advice for Career Managers on Re-Entrants. Career Managers may need to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate's individual preferences on assignment. Additional discussions may include the re-entrant's need for bespoke training, probable career path and relevant promotion opportunities.

(3) If the application falls at any of the above hurdles, the RISTT will be notified with a view to sending a rejection letter. The reason for the rejection will be included.

(4) If the candidate is suitable for re-entry in all respects, the terms and conditions of re-entry will be finalised by the Officer Terms of Service Manager. These include: any reserved rights from service prior to 1 Apr 99, ROS liability for bespoke training (if appropriate), rank, seniority, commission, uniform issue, terminal date and the appropriate increment level of pay (this will be actioned in conjunction with Career Manager/Profession Manager/Promotions Section). Once completed, the personal file should be passed to Branch Managers to determine any entitlement to RRP, FRI payments, uniform issue/allowances, pension information and, in a small number of cases, gratuity repayment details (see JSP 754 05.232(i)). After clearance by NCHQ, RISTT will be notified to enable forwarding of an offer, subject to medical and security clearances, to the potential re-entry candidate.

(5) If candidates are in-date for the RN Fitness Test (i.e. carried out the test within the past 12 months – see Chapter 29 Section 3), they will not have to re-take the New Entry physical tests or the Naval Swimming Test. RISTT must stress to candidates, however, that they need to follow an appropriate form of fitness programme prior to entry. Otherwise, candidates out-of-date for the RN fitness test must undertake a fitness test within the first month of re-joining.

(6) If the re-entry candidate accepts the offer, RISTT will process the medical and security clearances for the candidate. Date of entry and the required entry establishment will be determined by the Career Manager.

(7) CMs are to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate's individual preferences on assignment. Additional discussions should cover any bespoke training package, probable career path and promotion opportunities.

(8) Once an entry date has been allocated, candidates should be advised to contact their relevant Career Manager for advice. If eligible, candidates should also be advised that they may apply for Service Family Accommodation (see Chapter 25). The Career Manager should advise individuals to submit an application to the relevant Defence Estates' Housing Information Centre (HIC) in accordance with JSP 464.

(9) Trained re-entrants may use their own transport for joining their appointment. Those opting to use own transport may claim for duty travel on JPA using the receiving unit UIN. Alternatively, they may request a rail warrant from DDPD.

(10) Trained RN re-entrants will enter at a unit as directed by DDPD.

e. **Seniority for Previous Service in the Same Branch.** When an officer re-enters the Royal Navy, previous full-time commissioned service as an officer in the same branch will be taken into account. The previous seniority date will be adjusted to take account of the time that the officer has spent out of the Service, provided that the time out of the Service does not exceed five years. If the time does exceed five years, Career Managers, the Terms of Service Team and Branch Managers should be consulted.

f. **Seniority for Previous Service in a Different Branch/Specialisation of the Royal Navy.** Officers under training will not retain any seniority unless their previous service leads to a reduction in training time in the new Service. The Terms of Service Team should be consulted when it is considered that training time has been saved.

4816. Re-entry of Officers - Untrained Strength

For untrained re-entrants, RISTT and relevant Profession Manager will determine a candidate's suitability and Gains to the Trained Strength (GTS) requirements prior to entering the process above at Para 4815 d sub para (1).

4817. Re-entry of Ratings and Other Ranks

a. The administration of the process for the re-entry of ratings and other ranks is undertaken by RISTT. Ratings and other ranks wishing to re-enter the Service should contact RISTT (see Chapter 12 for detailed instructions). Rank, seniority and training requirements will be determined by the Profession Manager in association with RISTT, taking into account whether they are deemed to be trained, partially trained or untrained and what experience, skills etc, an individual has gained.

b. **Re-Entrant Training Status.** The amount of training required on re-entry will be determined both by the following definitions and the consideration of additional training requirements by the Profession Manager:

(1) **Trained Re-Entrant.** A fully trained and qualified junior or senior rating who applies to return to the RN in the same branch/specialisation from which they exited. Manning approval will be sought in all cases from relevant Branch Managers and training requirements will also need to be determined. Trained re-entrants join HMS RALEIGH for administrative purposes only. Trained re-entrants have no statutory right to claim discharge within six months of re-entry but do have the right to leave up to the age of 18, if applicable (see Para 5403 sub para b).

(2) **Partially Trained Re-Entrant.** A trainee who completes Phase 1 Training before electing to leave the Service and applies to return within 18 months. The majority of partially trained re-entry candidates will have left the Service immediately prior to, or during, Phase 2 Training, and may re-enter into their original branch/specialisation or into a different branch of choice (BOC). This category of re-entrant will join HMS RALEIGH for administrative purposes only and thereafter will be assigned to their appropriate Lead School for Phase 2 Training. The date of joining will generally coincide with the commencement of their Phase 2 Training course. Partially trained re-entrants have no statutory right to claim discharge within 6 months of re-entry, unless they were previously discharged 'Not Finally Approved (Medical)' in accordance with BR 1750A, but have a right to do so up until age 18 (see Para 5403 sub para b).

(3) **Untrained Re-entrant.** A recruit who did not complete Phase 1 Training prior to discharge. Untrained re-entrants will re-join in their original or a new BOC at HMS RALEIGH in order to undertake complete Phase 1 and Phase 2 Training. Unless previously discharged 'Not Finally Approved (Medical)' in accordance with BR 1750A, untrained re-entrants will have no statutory right to claim discharge within six months of re-entry but have a right to leave up to age 18 (see Para 5403 sub para b).

c. **Career Requirements.** Post 1 Apr 15, the following terms apply:

(1) **Re-Entry of Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Untrained Strength.** Individuals who did not reach the trained strength prior to their discharge will return to the Royal Navy on a new 12-year Engagement Stage 1 (ES1), irrespective of whether the previous engagement was an ES1/FC/OE1 or the time previously served.

(2) **Re-Entry in a New Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15.** Irrespective of the rate/rank held on leaving, individuals who re-enter in a new specialisation will return on a new 12-year ES1.

(3) **Re-Entry in the Same Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Trained Strength as an AB/Marine.**

(a) Individuals who served less than 12 years served on an FC/OE1 will re-enter on an ES1, minus the previous reckonable regular service. Progression to ES2 is dependent on substantive promotion to OR4. Continued service on an ES1 beyond 12 years to allow the individual to qualify for selection for promotion may be enabled through a revised Engagement Expiry Date (EED).

(b) Individuals who served more than 12 years served on an FC/OE1 will re-enter on an ES1 with an Extended Career to enable completion of an equivalent engagement to the one the individual originally served on. Progression to ES2 is dependent on substantive promotion to OR4.

(4) **Re-Entry in the Same Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Trained Strength as a Leading Hand/Corporal or Higher.**

(a) Individuals who left on a FC/OE1 will re-enter on the balance of a 20-year ES2.

(b) Individuals who left on an EC/2OE will re-enter on an Engagement Stage 3 (ES3) of 5, 10 or 15 years' length of service.

d. **Minimum Time to Serve and Re-Training.** Re-entrants are required to serve for a minimum of 12 months from the date of re-entry or completion of any re-training required, whichever is the later, with the exception of the following:

(1) Where a bespoke package of training is required on re-entry, the individual will be informed of the applicable time to serve by R&A prior to joining.

(2) Where an individual previously left the Royal Navy before joining the trained strength or prior to completing the minimum time to serve period following initial training (e.g. if individuals left the Service before 18 years of age), re-entrants will be liable to provide the full minimum time to serve mandated in Chapter 54 on completion of any re-training required. This time must be served in full before any application for early termination.

(3) Where an individual's re-entry is linked to a financial payment e.g. a re-joining bounty, they will be informed of the required time to serve by R&A prior to joining.

e. **Rank and Seniority on Re-entry.**

(1) Applications for re-entry will be considered by the Branch Manager (in association with the Career Manager). Each case will be decided on its individual merits (it should be noted that there is no provision for the automatic award of previous rank and seniority). The Branch Manager will take into account the following:

(a) Type of career to be undertaken e.g. the balance of an ES1/ES2 or a Tailored Career.

(b) Relevant skills, experience and qualifications that the individual has to offer from both their previous service and any gained in civilian employment.

(c) Promotion prospects.

(d) Training requirements i.e. to ensure that an individual's skills are current, including the retaking of any courses, examinations or qualifications that are deemed to be out-of-date and undertaking new courses, examinations or qualifications that have been introduced since the individual left the Service.

(2) The proposed offers to individuals should be made in close consultation with the Terms of Service Team and the re-entry process will be administered by R&A (see Chapter 12).

4818. Re-entry – Use of Acting Higher Rank (AHR)

a. Use of Acting Higher (AHR) on re-entry seeks to incentivise those who have previously served to re-enter the RN, without disadvantaging those who remain in service[7]. It enables re-entry in Acting Higher Rank (AHR) where there is a clear requirement for their Knowledge, Skills, Experience, and Behaviours (KSEB) gained outside of service.

b. **Eligibility.** The following eligibility criteria and assumptions apply:

(1) AHR on re-entry is bounded as it is for in-service candidates i.e. one rank up[8]. This reduces the requirement for any significant re-training beyond that required in the normal course of assigning people, but Career Managers (CMs) will assess on a case-by-case basis.

(2) The individual should normally meet the in-Service medical standards. The pre-entry MEB may be used a vehicle to assess the employability of those with medical limitations, e.g. if they have valuable KSEB to ameliorate a pinch point.

[7] Ex-Regulars (Royal Fleet Reserve (RFR)) and Part Time Volunteer Reserves (PTVR)) can already apply for FTRS positions one rank up from their last rank or rank in the Reserves, but there is not yet any ability to promote substantively on FTRS.
[8] Exceptionally, promotion to 2* from OF5 is permitted as it is under current policy subject to FSOAB approval.

(3) All other criteria apply for re-joining if previously discharged in accordance with this chapter.

c. **Re-entry Process.**

(1) **Assessment of KSEB.** Using the guidance available at Annex 48A, Career Managers (CMs) should consider suitable candidates for re-entry in the AHR. To ensure delivery of a fair, robust and transparent process, any individual who is granted AHR on re-entry will be compared objectively, so far as practicable, against the relevant professional competency framework and typical role requirements at that rank/rate. This is particularly relevant in those professions/specialisations where the merit-based selection process is fiercely competitive. In other words, the assessment of KSEB will seek to ensure that those in service are not disadvantaged.

(2) This process will be conducted by R&A[9] with advice from the relevant CM, Professions Manager, Promotions and the Terms of Service policy desks to ensure that proper assessment of a person's CV is conducted, and there is parity across professions. A formal assessment interview is to be conducted (in line with existing FTRS format/guidance), led by the CM[10] and supported by the Re-joiners and In Service Transfer Team (RISTT). Relevant evidence of KSEB can also be garnered through:

(a) Academic qualifications gained since leaving.

(b) Membership of professional bodies or organisations.

(c) Any performance reports or references from civilian employers.

(d) Previous SJAR/OJARs.

(3) The assessment assumes that re-joiners will be employed primarily in their Profession. Where an individual is re-joining at a more experienced level and has KSEB that would make them employable in second-stage career fields, advice should be sought from the relevant CM. Any selection for professions under Unified Career Management (UCM) will need to be agreed with the UCM CM in StratCom.

[9] Re-joiners and In Service Transfer Team (RISTT).
[10] Minimum rank of OF3 for OR7 and below. Minimum rank of OF4 for OR8 and above.

d. **Award of AHR.** For those officers who are deemed suitable for the award of AHR, the relevant CM will follow policy in Chapter 66, Section 4 as part of re-entry process. Similarly, the award of AHR for OR2 to OR6 on a local acting basis[11] will follow extant policy. When authorised, AHR will be awarded for the duration of an assignment as directed by the CM, with their performance and potential captured as part on the annual reporting process. In the case of a re-entrant holding AHR that does not receive a recommendation for promotion after 12 months, they will be given a further 12 months in AHR. At 24 months, they may be reverted to substantive rank. Where a re-entrant is recommended for promotion but not selected, continued employment in AHR is permitted where it is in the service interest, however, it should be noted that there is no guarantee of continued employment in AHR beyond their FAD.

e. **Annual Appraisals.** On re-entry, normal reporting procedures will apply with the SP ordinarily being reported on at their next Common Reporting Date (CRD). Exceptionally, advanced/delayed Annual Appraisals (ARs) may be authorised, to allow a subject up to a 6-month reporting period prior to the next promotion board. Advanced or delayed ARs should only be considered where the subject is worthy of a clear unequivocal positive recommendation for promotion to the next rate/rank. In these circumstances it is vital that early dialogue takes place within the reporting chain and authorisation sought from the appropriate Board Secretary in the RN Workforce and Career Progression Team.

f. **Career Progression.** All re-entrants holding the AHR will be considered for selective promotion along with all other eligible candidates under extant policy[12]. Similarly, all re-entrants will assume the relevant engagement/commission under in accordance with Annex 48B. Re-entrants that have limited time to serve out existing engagement/commission will be managed by EOS/EED adjustment and presented for transfer at the next board.

g. **Non-recommendation for AHR.** Where an individual applies to re-enter but is unsuccessful in gaining approval for AHR, they may be offered employment in their previous rank, but consideration can be given for award of seniority to reflect their KSEB in line with existing policy.

h. **Warnings and Disciplinary.** Poor professional performance or disciplinary issues, including reversion and disrating will be in accordance with existing policy[13].

[11] Para 6915.
[12] BRd 3(1) Part 8.
[13] Chapter 20.

SECTION 5

MISCELLANEOUS

4819. Military Aviation Degree Scheme

a. **General.** The Fleet Air Arm (FAA) has formed, with the AAC and RAF, the UKAF Military Aviation Academy (UKAF MAA) for the award of Foundation and BSc (Hons) degrees in Aviation Systems Management for aircrew and Airspace Management for ATCOs. All the degrees are accredited by the Open University (OU) and include all flying training or ATC training up to Certificate of Competence (CoC)The degree scheme is open to all students.

b. **The Degree Programme.** The programme is in two distinct phases. The programme is in two distinct phases. The first is an OU Foundation Degree in Aviation Systems Management for aircrew and Airspace Management for ATCOs, which are completed at end of OCU for aircrew and one year after completing JATCC for ATCOs. The BSc (Hons) degrees of the same names are completed at CoC (Combat Ready for fast jet) or after completing the relevant adquals for ATCOs.

c. **Funding.** Funding is provided by the Service. There is no requirement for a student to pay anything.

d. **Failure in Training.** Failure to complete training will automatically result in undergraduates being withdrawn from the UKAF MAA Degree course. However, HE points accrued for completion of courses within the scheme may be retained for use in any self-funded degree programme outside the Service.

e. **Voluntary Withdrawal from Training.** If a student voluntarily withdraws from training, they will automatically be withdrawn from the programme and there will be no requirement to repay study costs.

f. **Advice to Students.** The UKAF MAA Programme Manager (UKAF MAA PM) runs the schemes for all three Services and is available to provide advice and guidance to students concerning these degree schemes. UKAF MAA PM works for Cdr FT at Navy Command and is contactable at NAVY CU-AIR UKAF MAA PM.

4820. Royal Navy Foundation Scheme

a. **General.** This paragraph details the terms and conditions of service associated with personnel serving on the Royal Navy Foundation Scheme (RNFS), **only where they differ from standard TACOS** associated with ratings joining on a regular ES1.

b. **Engagement Length & Transferability.**

(1) The RNFS offers a 1-year engagement only, with options to subsequently transfer onto ES1/IC. Transfers at or prior to the end of the foundation year are treated as profession transfers and are subject to service requirements and entry standards being met.

(2) Eligibility for profession transfer will be determined by the CM, who will access the candidates RITS information via the Recruit and Attract allocations team. This information, in conjunction with the JEM/DAA Threshold Matrix, will identify which roles the candidate is eligible for. Where candidates have received an SJAR at the point of application, recommendations in this SJAR should be considered; DAA waivers may be awarded at the PM's discretion. Although RNFS personnel will be considered GTS on completion of Phase 1 training, transfer requests, if approved by the CM, will follow the process described for UTS Ratings in para 5112 (Ratings Transfers - General) with an appropriate Ph.2 course eventually allocated by the UTS Ratings Pipeline Manager.

c. **Age Restrictions.** This RNFS is only available to personnel who will be 18 on or before their expected completion of Phase 1 training. Upper age limits remain aligned with standard RN Regular policy (40).

d. **Rank & Seniority.** Entrants join as substantive OR2 (AB2), as per standard entry.

e. **Statutory Right of Discharge and Minimum Time to Serve (MTS).** Statutory Discharge within the first 6 months applies to RNFS personnel. After that initial 6 months, there is not statutory right of discharge. That is, individuals cannot submit notice to leave and are expected to complete their 1-year engagement. If an individual profession transfers to ES1/IC, they will be subject to the MTS and ROS conditions associated with their elected new profession.

f. **Promotion Opportunities.** There are no promotion prospects during RNFS; opportunities only arise upon branch transfer to ES1/IC.

g. **Deployability & Training Status.** RNFS personnel are considered to be on the Trained Strength on completion of Phase 1 training and BSSC. From that point, RNFS personnel are fully deployable on RN surface units.

h. **Pay & X-Factor.** RNFS personnel will receive Initial Pay for the first 26 weeks and then OR2-1 Supp 1 pay, both subject to 5% X-Factor.

i. **Pension.** Due to the length of engagement personnel will not meet the vesting period for AFPS15 (2 years). If they leave the Service at the end of 12 months' service, they will receive a Cash Equivalent Transfer Value (CETV) which can be transferred to an alternative scheme.

j. **Leave Entitlement.** Annual Leave is reduced to 28 days including public holidays. Entitlement to sea going and terminal leave is as per JSP 760.

k. **Reserve Liability.** RNFS personnel will not have any reserve liability as they will not have completed a minimum of 2 years in the RN. Chapter 54 refers..

l. **Recall Liability.** RNFS personnel will have a recall liability iaw the Reserve Forces Act 1996 (RFA 96), Part VII. This liability may be relaxed or the individual exempted from that liability iaw s73 RFA 96 (see BRd 3(2) 0821).

4821. Medical and Dental Officers - Professional Registration

a. All Medical and Dental Officers serving in the Royal Navy are to be currently registered with the appropriate professional body.

b. The Medical Act 1983 requires all Medical practitioners to be fully registered to hold an appointment in the Armed Forces. Cadets provisionally register with the General Medical Council (GMC) of the United Kingdom having completed statutory training. All Direct Entry Medical Officer applicants, including re-entrants, must be fully registered with the GMC.

c. Dental cadets register with the General Dental Council (GDC) of the United Kingdom on completion of statutory training. All Direct Entry Dental Officer applicants, including re-entrants, must be fully registered with the GDC.

d. It is the responsibility of the single Service to verify an individual's registration with the GMC or GDC. The date of that statutory registration and subsequent re-registration is to be maintained in the individual's record of service. Any individual who is not registered with their professional organisation, for whatever reason, must be removed from clinical practice until registration has been reinstated.

4822. Medical Defence Organisation Membership

It is not a condition of service that Medical and Dental Officers belong to a medical defence organisation. The MOD accepts responsibility for defending or settling a claim arising from an officer's actions when attending entitled personnel, which includes civilian secondments in the NHS (the NHS normally underwrites individuals as part of any secondment 'contract'). Officers may wish to have defence organisation representation, however, to help protect their professional reputation in any professional interface with the GMC or GDC. Any officer who wishes to undertake 'private' practice whilst not on duty in accordance with MOD policy must have membership of a defence organisation.

4823. QARNNS Officers - Registration with the Nursing and Midwifery Council (NMC)

Candidates must be registered on an appropriate part of the Register of the NMC for Nursing, Midwifery and Health Visiting. When assessing post-registration experience, proof of working will be required. See also Para 4803 sub para c.

4824. Membership of the Royal College of Nursing

All QARNNS Officers are strongly advised to belong to the Royal College of Nursing. They are responsible for paying their own subscriptions.

ANNEX 48A

ADVICE FOR CAREER MANAGERS ON RE-ENTRANTS TO THE ROYAL NAVY

1. Process

Officer, rating and other rank re-entries to the Royal Navy are not uncommon and there is a well established process to administer an individual's return to uniform (for officers, this is given primarily in Chapter 48 but with some coverage in Chapter 12; for ratings and other ranks, this is given primarily in Chapter 12 but with some coverage in Chapter 48). The purpose of this guidance is to offer Career Managers a flexible approach when considering making an offer to an individual. Flexibility is crucial and is to be encouraged since the re-entrant may well be bringing niche skills that are in short supply within the Service and which have been enhanced by their civilian experience. The objective of any negotiations should be to provide a 'full and fair' offer to an individual, such that the Service is able to compete within the open market for suitable talent.

2. Considerations

The following points should be considered:

a. If necessary and considered appropriate, Career Managers should maintain databases of individuals who are leaving the Service who would be suitable for further service.

b. Identify individuals to re-join and consider making an approach. An approach could be made at any time after an individual leaves the Service. Previous subjective experience indicates that within the two to four year time scale is not un-reasonable. It is considered that personnel who might wish to re-join sooner will in most cases make contact under their own initiative.

c. Invite individuals to attend an interview at which the following issues need to be addressed:

- type of career or engagement;
- career pathway;
- rank and seniority on re-joining, including any awards of additional seniority for civilian experience and qualifications;
- promotion prospects and promotion board attendance;
- pension;
- uniform grants and kit issue;
- training, training gap analysis and re-familiarisation; and
- update on the wider benefits and allowances package including: Medical and Dental care; Housing; Sport and Adventurous Training; and Continuous Professional Development and Education.

d. Close consultation should take place with the Terms of Service team throughout the process.

ANNEX 48B

TERMS OF SERVICE ON RE-ENTRY OR TRANSFER TO THE ROYAL NAVY

1. Purpose

This Annex details the commissions or engagements to be awarded to individuals re-entering or transferring to the Royal Navy (note: all re-entries and transfers are subject to prevailing manning requirements). For completeness, all re-entry and transfer routes are included, including those in and out of the RNR and RMR and from the Volunteer Reserve forces of the Army and the Royal Air Force.

2. Re-entry and Transfer of Untrained Personnel

Personnel who have not been a 'Gain to the Trained Strength' in any Regular or Volunteer Reserve employment (ie. left the Service as Untrained personnel) will rejoin to complete a new initial engagement (ES1) or commission (ICS).

3. Re-entry and Transfer of Trained Personnel

The flow charts listed at Para 5 detail the standard offers that may be made without specific approval to the PPLAN Strategic Workforce Planners (SWPR SO1 and SWPO SO1). In addition, variations to the standard offers may be made by Branch Managers and, in some instances, subject to approval of the relevant Strategic Workforce Planner. Where an individual's circumstances are not addressed in the flow charts, advice is to be sought from NAVY PERS-CNPS TERMS SO1C.

4. Transfers between the RN, RM, RNR and RMR

Transfers between the RN and RM (and vice-versa) and between the RNR and RMR (and vice-versa) are to be treated as transfers between Services.

5. Flow Charts

Re-Entry/Transfer Route	Chart
Ratings and Other Ranks re-entering the same Service on or after 1 Apr 15, having previously left from the Trained Strength	A
Ratings and Other Ranks transferring from the Trained Strength of another Service on or after 1 Apr 15	B
Officers re-entering the same Service on or after 1 Apr 15, having previously left from the Trained Strength	C
Officers transferring from the Trained Strength of another Service on or after 1 Apr 15	D
Ratings and Other Ranks transferring from Volunteer Reserve to Regular on or after 1 Apr 15	E
Ratings and Other Ranks transferring from Regular or former Regular to the Volunteer Reserve on or after 1 Apr 15	F

Chart A
Former RN/RM Regular Ratings/Other Ranks
re-entering the RN/RM as Ratings/Other Ranks
having previously left the Trained Strength of the same service
where the effective date of re-entry is on or after 1 Apr 15

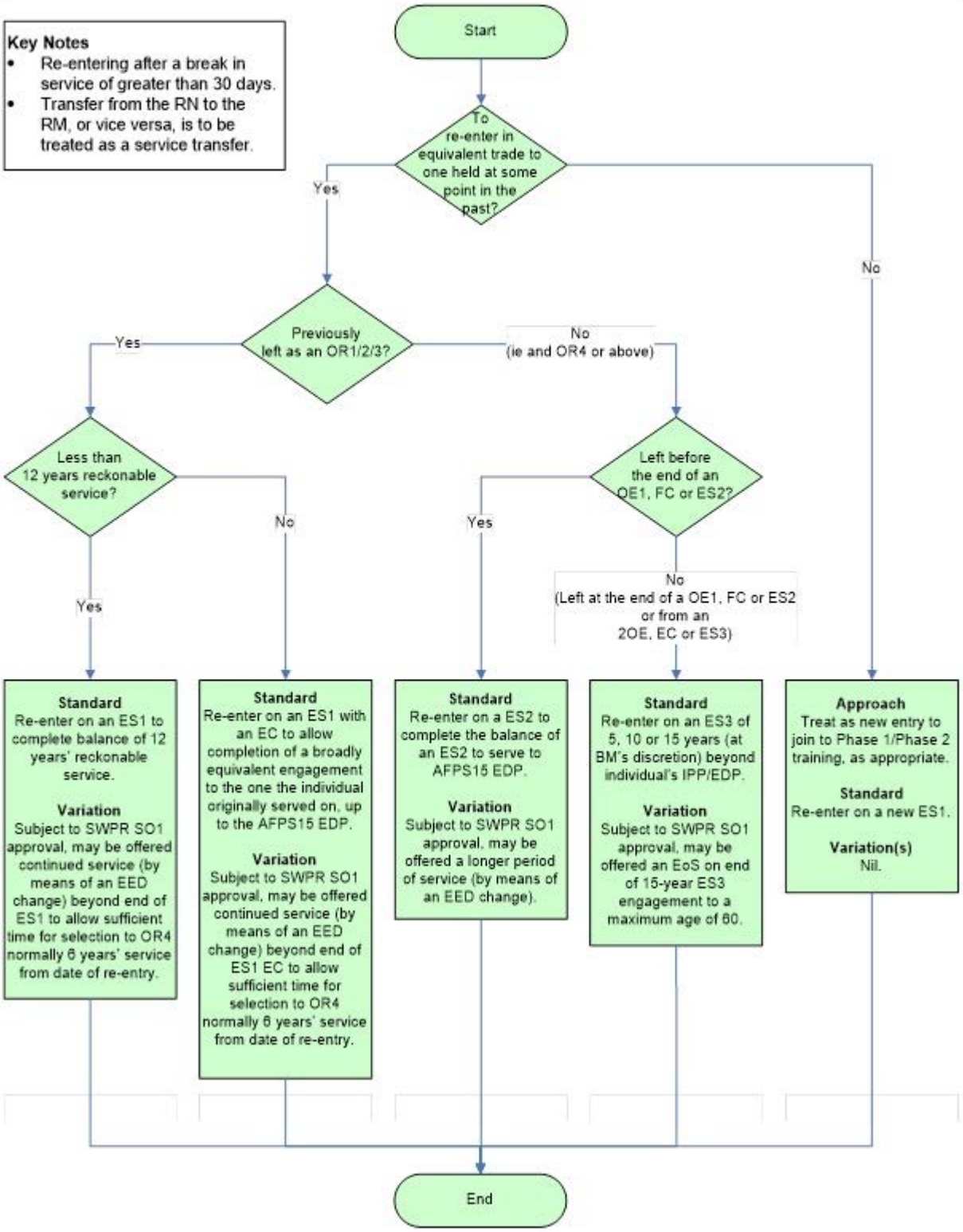


Chart B
Current or Former Regular Ratings/Other Ranks
transferring to the RN/RM as Ratings/Other Ranks
from or having previously left the Trained Strength of another service
Where the effective date of transfer on or after 1 Apr 15

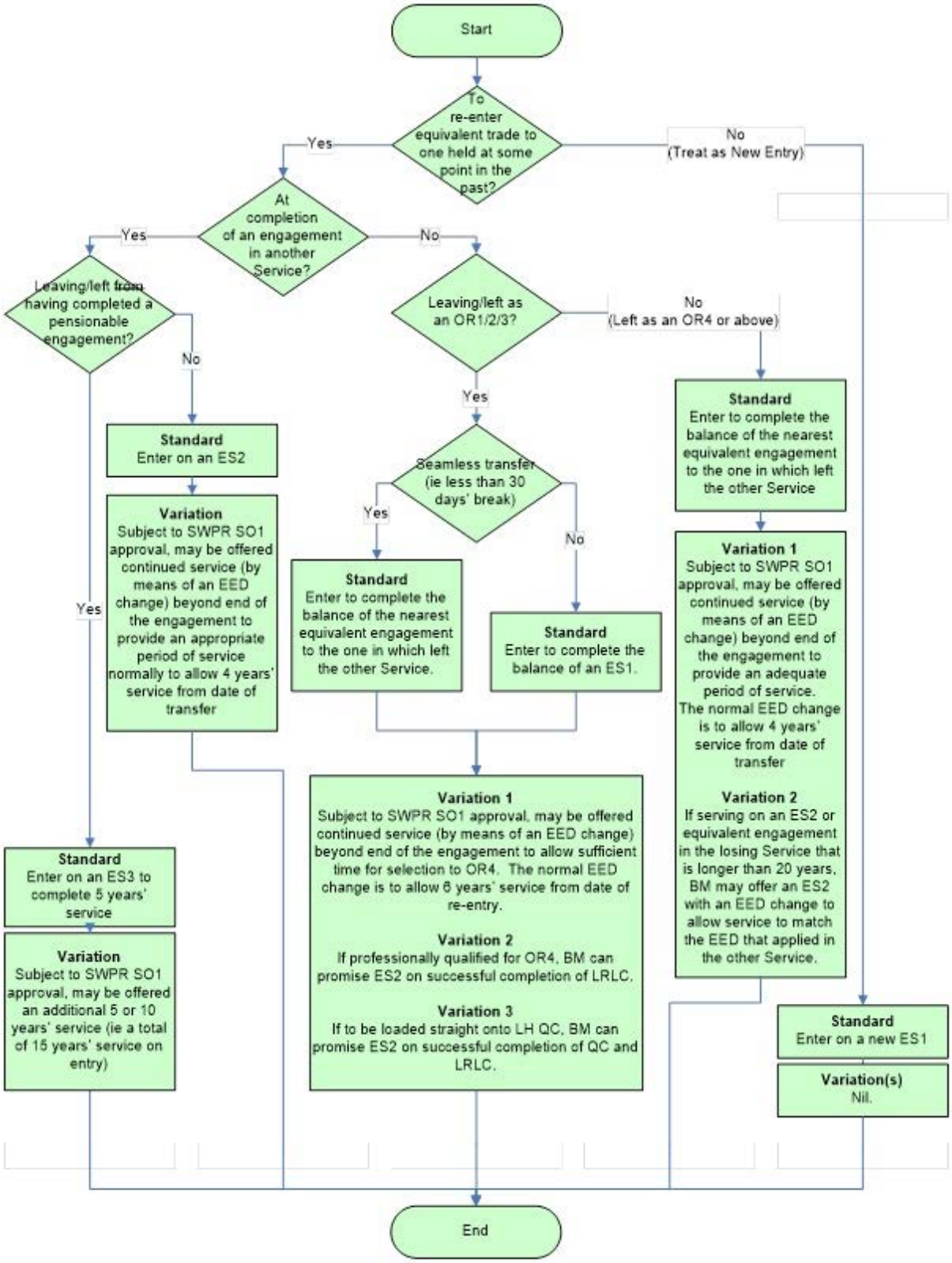


Chart C
Former Regular RN/RM Officers
re-entering the same service
having previously left the Trained Strength
where the effective date of re-entry is on or after 1 Apr 15

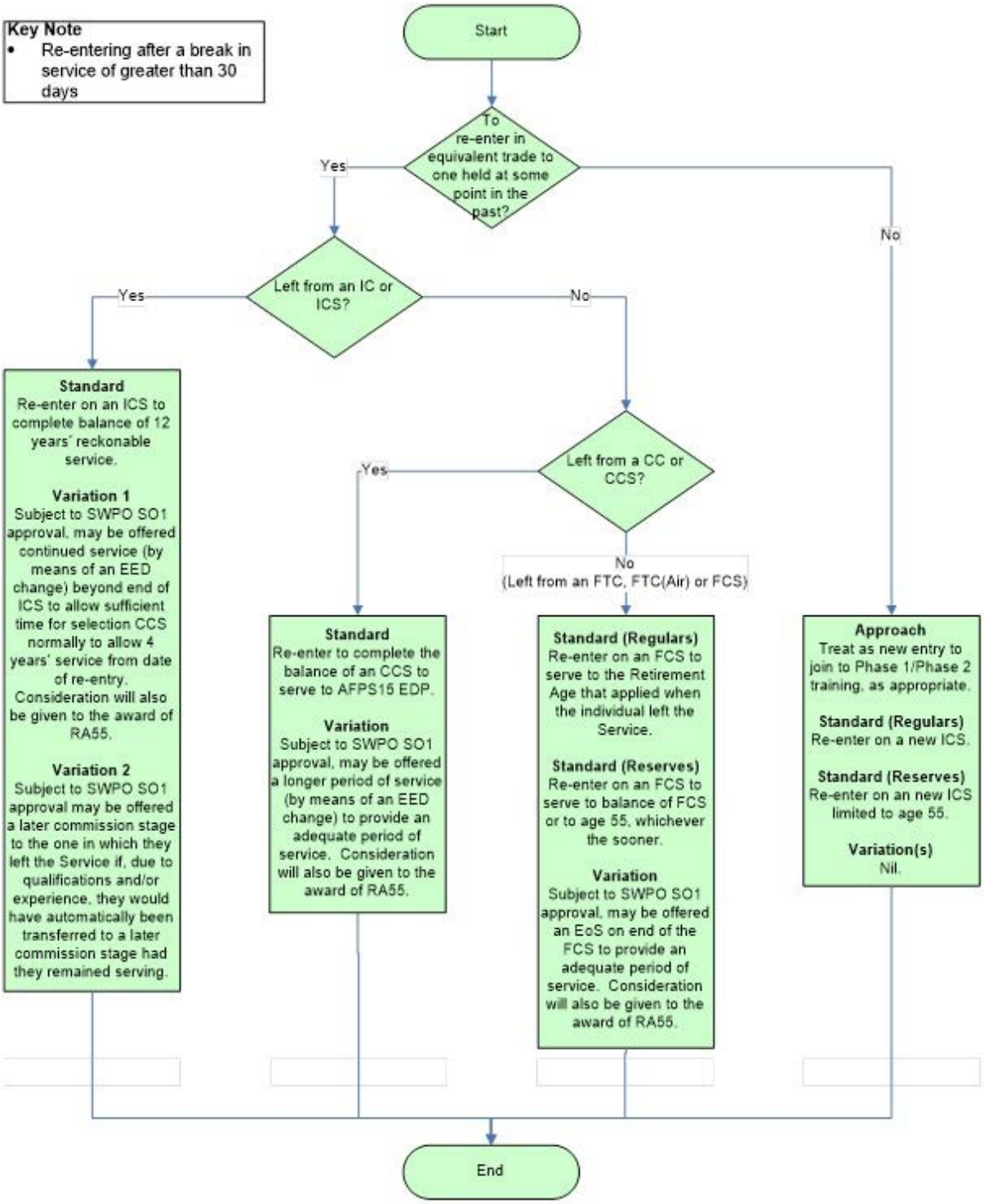


Chart D
Current or Former Regular Officers
transferring to the RN/RM as Officers
from or having previously left from the Trained Strength of another service
where the effective date of transfer is on or after 1 Apr 15

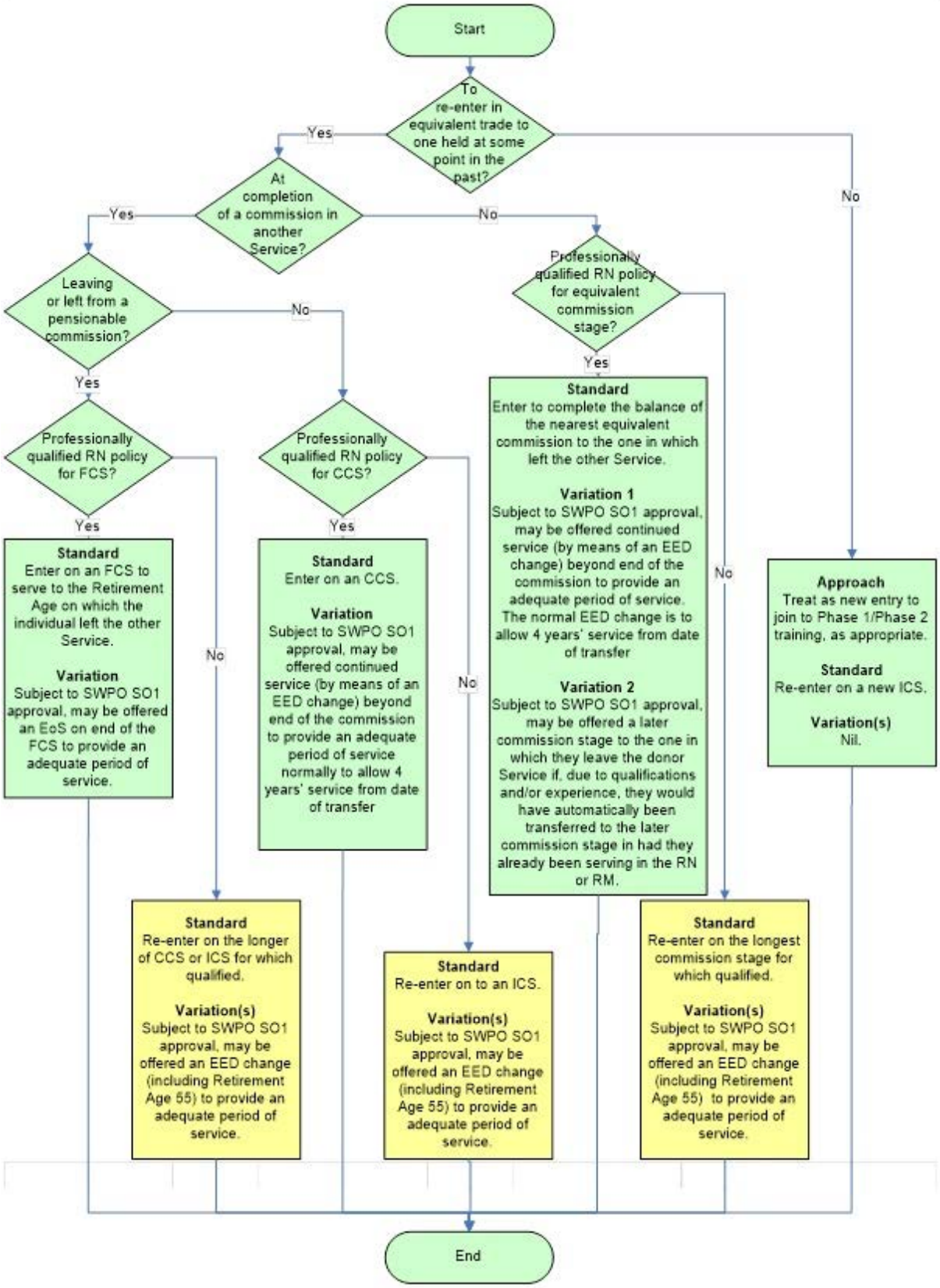


Chart E
Current or Former Volunteer Reserve RNR/RMR Ratings/Other Ranks
transferring to to the RN/RM
from or having previously left the Trained Strength of the Volunteer Reserves
where the effective date of transfer is on or after 1 Apr 15

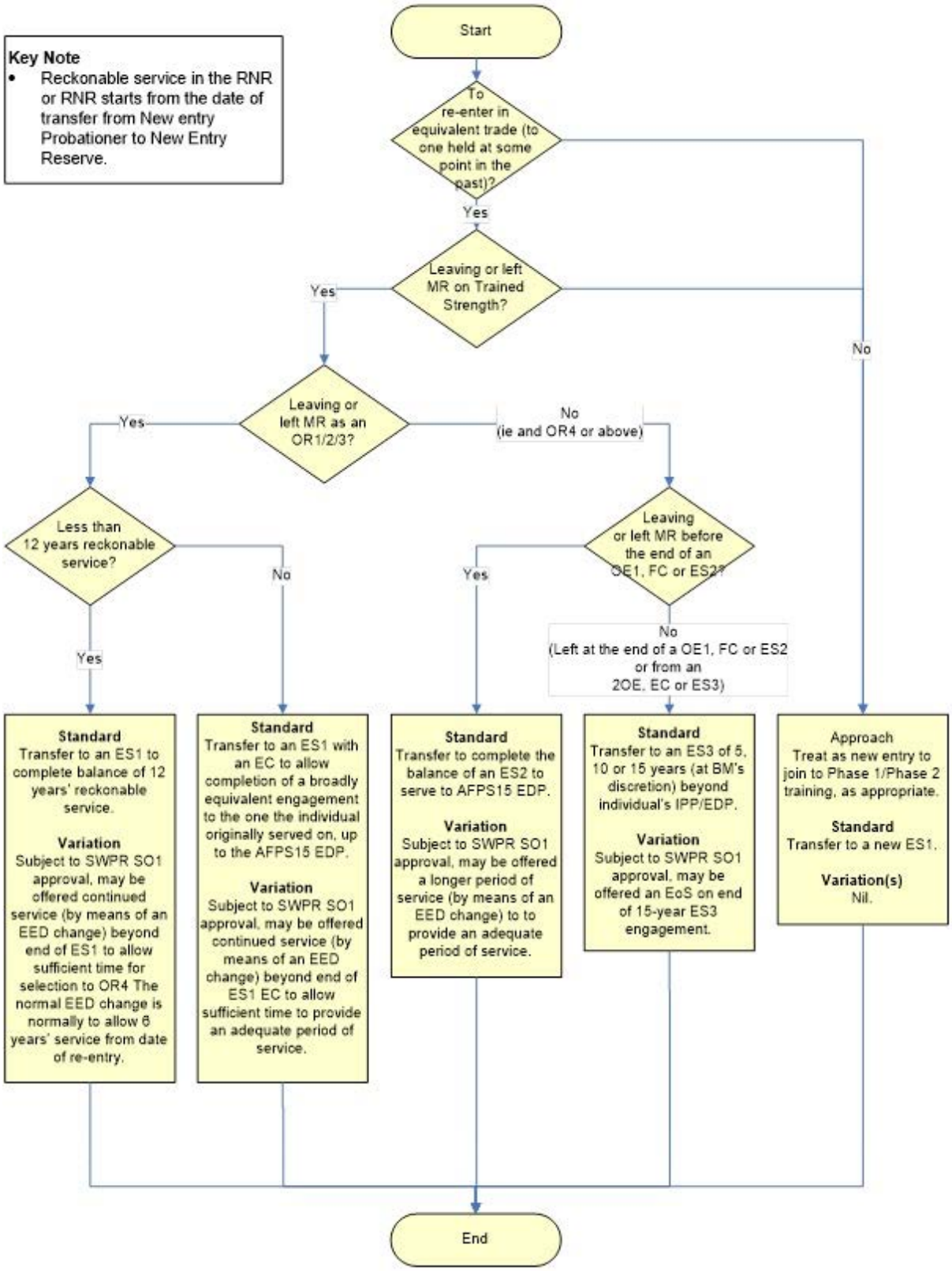
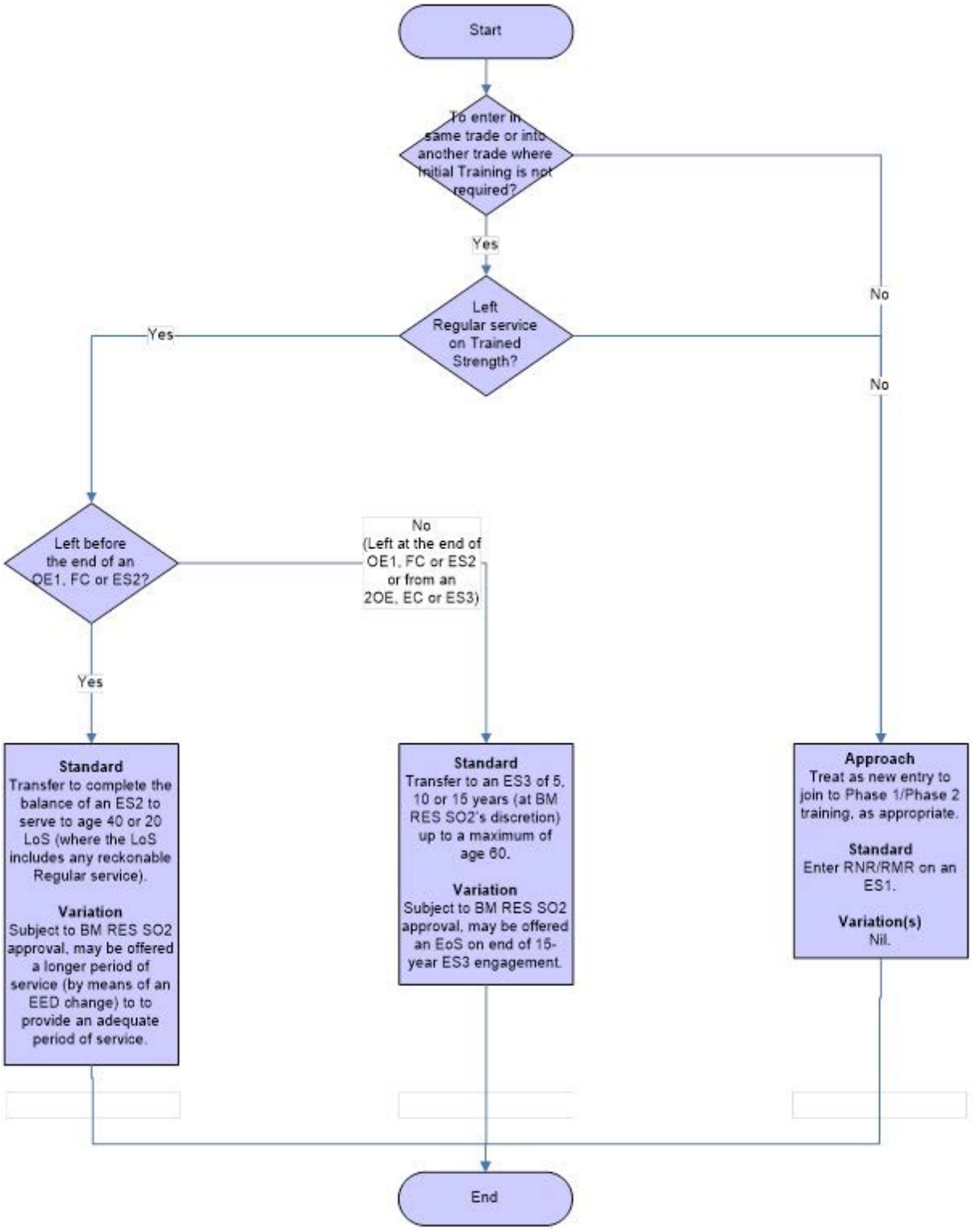


Chart F
Current or Former Regular RN/RM Ratings/Other Ranks
transferring to the RNR/RMR
from or having previously left the either the Trained or Untrained Strengths
where the effective date of transfer is on or after 1 Apr 15



CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

SECTION 1

OFFICER COMMISSION TRANSFERS

4901. Instructions Applicable to all Commission Transfers

These rules apply to all officers in the Royal Navy regardless of the commission type.

4902. Overview

a. Transfers from an Initial Commission Stage (ICS) (or equivalent pre-April 2015 commission (Initial Commission (IC) or Short Commission (SC)) will normally be to the Career Commission Stage (CCS). This will extend an officer's career to 20 years' length of service or to age 40, whichever is later, but not beyond age 55.

b. Individuals serving on a CCS or equivalent pre-April 2015 commission (Career Commission, Medium Commission or Medium Career Commission) will, on selection, transfer to a Full Commission Stage (FCS), with service to age 55. Selection to FCS will guarantee service to age 55, even if the officer was previously subject to a rank related retirement age of 50 or 53.

c. FCS beyond age 55 will be known as Commission Extension (CE) and will be by selection and strictly to meet Service requirements. See Para 4917 for further details.

d. In addition to selective commission transfer there are also opportunities for automatic commission transfer. Officers who are not eligible for automatic transfer (see Para 4915) and who are not selected for transfer to a CCS or FCS may be able to continue to serve on an EOS basis if there is a Service need (see Section 3). They may be considered for selection to CCS/FCS if otherwise eligible.

e. Medical personnel are to refer to JSP 755 Part 2 Vol 2 - Unified Career Management (UCM) harmonised TACOS. Commission Transfer zones for medical personnel on legacy TACOS will be modified to the most beneficial between harmonised UCM or legacy timings, e.g. personnel will enter a Commission Transfer zone at the earlier of the two timings and exit the Commission Transfer zone at the latest of the two dates.

4903. Eligibility

a. All officers will be considered for transfer to a longer commission regardless of their volunteer status in JPA. To be eligible for a commission transfer, an officer must be on the trained strength and:

(1) Have achieved the following number of years' officer service on the Effective Date of Transfer (ETD)[1]:

(a) For transfer to CCS – 5 years[2] with the exception of Chaplains who become eligible for commission transfer on 3 years' officer service.

(b) For transfer to FCS – 8 years.

(2) Be able to complete a further period of service beyond the current commission up to retirement age (see Chapter 54 Section 4).

(3) Be serving on their current commission, including extensions of service, on the ETD.

(4) **MR Officers.** Must be either List 1, List 2 or List 5 (those on List 5 must have a MR Specialisation Short Appraisal Report (SAR)[3]) and have achieved Certificate of Efficiency for 4 out of the last 5 training years.

(5) Additionally for transfer to FCS:

(a) **TM Officers.** Must be in possession of the Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development and Training Management, as part of the recognised TM CPD scheme. It is the individual's responsibility to ensure this is reflected as a competency in JPA before the commission transfer 'Files Out' date, as stated within the Boarding Programme available on the Promotions SharePoint[4].

(b) **Logistics Officers.** Be a substantive Lieutenant Commander on the Effective Transfer Date.

(c) **Engineer Officers (except WE/WESM(C) and TM).** From the date of the 2029 commission transfer boards, have achieved the professional registration title of Incorporated Engineer (IEng) with the Engineering Council, through a recognised Professional engineering Institute. Further details on how to gain IEng and CEng for all engineering Officers can be found in BRd 9962.

(d) **RMR Officers.** Successful completion of:

i. Walcheren Essay.

[1] 1 Feb for Lt RN/Capt RM and 1 May for Lt Cdr/Maj/Chaplain.
[2] Officers who commissioned through the WO1 Commissioning Scheme see Chapter 50 Section 4
[3] Officers who seamlessly enter from Regular service can be deemed to have achieved CoE for those years not as PTVR.
[4] Officer should seek clarification from their Career Manager if required.

ii. RMFT. And in-date RMFT is required at the OF2 CRD (31 May) and on the date of commission transfer eligibility checks/OF3 CPD (1 Oct). This will ensure commission transfer eligibility, OF2-OF3 promotion eligibility, and substantive promotion to OF3 if selected.

b. Officers who are otherwise eligible for transfer but who have submitted their Notice will remain eligible for consideration if they are still serving on the day the transfer board convenes.

c. Any officer not wishing to be presented to a commission transfer board may withdraw at their own request. Any such request must be made in writing to the appropriate Branch Promotion Board Secretary, via the relevant Career Manager, prior to the commission transfer selection board. Officers will be considered at the next transfer selection board following withdrawal providing that they continue to meet the eligibility criteria.

4904. Medical Fitness - JMES Criteria

a. **Personnel with a MFD JMES.** All personnel with a JMES of MFD are medically fit for further service.

b. **Personnel with a Permanent MLD JMES.**

(1) Individuals can be given specific[5] permanent MLD JMES gradings in Primary Care (GP/MO) or RN Occupational Health Service (RNOHS) only if they remain functionally deployable. These decisions will not require ratification by the RNMEB (as they should not impose risks to the individual's employment). These individuals should be medically fit for further service.

(2) Permanent MLD JMES gradings can also be given by RNMBOS, whilst the individual might not always be functionally deployable, they will all have been ratified by the RNMEB. These individuals' fitness for further service will depend upon their RNMEB outcome.

c. **Personnel with a Permanent MND JMES.**

(1) Individuals with a permanent[6] MND JMES given in Primary Care (GP/MO) or RNOHS who are not referred for ratification at the MEB, will have the Medical Limitation (MedLim) 8201 ('graduated rehabilitation as directed by clinical lead') or 8202 ('graduated rehabilitation including supervised phased return to limited sea duties as directed by clinical lead'), these are often called GRADMO gradings. To be awarded a GRADMO grading, the MO should be satisfied that the individual will return to a functionally deployable JMES within the period of that JMES (usually 12 months). These individuals should be medically fit for further service.

[5] RNTM 01-123/25

[6] Whilst labelled 'MND permanent' these will usually have a review date of 6 or 12 months and are therefore 'time limited permanent gradings'.

(2) Individuals with a permanent MND JMES given at RNMBOS must have been ratified by the RNMEB. These individuals' fitness for further service will depend upon their RNMEB outcome.

d. **Personnel with any Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP[7].

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for further service.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination.

(3) Where it is likely that the individual will need a permanent MLD JMES within the next 12 months and there is an expectation that they will be functionally deployable, the Medical Officer should deem the individual medically fit for further service.

(4) Where it is likely that the individual will need a permanent MLD/MND JMES within the next 12 months, but the individual is unlikely to be functionally deployable, the individual will be deemed unfit for further service subject to the subsequent RNMBOS/RNOHS and RNMEB recommendations.

(5) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for further service. If she was previously in a permanently limited JMES, she should be assessed as per her previous RNMEB determination. If made temporarily MLD or MND prior to the pregnancy then an assessment must be made of the anticipated outcome on return from maternity leave, as described at Para 4904 sub paras d (1-4) above.

(6) Any case where doubt exists is to be referred to the President RNMBOS or RNMEB as appropriate.

4905. Officers Requesting Early Termination

Officers selected, or who have applied, for a transfer to a longer commission but who subsequently apply for Early Termination will not be transferred. Officers who later withdraw their Early Termination request may apply formally to Hd Proms through their CM for the transfer to be reinstated.

[7] If there is any clinical/occupational doubt about fitness for promotion or likely future deployability the MO should seek the advice of an Occupational Medicine Consultant via referral to the RNOHS or iATOM Clinic.

4906. Transfer Guidelines

a. The key criterion for commission transfer is employability in the current rank and not necessarily the potential for promotion to the next rank. For transfer to a FCS, officers will be expected to have demonstrated long term employability, to Lt Cdr/Maj or above, as well as satisfying the minimum professional standards.

b. To ensure the workforce requirement is captured accurately, candidates who have been selected for promotion, but are yet to be substantively promoted, will be presented at the commission transfer board for the higher rank.

4907. Confirmation of Transfer

Confirmation of selective transfer is subject to continued eligibility on the effective date of transfer. Officers selected must:

a. Continue to be recommended for transfer[8].9

b. Not awaiting Court Martial or other disciplinary proceedings. Confirmation of transfer in each case will be dependent on the outcome of that process.

c. Be medically fit for transfer (see Para 4904).

d. Have not requested Early Termination (see Para 4905)

4908. Refusal of Commission Transfer

Officers who do not wish to accept transfer should discuss the implications of doing so with their Career Managers. A declaration of refusal must be made in writing to the appropriate Branch Promotion Board Secretary before the Effective Transfer Date. Officers will be considered at the next transfer selection board following refusal providing that they continue to meet the eligibility criteria. Selected officers who do not indicate their intention to refuse will be assumed to be volunteers and will be transferred as appropriate.

4909. Officers Not Recommended for Commission Transfer

Officers who are not recommended for transfer to a longer commission, but who meet all other requirements listed at Para 4903, will also be considered by the Board for transfer. If any candidate receives less than a YES recommendation for transfer, the board is free to select that officer if they feel that other considerations outweigh the recommendation.

4910. Selection Boards, Membership and Transfer Dates

a. Commission Transfer selection boards will sit annually with dates published in the Officers Boarding Programme[10]. Candidates will first be considered at the Board immediately preceding their zone entry.

b. Effective Transfer Dates (ETD) are as follows:

(1) **OF2:** 1 Feb

[8] This will be assumed unless an appraisal has been finalised with a NO recommendation after the selection process. In these circumstances the candidate will be deselected at ETD.

[10] Found at: https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Promotions.aspx

(2) **OF3:** 1 May

c. The principles and procedures applied by Transfer Boards are similar to those defined for promotion (see Chapter 66). Selection Board membership is summarised in Table 49-1.

Table 49-1. Transfer Board Membership

Transfer Board	TSB Membership
Lt/Capt to CCS/FCS	Chair: Profession OF4 CM Profession OF4 Independent OF3 Sec: PROMOF-BS
Lt Cdr/Maj to CCS/FCS	Chair: Profession OF4 CM Profession OF4 Independent OF4 Sec: PROMOF-BS
Chaplains	Chair: NCS PSO SO1 (independent) Deputy Chaplain of the Fleet Profession member Sec: PROMOF-BSR

4911. 'Out of Zone' Applications

Officers who are not eligible for commission transfer, because of time served or time to serve before retirement age, may request exceptional consideration at the next transfer board by applying in writing to Hd Proms.

4912. Spare

4913. Spare

4914. Former Service - Effect on Transfer Zones

a. Former service will be taken into account when calculating transfer zones for the following officers:

(1) Those who re-enter the Royal Navy to complete the balance of their previous commission.

(2) Those who transfer from the Army or RAF to complete the balance of a comparable commission in the Royal Navy.

(3) Those who transfer between branches or specialisations without changing to a different commission.

b. If officers have been given a wholly new commission, for which former service has been, or not, allowed for pension or retired pay purposes, then the former service will also be allowed/not allowed when calculating transfer zones. In these cases, transfer zones will be calculated from the start of their new commissions and officers should be aware that this break in their service continuity may adversely affect their transfer prospects.

4915. Automatic Commission Transfers

a. Automatic Commission Transfer are subject to the needs of the Service and are Branch specific as set out in the sub-paras below. Individuals must also satisfy the baseline requirements at Paras 4903 and 4907, except for 4903.a(1) where transfer zones do not apply to automatic commission transfer.

b. An officer on ICS need not stage through CCS to FCS if they otherwise satisfy all eligibility criteria for automatic transfer.

c. **Application.** Application for an automatic transfer remains the responsibility of the individual and should be made through the Chain of Command to the Career Manager who, when satisfied the application meets the criteria at Para 4903, will direct the Promotions Office to action the transfer on JPA.

d. **Declining Transfer.** An officer being offered automatic transfer has no obligation to accept (see Para 4908). Subject to meeting all other eligibility criteria, any officer who declines an automatic CCS or FCS transfer will be transferred should they re-apply.

e. **RN/RM Fast Jet Pilots.** In view of the very small number of pilots qualified to fly fast jet aircraft and the high cost and length of training, on successful completion of Operational Conversion Unit (OCU) all pilots serving on an ICS will automatically be transferred to a CCS. Details of the return of service (ROS) for Fast Jet Pilot training are contained in Annex 53C.

f. **RN/RM Rotary Wing Pilots and Observers.** On achievement of Role Performance Statement (RPS), post Operational Conversion Unit (OCU) and successful award of Certificate of Competence (CofC), along with a recommendation from the CO on their OJAR and remaining fully medically fit, all pilots and observers will automatically be transferred to a CCS. Details of the ROS for Rotary Wing Pilot and Observer training is contained in Annex 53C.

g. **Warfare Officer CCS Transfers.** Automatic transfers to a CCS will be offered to officers at the following stages:

(1) On successful completion of any of the following courses:

(a) Fleet Navigation Officer Course (FNO) (SS).

(b) MM/PP Commanding Officers' Designate Course (CODC).

(c) Principal Warfare Officers' (PWO) Course (including pre-PWO technical course).

(2) On achievement of Role Performance Statement (RPS) and receipt of a CO's recommendation in any of the following: FNO (SM), Mine Clearance Diver (MCD), Mine Warfare Officer (MWO), Fighter Controller (GSX FC), Intelligence (GSX INT), Hydrography (H), and Meteorology Oceanography (METOC).

(3) On completion of first operational tour within the Special Reconnaissance Regiment (SRR) or Defence Humint Unit (DHU).

(4) On appointment as the First Lieutenant of a River Class OPV. Transfer, once an individual has achieved a CQ1 qualification and received a recommendation from the Commander Overseas Patrol Squadron.

(5) Exceptionally, to grow maritime planning capability and to mitigate workforce shortfalls in the PWO cadre, a CCS transfer will be offered to all GSX Officers who complete the Maritime Planning Officer course and who complete a subsequent operational tour.

(6) Ordinarily, these automatic commission transfer opportunities above would negate the requirement for a GS/SM selective commission transfer board. However, in order to retain talent where non-traditional career profiles are evident, all officers in their final 3 years before ICS completion, will be presented to the commission transfer board for consideration, subject to Service requirement.

h. **Warfare Officer FCS Transfers.** Automatic transfers to a FCS will be offered to officers at the following stages:

(1) To PWOs and PWO (SM) watch leaders - on achieving RPS and receiving a CO's recommendation.

(2) To any GS(X) officer on successful completion of Specialist Navigator course (WAR 111 SPEC N).

(3) To X(HM) officers - on successfully attaining H or M Charge, providing they receive a CO's recommendation entered in JPA, are a volunteer for FCS transfer and meet the criteria at Para 4903 sub para b.

(4) To GS(X) officers - on successful completion of a junior SASB1 assignment, subject to receiving a Squadron Commander's recommendation and meeting the eligibility criteria at Para 4903 sub para b.

(5) To Pilots – on completion of qualification as a Qualified Flying Instructor (QFI)/Qualified Helicopter Instructor (QHI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO. For those selected as a Fast Track QFI/QHI, they must also meet the eligibility criteria laid out in Para 4915 sub para e or 4915 sub para f before automatically transferred to FCS.

(6) To Observers – on completion of qualification as a Qualified Observer Instructor (QOI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO.

(7) To any Aviation officer who successfully qualifies as a PWO(AV), along with a recommendation from their CO.

(8) To any Pilot who successfully completes ETPS, or any Pilot/Observer completing Aero-systems course, along with a recommendation from their CO.

i. **Air Traffic Control (ATC) Officers.** The bearing of ATC officers, including ATC Fighter Controllers, is very small and as such, is susceptible to short term fluctuations and early losses after the lengthy training process. It is necessary, therefore, to safeguard this cadre of personnel by awarding them an automatic transfer to a CCS once they have achieved Competence to Operate status as laid down in BRd 768. As a consequence, SUY ATC officers, who will already have achieved Competence to Operate status as ratings, will be offered transfer to CCS immediately on completion of initial officer training at BRNC. Automatic transfers will be offered to individuals subject to a satisfactory recommendation from their CO on their latest OJAR/Standard Report Form. Should an officer refuse the CCS transfer ('opt out'), they will no longer be considered for a CCS transfer until they formally request, through their CO, to be re-considered. The application will then be processed through the normal selective transfer route.

j. **Barrister Training.** Officers selected for Barrister training whilst serving on an ICS (or equivalent commission) will be committed to an automatic transfer to a CCS 1 month before completion of bar finals/upon successful completion of bar final examinations. The ROS liabilities for Barrister training (see Chapter 53) are unaffected by this automatic transfer.

k. **Logistics Officer CCS Transfer.** Automatic transfer to CCS for all Logistics Officers serving on ICS(12) will be offered on completion/achievement of the following:

(1) Yes recommend (or higher) for Commission Transfer in at least one OJAR.

And either:

(2) Successful completion of the Logistics Professional Command Board (LPCB), as determined by the award of the LPCB competence in JPA.

Or:

(3). Upon substantive promotion to OF3.

l. **Engineer Officer CCS Transfer.** Automatic transfer to CCS for all Engineer Officers serving on ICS will be offered on achieving the JPA competence ‘Charge Qualification’ (Engineer GS/SM) or ‘Certificate of Competence’ (Engineer FAA).

m. **Engineer Officer FCS Transfer.** All Engineer Officers, except TM, will be offered automatic transfer to FCS on substantive promotion to OF3.

n. **Royal Marine Officer CCS Transfer.** Automatic transfer to CCS for all RM OF2s serving on ICS (12) will be offered on achieving the following criteria. Where the criteria are not met but the subject and CoC request consideration, applications must be made in writing to SO1 OCM RM for arbitration. Only compelling cases will be considered.

(1) Yes recommend (or higher) for commission transfer in latest OJAR.

(2) In date for RMFT.

(3) Junior Officer Leadership Programme 2 (DE officers only).

(4) Completed Junior Officer Tactical Awareness Course (JOTAC) or Captain’s Warfare Course (CWC) before or during RY 24/25 (DE officers only). From 1 Jun 25 JOTAC will become the sole criteria for commission transfer

(5) Walcheren Essay (not RMBS officers).

(6) Director of Music Qualification (RMBS officers only).

o. **Promotion to Cdr/Lt Col.** Any officer not serving on a FCS selected for promotion to Cdr/Lt Col will be offered automatic transfer to FCS on the effective date of promotion.

p. **Training Management (TM) Officers.** Transfer to CCS for all Training Management Officers serving on ICS will be automatic on the completion/achievement of the following:

(1) Yes recommend (or higher) for commission transfer in an individual's last 2 OJARs.

Or:

(2) have achieved 60M Credits of the Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development and Training Management, as part of the recognised TM CPD scheme.

Or:

(3) Upon substantive promotion to OF3.

4916. Transfer to Full Commission Stage (Aviator) (Professional Aviator Spine (PAS))

FCS(A) is no longer open to selections wef 1 Apr 25. JSP 754 Part 2 Section 23 covers the policy for all Officer Aircrew (OA) who have been selected and have chosen to serve on the PAS and specifically define the pay arrangements for all officers on this pay spine, otherwise pay for this group is governed by standard regulations.

4917. Commission Extension to Retirement Age 60 (CE60)

a. Commission Extension is a change in Engagement Expiry Date (EED) that extends the current commission stage. The profession and specialisation requirement will be generated annually and controlled by a Maximum Authorised Number (MAuN) - sometimes the MAuN will be zero. CE60 will take one of two forms:

(1) Officers serving on an FCS may have their commission stage extended up to age of 60.

(2) Officers serving on an ICS/IC or a CCS/CC that expires on their 55th birthday[11] may be selected to serve out the balance of their commission stage up to a maximum age of 60. Should an officer's commission not extend to age 60, selection for service beyond age 55 will include an automatic transfer to the next applicable commission stage (CCS/FCS).

c. Although not a commission transfer, the same principles outlined at 4901-4914 for commission transfers (for eligibility, medical fitness, confirmation, and refusal etc) apply for CE60 with the exception that an officer must be under age 59 on the Effective Transfer Date (ETD) to be eligible for CE60.

[11] This will generally apply to the SUY/SCC cadre or other late entries to the Officer Corps e.g. Chaplains.

d. **MR Officers.** To be considered for CE60 MR officers must also not be identified as a Long Term Non-Participant.

e. **OF4 Selected for Promotion.** The principle of boarding in the appropriate rank for future employment (4906.b) applies equally to Officers who have been extracted from the OF5 promotion pool but have not promoted prior to an OF4 CE60 board. To ensure the workforce requirement is captured accurately, candidates who have had their promotion to Capt RN/Col RM approved by 1SL (Ch 66 Annex A para 3.e), will not be presented at the CE60 in their substantive rank. These candidates will move to Senior Officer Compulsory Retirement terms (Ch 66 Annex A para 3.g) on promotion. Officers who remain in the OF5 promotion pool but have not been extracted, will remain eligible for OF4 CE60.

SECTION 2

RATINGS AND OTHER RANKS - LONGER ENGAGEMENTS

4918. Transfer to Engagement Stage 2

a. Ratings and other ranks join on a 12-year Engagement Stage 1 (ES1). A transfer to Engagement Stage 2 (ES2) is awarded automatically when a rating or other rank has qualified in all respects for substantive promotion or advancement to Leading Hand or Corporal RM, i.e. they have passed all requisite professional and leadership courses, is in date for RNFT, is recommended as suitable and has reached the Common Promotion Date (CPD). An ES2 extends a rating/other rank's career to 20 years' length of service or age 40, whichever is later, in alignment with the AFPS 15 Early Departure Payment (EDP) point.

b. From 1 Jan 24, medical personnel[12] are to refer to JSP 755 Part 2 Vol 2 – Unified Career Management (UCM) harmonised TACOS.

c. Engagement extensions for medical Ratings under UCM has seen the link between Rank and engagement removed. For medical personnel, the most beneficial option between harmonised UCM or legacy TACOS will apply e.g. personnel may receive an engagement extension on completion of 2 years post Phase II training rather that aligning to promotion to OR4.

4919. Transfer to Extended Career at end of ES1

Ratings and other ranks who do not achieve substantive promotion to Leading Hand or Corporal will not be eligible for transfer to a ES2 but may have their career extended on ES1 past the 12-year length of service point via on the following mechanisms, though the Service requirements for such action are expected to be small:

a. **An Extended Career (EC).** Current regulations governing EC will continue to apply. Periods of EC are offered for a specific Service need and selection is based primarily on future employability.

b. **An Extension of Service.** In accordance with the rules at Para 4925.

c. **A revised Engagement Expiry Date (EED).** An AB/Mne who has not been able to qualify for selection for promotion to LH/Cpl e.g. due to Service reasons, maternity leave, career intermissions or a previous medical downgrade, may apply to have their career extended through a delay to their EED, thereby allowing them further time on ES1 to qualify for selection. PPLAN SWPR SO1 will ultimately decide whether such applications are approved, based on the prevailing workforce requirements.

[12] Excluding Medical Assistants as they are not currently under UCM harmonised TACOS.

4920. Transfer to Engagement Stage 3

a. **Introduction.** ES3 is awarded by selection, or automatically on promotion in the circumstances set out at sub-paragraph b(2), and strictly to meet the needs of the Service. Except where otherwise provided for under sub-paragraph b(2), service will be initially for 5, 10 or 15 years and thereafter in 5-year blocks. The final block offered which would take an individual's time in service to age 60 may be less than 5 years but must be at least 1 year in length.

(1) Those serving on an ES2 who are not selected for transfer to ES3 may continue to serve past the 20 year/age 40 point on an EOS to meet a specific Service need. They will continue to be eligible for selection and late transfer to an ES3 from their EOS. Likewise, those who are selected for an ES3 but not for service past their initial 5, 10 or 15-year period on an ES3 may be selected to serve instead on an EOS to meet a specific Service need. They will continue to be eligible for selection and transfer from an EOS back to ES3.

b. **Selection or Automatic Award of ES3.**

(1) **Annual ES3 Selection Boards.** Transfer to ES3 will normally be by selection at a Board convened annually by the Ratings' Promotion Section in Mar/Apr for senior ratings and Sep/Oct for junior ratings. The Royal Marines Other Ranks ES3 Board will be convened annually in Mar/Apr. Annual ES3 Selection Boards will be held for all rates and ranks to retain the suitably qualified and experienced personnel required to meet specific Profession requirements and the needs of the Service.

(2) **Automatic Award of ES3 on Promotion**. Those selected for promotion to specified rates or ranks will be offered ES3 automatically, as follows:

(a) Those selected for promotion to OR6 will be offered ES3(10), extending their current Termination Date by 10 years or to age 60, whichever is sooner.

(b) Those selected for promotion to OR7 will, where required, be offered sufficient ES3 service to enable them to complete 5 years' service in their new substantive rate/rank, or to serve to age 60, whichever is sooner.

(c) Those selected for promotion to OR8 and OR9 will be offered ES3(5), extending their current Termination Date by 5 years or to age 60, whichever is sooner.

c. **Eligibility for Presentation to an Annual ES3 Selection Board.** All ratings and other ranks will be considered automatically for ES3, or further ES3 as required by Profession Managers, provided they:

(1) Are serving in the last 4 years of an ES2, ES3, EC or EoS which expires after the end of the calendar year in which the Selection Board sits. This includes those who have submitted Notice and who would have been serving in the last 4 years of a regular engagement which would have expired after the end of the calendar year in which the Selection Board sits had it not been for the submission of Notice. Eligible ratings/other ranks who have submitted Notice must still be serving on the day after the Selection Board sits in order to be presented.

(2) Have not been categorised 'Not Eligible ES' by an RN Medical Employability Board.

d. **Quotas.** The Strategic Workforce Planner, in conjunction with Branch Managers, will formally set the requirement for the numbers of ES3 per rank and specialisation. The quotas will take account of the number of personnel eligible for presentation, promotion prospects and overall Service requirements. Automatic awards of ES3 on promotion under sub-paragraph b(2) are not subject to annual ES3 Selection Board quotas.

e. **Basis of Selection.** Selection is based primarily on future employability. Candidates should be aware that failure to acquire specific professional qualifications may significantly reduce their chance of selection. Periods of ES3 selected through an annual ES3 Selection Board are offered to meet a specific Service need. Therefore, there will be no opportunity to transfer between specialisations or branches, or between the Submarine Service and General Service, or vice versa, unless it is in the interests of the Service or there are exceptional circumstances, such as medical reasons, which justify consideration of a change. Any other specific Service requirement concerning the period of ES3 will be detailed in the relevant ES3 notification.

f. **Reserve Selection.** To meet unexpected shortfalls arising from a lower than anticipated acceptance rate, a limited number of reserve selections may be made at the same time as the main selections. Reserve selections will not be announced unless subsequently called forward. Those not called forward will be considered for selection at the next annual ES3 Selection Board if they remain eligible.

g. **Offer Acceptance and Refusal.**

(1) **Offers Following Selection at an Annual ES3 Selection Board.** Ratings and other ranks selected for further service on ES3 at an annual ES3 Selection Board will be notified through MyNavy/SCIO and by a notification published on DefNet. The notification will specify the new engagement expiry date, which is non-negotiable, and a deadline, normally approximately 2 months from the date of notification, by which the individual may opt out.

(2) Ratings and other ranks may opt out of an ES3 offer and should discuss their decision with their Chain of Command. An individual who does not wish to accept the offer must opt out by the deadline specified in the ES3 notification. Where an individual opts out, the offer will be withdrawn. They will be considered at the next annual ES3 Selection Board if they remain eligible in accordance with sub-paragraph c.

(3) **Offers Following Selection for Promotion.** The revised Termination Date associated with an automatic award of ES3 under sub-paragraph b(2) will be included in the promotion notification.

(4) There is no requirement for an individual to accept an ES3 offer as a condition of promotion, unless their current engagement expires before the applicable Common Promotion Date or Promotion Date. An individual who does not wish to accept the offer must notify the Promotions Audit Section or RM Branch Manager WO1, as appropriate.

(5) If an individual refuses promotion or is deselected, the associated ES3 offer will be withdrawn.

h. **Conditions for Award of ES3.**

(1) **Following Selection at an Annual ES3 Selection Board.** After the deadline specified in the ES3 notification has passed, an individual selected at an annual ES3 Selection Board will be transferred to ES3 provided that:

(a) No opt-out request has been received.

(b) They remain medically fit for extended service in accordance with Para 4904.

(c) They remain recommended for further service.

(2) **Following Selection for Promotion.** An individual offered ES3 automatically following selection for promotion will be awarded the associated ES3 provided that:

(a) They accept promotion to the relevant rate/rank.

(b) Have not been categorised ‘Not Eligible ES’ by an RN Medical Employability Board or otherwise medically ineligible in accordance with Para 4904.

(c) If a Reserve, they have been awarded a Certificate of Efficiency in at least 4 of the preceding 5 training years.

(d) They have not rejected the associated ES3 offer.

i. **Effect on an Individual's Termination Date.** Provided no opt-out or rejection has been received and the applicable conditions at sub-paragraph h have been met, the individual's original/current Termination Date will be cancelled and replaced by the Termination Date specified in the ES3 notification or promotion notification. The individual will lose the right to leave on that previous date. If the individual subsequently wishes to leave the Service before the end of the agreed ES3 period, they must submit Notice and serve the applicable 12-month Notice period. For engagement purposes, the period of an ES3 will commence on completion of the individual's original ES2, ES3, EC or EoS.

j. **Medical Fitness Requirement.** See Para 4904.

k. **Withdrawal of an ES3 Offer.** If, during the period between an offer of further service on ES3 being made and its commencement, the CO considers that an individual's performance has deteriorated due to misconduct or another serious reason, for example resulting in the award of a career check, warning, disrating or reversion, to the extent that the individual is no longer recommended for further service, this is to be brought to the attention of the Ratings' Promotion Section for consideration of withdrawal of the ES3 offer. If the offer is withdrawn, the individual will not be considered for ES3 again unless the CO considers that their personal and professional standards have improved to the point where they merit a further recommendation for ES3.

l. **Active Service.** Ratings and other ranks serving on an ES3 will remain on active service and will retain any sea service liability (where applicable) although every effort will be made for the final 6-12 months of service to be served in a shore position - see also Para 5916.

m. **Unsatisfactory Ratings and Other Ranks**

(1) **Discharge to Pension.** Ratings or other ranks serving on an ES3 may be given 12 months' Notice of discharge to pension when their performance in any respect of their duties, possibly for reasons outside their control, falls below the level normally expected of their rank and seniority, but not to the extent where is such that they would be a candidate for discharge SHORE (see Para 5442). Before giving Notice to a rating or other rank, a CO should preferably have 6 months' knowledge of the individual's performance.

(2) **Warning and Process.** Ratings or other ranks are to be warned at the time Notice is given that their performance will be reviewed in 6 months' time. If there is a marked and sustained improvement in performance during this period, the CO may withdraw the Notice. Where there is no such improvement, the CO is to seek the approval of the Fleet Commander or Flag Officer for confirmation of the rating's or other rank's discharge to pension on completion of 12 months' Notice. The application, which is to contain the full circumstances of the case and be accompanied by the individual's full Service Documents, is to be forwarded to Navy Command Headquarters Casework Cell (see Annex 1E) for consideration by the Fleet Commander through the appropriate Administrative Authority and copied to the Career Manager. The application must also contain confirmation that the rating or other rank has

been reminded at this point of their right to present the case and, if they elect to do so, their presentation must also be forwarded with the application.

(3) **Early Release when under Warning of Discharge.** A rating or other rank given Notice under this regulation may apply to be released early. Approval will be authorised by the appropriate Career Manager, subject to the needs of the Service.

(4) **Reversion at Own Request.** If a rating or other rank, other than a Warrant Officer, has been promoted while serving on an ES3, they may apply to be considered for reversion at their own request as an alternative to discharge to pension. Any such request is to be forwarded for consideration when the application for confirmation of discharge is submitted.

4921. Employment on Professional Aviators' Spine (PAS) – Non-Commissioned Aircrew

a. **Terms of Employment.** PAS is no longer open to selections wef 1 Apr 25. JSP 754 Part 2, Section 24 details the policy for all NCA / Army Air Corps (AAC) NCO Aircrew who have been selected and have chosen to serve on the PAS and defines the pay arrangements for all non-commissioned aircrew (NCA) personnel on the Professional Aviators' pay spine (PAS) / Pilot Employment Scheme (Army) (PES(A)), otherwise pay for this group is governed by standard regulations

b. **Medical Downgrading.** PAS NCA personnel who are temporarily medically downgraded will remain on the PAS. PAS NCA personnel who are permanently downgraded to a medical category that prevents them from being employed under the PAS NCA terms of employment, however, will be withdrawn from PAS NCA. In these circumstances, personnel will be offered a transfer back to the main aviation career stream (workforce requirement permitting) and reversion to APS2 and PS(A), or medically discharged from the Service.

c. **Promotion.** PAS NCA personnel remain eligible for promotion in competition with their non-PAS NCA counterparts. PAS NCA personnel who are promoted will not receive a pay rise as rates of pay on PAS NCA are determined by length of service rather than rank. Selection for PAS NCA will render the selectee ineligible for commissioned rank. However, should an individual wish to pursue commissioned rank, they will be transferred to the main pay spine on commencement of Officer Training or to APS1 if transferring to Pilot or Observer.

d. **Pay and Pensions.** Further details of pay and pensions for PAS NCA personnel can be found in JSP 754 Chapter 4 Section 7; JSP 764 (AFPS 05) and JSP 854 (AFPS 75) should also be consulted.

SECTION 3

EXTENSIONS OF SERVICE

4922. Introduction

Personnel may apply or be invited to apply to extend their service beyond the normal length of their commission/career/engagement or compulsory retirement age for various reasons. Opportunities for some extensions will depend on the shortage in applicants' professions, arms and specialisations and the individual's suitability and medical fitness. Before making formal application for an Extension of Service (EoS), which is not to be confused with transfer to a longer commission (see Section 1) or selection for an Engagement Stage 3 (see Para 4920), individuals should check current requirements with their Career Manager. The following information refers primarily to Regular Service personnel. For members of the Maritime Reserve (RNR and RMR), see BRd 3(2).

4923. Types of Extension

The principles for eligibility and appropriateness contained within this **must be applied to all EoS requests**. There are two principal types of Extension of Service, both of which are the responsibility of the Career Manager to administer and approve:

a. Full EoS – these are awarded when there is a requirement for the service person to be employed in a specific role for a full permanent assignment, normally for 24 – 36 months, and particularly where there are workforce scheduling issues, the cadre is considered a Workforce Capability Gap or if the SP has deep specialist skills or knowledge where there is a shortage.

b. Short term EoS – these are awarded when there is a need to extend a service person beyond their commission/engagement/career, largely for administrative purposes. These can include (but not limited to):

(1) To complete two years' service in a higher rank if subject to APFS75. The requirement to serve for 2 years in the higher rate is no longer a condition of promotion, however, under AFPS75, a minimum of 2 years' service is still required in the higher rank to safeguard a final pension in the higher rank (see Para 6706).

(2) Following an Early Termination request. Individuals who have submitted 12 months' Notice to leave the Service may apply for an EoS; if the reasons are deemed to be exceptional, a short EoS can be approved.

(3) To complete time for pension or gratuity for unpaid leave or unpaid service for officers, ratings and other ranks who have forfeited pensionable service, whether it be for unpaid leave, unpaid service or a Career Intermission. A delay in an individual's exit date that is equal to the length of the period of unpaid absence may be requested.

(4) When an individual's commission/career/engagement ends whilst serving overseas. Individuals who are entitled to claim their discharge on completion of their current commission/career/engagement before they have completed their period overseas may volunteer to remain overseas to complete their final tour.

(5) To complete Graduated Resettlement Time (GRT). An EoS may be granted to individuals who have insufficient time to complete all or part of their GRT allocation as a result of Service reasons. For further details about the GRT scheme, see JSP 534 (Tri Service Resettlement Manual).

(6) Following a Royal Navy Medical Employability Board (RNMEB) decision to discharge an individual from the Service on medical employability grounds. An EoS may be sought to allow the individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities.

(7) In order to fulfil a training Return of Service requirement if an individual does not have sufficient time left to serve on their existing engagement (see Para 5304 sub para f).

4924. Situations In Which An EoS Is Not Appropriate

a. An EoS should not be awarded in the following cases:

(1) To undertake an ES3. Individuals will not be given an extension in order to have sufficient time to complete an ES3 under any circumstances.

(2) To delay the release of Medically Downgraded individuals. There are no grounds for delaying an individual's release from the Service when they are medically downgraded (see BR 1991 (Instructions for the Royal Naval Medical Service) Para 0829 e).

4925. Eligibility for an EoS

a. Officers serving on any commission and ratings/other ranks serving on any regular career or engagement may apply for an EoS.

b. Applicants must be certified as medically fit for service (normally medical category MFD A4L1M1E1). Applications from individuals in restricted medical categories may be considered in exceptional circumstances. See BRd1750A paras 0120 and 0117 for further information regarding reduced JMES.

c. Applicants should not have submitted an application for Early Termination unless there are exceptional circumstances as determined by the CM. When a service person cannot be given their prescribed shore service prior to leaving the service because of operational priorities a short EoS can be offered to give them the additional time for GRT and TL (see para 5916)

d. Applicants should be able to complete their EoS by the age of 60 (but see Para 4927 sub para b (3), for service beyond age 60 in exceptional circumstances).

e. Extensions to an ICS must not take officers beyond a maximum of 14 years' service under any circumstances. Similarly, the normal maximum extension which may be granted to officers serving on a CCS (or equivalent commission) is 5 years. The following cadres on ICS are also subject to thresholds:

(1) Medical and Dental officers on a 6 or 7-year ICS (or equivalent commission) may be extended up to 14 years' service.

(2) QARNNS officers on a 6-year ICS (or equivalent commission) may apply to extend their commission up to 8 years' service.

(3) Chaplains on a 4 or 6-year ICS (or equivalent commission) may be extended up to 10 years' service.

4926. Timing of an EoS Application

The timing of an EoS application is generally from 4 years to 1 year before the individual's current Engagement Expiry Date (EED). At this stage, it will usually be possible for a CM to predict shortages, which may generate a requirement for an EoS. In specific professions that are predicted to be in deficit, however, applications will be considered earlier than 4 years before the individual's current commission/career/engagement expiry date. The refusal of such an early application is no bar to subsequent applications closer to the individual's retirement age. Applications will also be considered exceptionally at less than 1 year before the individual's current commission/career/engagement expiry date but will not be considered once an individual has commenced their terminal leave.

4927. Staffing and Approval of an EoS Application

a. **Application.**

(1) After discussion with their CM, an individual wishing to apply for an EoS should complete a RN Form S61, which can be found under 'Forms (Royal Navy)' in the A-Z of the Royal Navy SharePoint site, and forward it through their Commanding Officer to the appropriate CM. In the case of Chaplains, EoS applications should be sent directly to the Chaplain of the Fleet or, where appropriate, to the Principal Chaplain.

(2) An individual's Medical Documents are to be scrutinised and a signature from a Medical Officer required on Form S61 declaring whether the individual is fully fit to continue in service in any part of the world and giving details of any restricted medical category (not required for a Career Manager EoS). See flowchart at Annex 49B.

(3) Applicants should have a recommendation on their suitability for further service on their current AR (if the recommendation is not articulated or the AR is more than 6 months old, a special AR should be raised).

b. **Authority to Approve an EoS.**

(1) SO1 CMs (officers) and SO2 CMs (ratings) have delegated authority to approve EoS. Authority for granting an EoS for RM Other Ranks lies with the RM Corps Drafting Officer (CDO). All EoS applications should be staffed appropriately, assessed against the eligibility criteria in para 4925 and must be approved in conjunction with advice from the relevant Professions Managers.

(2) **Post NSMEB.** Authority for granting an EoS to allow an individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities rests solely with the appropriate Dir P&T Strategic Workforce Planning team.

4928. Withdrawal of an EoS Offer

An EoS offer may be withdrawn in the period between an EoS offer being made and its commencement in the following circumstances:

a. If a Commanding Officer considers that the individual's performance has deteriorated due to misconduct or other serious reason (e.g. a career check, warning, disrating or reversion, warning) to the extent that the individual is no longer considered to be suitable for further service, they should raise their concern with the Career Manager and, if appropriate, ask for them to consider withdrawing the EoS offer. If the offer is withdrawn, the individual will not be considered further for an EoS unless the Commanding Officer considers that the individual has attained and maintained the required personal and professional standards to the point where the individual could be recommended for an EoS again.

b. If an individual has been granted an EoS with the sole intention of carrying out a specific specialist role but subsequently refuses an Assignment Order.

4929. Applicable Terms of Service Whilst Serving on an EoS

a. **Assignment.** All medically fit personnel will be fully assignable on an EoS.

b. **Early Termination.** Normal ET rules apply to personnel who have been accepted for, or who are serving on an EoS.

c. **Conduct of Ratings who have Served For More Than 20 years (on an ES2), 18 years (on an FC) or 22 years (on a OE1) Pensionable Service.** Such individuals whose conduct results in their being considered for Discharge SHORE for inadequacy should be dealt with in accordance with Para 5443 a (3) sub para (c)

d. **Recruitment Retention Pay (RRP).** RRP will be paid only in accordance with JSP 754 Ch 5 Sect 2.

e. **Terminal Leave.** When there is no break between completion of normal service and the commencement of an EoS, terminal leave is deferred until completion of the EoS and will not exceed the maximum of 20 working days. Where EoS follows a break in service, there is no entitlement to any further terminal leave.

f. **Terminal Benefits.** See JSP 754.

ANNEX 49A

RN/RM FULL COMMISSION STAGE (AVIATOR) (FCS(A))

1. Introduction

The FCS(A) is no longer open to selections wef 1 Apr 25. JSP 754 Part 2 Section 23 covers the policy for all Officer Aircrew (OA) who have been selected and have chosen to serve on the PAS and specifically define the pay arrangements for all officers on this pay spine, otherwise pay for this group is governed by standard regulations. FCS(A) and its associated Professional Aviators' pay Spine (PAS) is a financial incentive designed to retain aircrew in flying or flying related assignments, at or beyond their IPP/EDP. Following the introduction of Aircrew Renumeration (ARem), personnel on an FCS(A)/FTC(A) are not eligible for Aircrew Pay Spine 1 (APS1) or Professional Supplement (Aircrew) (PS(A)) as their basic rates of pay are enhanced to recognise their aircrew skills and restricted employment specifically in flying and flying related assignments.

2. Flying and Flying Related Assignments

A flying assignment requires an individual to undertake flying duties and maintain current flying practice. A flying related assignment includes, but is not limited to, aviation management and supervision at sea or ashore, aviation regulatory, safety and assurance roles, Operational Tours or aviation staff positions which do not necessarily require the incumbent to undertake actual flying duties.

3. Employment

FCS(A) officers will generally be employed in flying or flying related aviation positions with the primary focus in the cockpit at sea and ashore. Although individuals will remain eligible to compete for selection to AASB1 assignments and promotion, subject to meeting the relevant pre-requisite qualifications, aviation executive and command assignments will generally be limited only to those occasions when it is in the Service interest. Due to the decoupling of rank from pay there may also be occasions when an FCS(A) Lt Cdr will be assigned to an aviation post normally allocated to a Lt to provide additional expertise or experience.

4. Promotion

a. **Promotion from OF2 to OF3.** Lieutenants RN and Captains RM on FCS(A) remain eligible for promotion to Lieutenant Commander and Major respectively and compete alongside Lieutenants RN and Captains RM on a CCS/CC, FCS/FTC. If selected, they will remain on FCS(A). FCS(A) OF2 personnel who are promoted to OF3 will not receive a promotion related pay increase.

b. **Promotion from OF3 to OF4.** Lieutenant Commanders and Majors RM on FCS(A) are eligible for promotion to Commander and Lieutenant Colonel respectively and compete alongside Lieutenant Commanders and Majors RM on a CCS/CC and FCS/FTC. Officers who accept promotion will move to Main Pay plus PS(A) on the day they promote. Officers who elect to remain on FCS(A) will be deselected and will not be considered at the next annual promotion selection board following refusal. Officers will be presented to promotion boards thereafter providing that they continue to meet the eligibility criteria. Officers selected for promotion are required to notify their Career Manager in writing of their intentions within 30 days of the promotion signal.

c. **CE60 and Promotion to OF4.** FCS(A) Officers who are selected for promotion to OF4 will maintain CE60 if previously selected.

5. Reversion from FCS(A) to CCS/FCS

Should personnel wish to revert from FCS(A) to CCS/FCS, having already transferred to CE60, they will remain on that career extension. Officers who move onto APS1 and PS(A) on the day the revert to CCS/FCS.

6. Pay Structure

a. The rates of pay for PAS officers are recommended annually by the AFPRB and promulgated by CDP Remuneration in a Directed Letter.

b. The PAS is a sequence of 35 increments on one range that provides scope for yearly Incremental progression. Pay on the PAS is based on length of service rather than rank although pay bars exist for the following:

(1) At increment level 30 for all OF2 aircrew[1]

7. Pensions

a. Under AFPS75, pensions for PAS personnel will be enhanced by adding a daily supplement to the standard representative rank-based pension that an individual is entitled to on leaving the Services. This will be the CS standard representative rank-based pension. The supplements will be calculated each year to reflect the pension headroom differential between the normal maximum representative pay rate for rank and the maximum pay point on the PAS that an individual can reach. The appropriate daily supplement will be earned for each day of service on the PAS, provided that a minimum of five years paid and pensionable service on PAS terms has been given before retirement. The pension supplements are promulgated annually by Directed letter.

b. Personnel on AFPS 75 who exit the Service prior to completing five years' service on the PAS will receive the standard CS representative rank-based pension. Personnel should consult JSP 854 for further information.

c. Pensions for those serving under AFPS 05 will be based on the final pensionable salary; no supplements are payable under AFPS 05. Personnel leaving the service prior to age 55 will qualify for an EDP. Personnel should consult JSP 764 for further information.

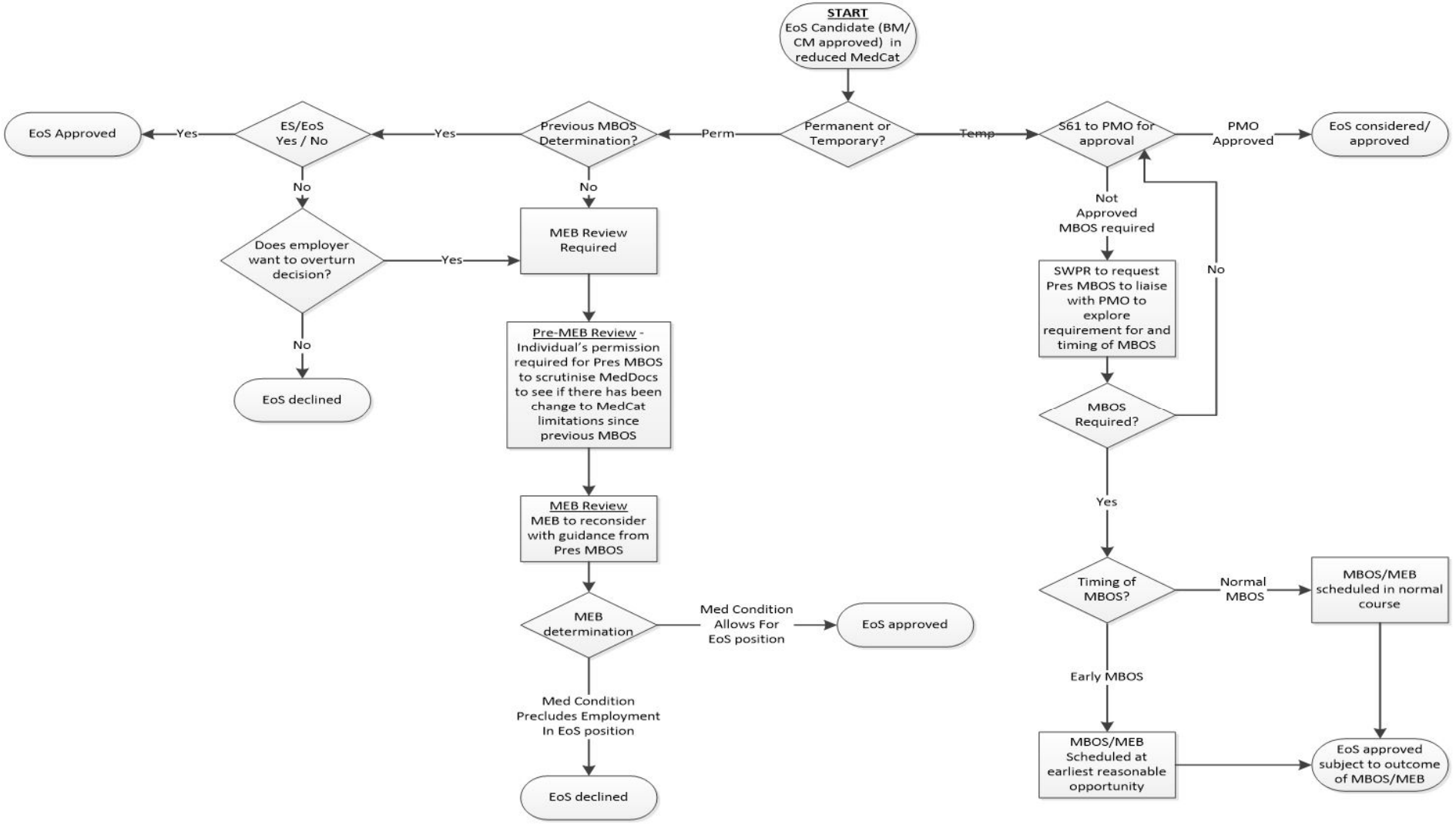
d. Pensions for those serving under AFPS 15 will be based on 1/47th of their annual pensionable salary dictating their final pension pot value. Personnel leaving the service prior to age 60 will qualify for an EDP. Personnel should consult JSP 764 for further information.

[1] OF2 aircrew who transferred to the PAS on or before 31 Mar 10 remain eligible to continue to increment level 35.

e. FCS(A) and CE60 have significant implications to pension benefits, and all personnel considering application for transfer should consult the Armed Forces Pension Calculator and seek independent financial advice to ensure they fully understand any personal financial impact.

ANNEX 49B

MEDICAL FITNESS FOR FURTHER SERVICE - FLOWCHART



CHAPTER 50

PROMOTION TO OFFICER BY RATINGS AND OTHER RANKS

(Sponsor: NAVY PEOPLE-WFPM ENG AE SO1)

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CHAPTER 50

PROMOTION TO OFFICER BY RATINGS AND OTHER RANKS

SECTION 1

GENERAL

5001. Schemes

a. Commissioning schemes are designed to provide opportunities for the promotion of ratings and other ranks on the Trained Strength to commissioned rank. Three In-Service Commissioning (ISC) pathways have been developed which provide access to all personnel throughout their career and builds upon the formal leadership training already delivered in-service. The pathways are: Primary, Intermediate and Advanced.

b. The Upper Yardman (UY) and RM Corps Commission (CC) schemes were designed to provide early opportunities for promotion to commissioned rank. For more experienced ratings and other ranks, there were the Senior Upper Yardman (SUY), the Senior Corps Commission (SCC), and the Warrant Officer Class 1 Commissioning (WOCS) schemes. Entry to the UY, SUY and WOC schemes is now closed to new applicants. Those already registered with the Recording Authority (RA) will remain eligible for selection, but where Phase 1 training has not yet commenced, they will align with the appropriate point of entry of the ISC pathways. The CC and SCC schemes will be reviewed to align with the ISC pathways but remain open to new applicants in the interim. Details of the closed UY/SUY/WOCS and the extant CC/SCC schemes can be found at Annex M which is a copy of Ver 7 (effective Mar 26) of this chapter.

5002. Selection

All officer candidates must pass selection by the AIB, which acts as the primary method of determining officer potential for these cadres, additionally those applying for a technical profession from a non-technical source profession must complete the Defence Aptitude Assessment (DAA) and achieve the score required for their chosen profession/specialisation. Those candidates recommended by the AIB are subsequently considered for selection to enter Britannia Royal Naval College (BRNC) Dartmouth, by a Final Selection Board (FSB). Selection Boards take place by profession or specialisation, chaired by the OF4 Profession or Career Manager of the profession or specialisation concerned along with two further OF3 board members, one of whom is to be independent of the Profession/Specialisation (for UCM the board must include input from the RN Profession Manager or a nominated representative). Selection is subject to the requirements of the Service and extraction limits may be placed on certain ranks/specialisations by the Profession Manager to protect the health of that cadre, as such the probability of selection to BRNC may vary depending upon profession/arm/specialisation.

5003. Profession and Specialisation

Ratings and other ranks may apply to be considered for any officer profession and, where appropriate, arm and specialisation, providing that they are able to satisfy the entry requirements. Their first choice of profession/arm/specialisation does not preclude them from being assessed for alternatives when appearing before the AIB. The offer of a commission may also be conditional on accepting service in submarines.

5004. Commissions

a. Successful candidates will be selected for an ICS of 12 years (or to age 55) with the exception of QARRNS, Environmental Health Officers (EHO) and Allied Health Professional (AHP) Officers, for whom the ICS will be 6 years[1]. Where applicable, those selected to commission via the In Service Medical Officer training pathway will join the Medical Cadetship at Year 3 of training and follow this pathway[2] (see also sub para d). Warrant Officer Class One (including SCWO) will be awarded either an ICS of 12 years, or service to age 60 whichever ends sooner.

b. Those who commission through the ISC process will be awarded seniority as shown in the tables below:

Table 50-1. Seniority Awarded for Royal Navy ISC Candidates

Reckonable service for engagement purposes	RN rank/seniority on entry (for all except QARRNS and Medical Officers)	Time to promotion to Lieutenant (Promotion requirements as laid down in BRd 3(2) are to be met prior to promotion to Lt RNR)
Un-Trained Strength	Midshipman (considered direct entrant)	42 months
Ratings under 2 years	Sub Lieutenant with 0 months seniority	30 months
Ratings below WO1 with over 2 years	Sub Lieutenant with 12 months seniority	18 months
Ratings below WO1 with over 12 years	Sub Lieutenant with 12 months seniority and on promotion to Lieutenant awarded an additional 6 month's seniority	18 months
WO1s	Sub Lieutenant with 18 months seniority and on promotion to Lieutenant awarded an additional year's seniority	12 months
SCWO	Lieutenant with 12 months seniority	N/A

[1] EHO and AHP are not guaranteed automatic transfer to Medical Services General Service (MSO(GS)).
[2] Medical cohorts are subject to RN and Unified Career Management (UCM) harmonised Terms and Conditions iaw JSP 755 Part 2 Vol 2.

c. **QARNNS Officers.** The rank and seniority of QARNNS officers is based on relevant post-registration experience. As a minimum, individuals enter as a Sub Lieutenant but can qualify for additional seniority depending on their post-registration experience. The first two years of post-registration experience is counted in full, with the remaining years of relevant experience counted in half, up to a maximum of 6 years e.g. an individual with 4 years' post-registration experience would gain 3 years' seniority on entry (the first 2 years counting in full, with the remaining 2 years counting as 1 year's seniority). Individuals who qualify for less than 4 years' additional seniority based on the above calculation will enter as a Sub Lieutenant, with the appropriate seniority. Entrants who are entitled to receive more than 4 years' seniority on entry will enter as a Lieutenant, with a maximum seniority of 2 years in the rank.

d. **Medical Officers.** Where applicable, those personnel selected for training and commission as a Medical Officer from within Service will transfer to the Medical Cadet Scheme at Year 3 of medical school to align with Direct Entrants. ISC should not be expected to be granted additional seniority, for previous service at the point of promotion into the Medical Cadetship or on commissioning iaw JSP755 Part 2 Vol 2.

5005. Commission Transfers

Time and recommendations permitting, there will be opportunities to be considered for transfer to longer commissions, e.g. to a Career Commission Stage (CCS), with the further opportunity of then transferring to a Full Commission Stage (FCS). Transfer to a longer commission is by selection. Officers who cannot complete a commission stage will retire upon reaching their retirement age. Specific information on commission transfers can be found at Chapter 49.

5006. Phase 1 training requirements

Candidates will not be required to repeat Initial Naval Training (Foundation) (INT(F)) at HMS RALEIGH, they will enter BRNC at a prescribed point based upon the leadership training undertaken in-service as rating as shown in Table 50-2.

Table 50-2. ISC Phase 1 entry points

ISC Pathway	Minimum course completed (note 1)	Phase 1 officer training requirement
Primary	Nil	Officer Commissioning Course Phase 1B & 1C
Intermediate	Leading Rates Leadership Course / Level 2 Leadership Course	Officer Commissioning Course Phase 1C (note 2)
Advanced	Senior Rates Leadership Course / Level 3 Leadership Course	Advanced Commissioning Course (note 3)



Notes:

1. This must include 12 months experience in gainful employment post course. This includes assignments in workforce requirement driving (permanent) positions, and temporary positions including augmentation and operational tours, but not in margin positions.

2. To enable completion of joining administration, candidates will join BRNC one week prior to the start of Phase 1C.

3. This course is currently in development, until it is ready for delivery those on the Advanced pathway will complete Phase 1C along with those on the Intermediate pathway.

5007. Unit Actions for Candidates

a. **Identification of Candidates.** Commanding Officers (COs) of ships, establishments and units are to make special arrangements to bring these regulations periodically to the notice of Divisional Officers/SJAR Reporting Officers. In addition, they are to explain the details to ratings and other ranks who may wish to be considered as candidates. Potential candidates are to register their interest with both the RA of their current profession and the RA of their potential future profession. The candidate is to submit a request to transfer profession, in accordance with BRd 3(1) Para 5126. Once both the donor and receiving Profession Managers have accepted the transfer request and manning clearance is given, the candidate may be considered an ISC candidate for the new profession. The candidate will be managed by the receiving profession RA from this point on. Further advice may also be sought from the relevant Profession Manager(s). It is of paramount importance that potential candidates are identified early in order for them to take full advantage of commissioning schemes.

b. **Encouragement.** Candidates are to be given every encouragement, help and advice to reach the required standards, COs are encouraged to endorse applications at the earliest opportunity allowing the AIB and subsequently the FSB to determine a candidate's suitability and readiness against others.

c. **Briefing.** It is the responsibility of COs and Recording Authorities (see Para 5007 and Annex 50A), who maintain a list of candidates, to ensure that individuals are fully briefed on the full range of opportunities available and that they have realistic expectations of the schemes. See also Annexes 50B to 50F for briefing on career expectations in each profession and/or specialisation.

5008. Recording Authorities Organisation

Each officer profession or specialisation listed at Annex 50A has a separate staff officer (Recording Authority) who maintains a list of candidates, collates Commissioning Reports (CRs) and is authorised to communicate directly with COs, relevant Profession Managers and Training Pipeline Managers as necessary. The Recording Authority is responsible for:

a. Verifying from the initial registration to the candidate's entry into BRNC or CTCRM that they are, and remain, eligible.

b. Monitoring a candidate's progress towards promotion to officer.

c. Ensuring that the candidate's educational qualifications have been authenticated by the Education Officer of the unit and shown on JPA.

d. Liaison with the ship or establishment and the AIB.

e. Advising candidates and Divisional Officers on procedures and regulations, providing advice as required including probability of success, consulting the relevant Profession Manager as necessary.

f. Maintaining oversight of candidates interested in commissioning within their profession, and those potentially transferring in from other professions, and out of the profession to others through the CW process.

g. Actively promoting the ISC schemes and promotion to the Officer Corps for certain deep specialist specialisations, such as C, AV or RN Police, to appropriate senior ratings who are eligible to be recruited and promoted to these specialisations.

h. Acting as Secretary to the relevant Selection Board.

Reporting Officers are encouraged to comment on the activity of those undertaking the role of Recording Authority in their annual appraisal. The appropriate Profession Manager can be approached to provide evidence where necessary.

5009. Reporting Procedures

See Chapter 57.

5010. Admiralty Interview Board

a. **Applications.** All candidates are eligible to sit their AIB Multistage Assessment process. For those applying from a non-technical, to a technical profession this is predicated on successful completion of their Defence Aptitude Assessment (DAA). The AIB is a virtual platform assessment meaning personnel do not need to be MFD to undergo this process. All candidates are to be nominated by completion of Annex 50H form which is to be submitted to the relevant Recording Authority located at Annex 50A. Recording Authorities will make note of the candidates' details, check their eligibility and upload the document to the AIB RA Teams Channel before notifying the AIB Operations team. While candidates are able to complete the AIB Multistage Assessment process in any Medical Category, they must meet the medical criteria to promote to the officer core in line with Chapter 50, para 5014. In the event that a candidate wishes to apply for a different Profession/Specialisation preference prior to attending AIB they must complete a further Annex 50H.

b. **Process.** It is the responsibility of the AIB Operations Team to liaise with candidates to facilitate their DAA. Once a candidate passes the DAA, candidates will normally be informed of the date of their AIB Multistage Assessment process at least one month in advance. All candidates will receive a link to RITS, which they must open and complete in order to proceed with their application. The AIB Operations Team will upload the completed electronic copy of the Annex 50H to the candidate's RITS account. The normal waiting time for an AIB is no more than 3 months. Recording Authorities will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the profession/specialisation Final Selection Board (FSB) where necessary. The AIB Operations Team will also liaise with In-Service candidates to establish candidate availability, prior to loading the candidate to the AIB Multistage Assessment process.

c. **AIB Multistage Assessment.** The AIB assessment process is 2 stages and is the same for RN, RM, RFA, RNR, RMR candidates, regardless of entry type (Direct Entry or In-Service). It is facilitated through contractual arrangements with Sopra Steria and is an online assessment which is accessed by laptop or a PC using the Tazio virtual platform. Candidates will receive instructions on the compatibility requirements of the technology required to conduct the Pre-Recorded Interview (PRI) and Group Planning Exercise (GPE) when loaded for their AIB. The format is as follows:

(1) Pre Recorded Interview (PRI) – Stage 1. Candidates will be loaded to a Candidate Cohort List and will receive a AIB Holding Notice within RITS. They will subsequently receive an invitation to conduct a PRI using a link which will be valid for 7 days from the point of being sent. On completion, all candidates will move forward to Stage 2. Candidates will be asked 8 questions and will have 2 minutes to provide their answer. Competencies which are assessed during Stage 1 are motivation, awareness, and communication skills.

(2) Group Planning Exercise (GPE) – Stage 2. Candidates will receive an email notification to book their GPE. Working against the clock, candidates must read the briefs provided and adopt teamwork and problem-solving skills to identify the issues and decide on the best available solution with the assets and resources at their disposal. At the end of the group session, candidates will be moved into a separate virtual room where they will be asked one to one questions, which centre around scenario information and changes which require dynamic decision making. Competencies which are assessed during Stage 2 are Teamwork and Collaboration, Problem Solving, Confidence and Resilience, Communication and Effective Intelligence.

d. **AIB Misconduct Policy.** The AIB has recently introduced a Misconduct Policy which provides a standard response to the detection or suspected detection of misconduct at any point during the AIB Multistage Assessment process. Misconduct in this respect, is considered to mean unacceptable or improper behaviour and can be described as, but is not limited to:

(1) **Plagiarism. To use another person's idea or a part of their work and pretend that it is your own.** This includes ideas or work, including paraphrasing, which originates from someone other than the candidate. This includes any material which is considered to have originated by someone who is in the current assessment process, as well as those who have taken part in any previous assessments, whether in the current AIB format or otherwise.

(2) **Collusion. To do something secretly with another person or group, in order to deceive or cheat others.** Whilst group work is utilised and encouraged at certain stages within the assessment, the following activities are prohibited:

(a) Secret or illegal co-operation, to cheat or deceive.

(b) Preparing a piece of work with others, then claiming it as your own.

(c) Allowing someone to copy your work, to subsequently present it as being their own. This includes the sharing of any interview questions or planning scenario details and questions.

(3) **Cheating. To behave in a way that is not honest or fair, to win something or gain something.** This is the use or attempted use of unauthorised assistance which is not permitted within the assessment process. It can be described as, but not limited to:

(a) Copying answers from another person(s) or candidate.

(b) To have a person(s) present in the room during any part of the assessment process.

(c) Communicating with any other person(s) during any part of the assessment process; unless authorised to do so by SSCL or AIB staff.

(d) Use of any unauthorised material including the use of AI technology or device. **Heavy reliance on notes** or **reading from a script** will have a **negative** impact on PRI scoring.

(e) The use of Group Planning Exercise documents/material, following direction to close down any windows or information relating to the assessment.

(f) Obtaining and using an unauthorised copy of any assessment paperwork or material.

(g) Impersonation.

(h) Plagiarism and collusion.

(4) **Fraud.** False representation in this context is when a candidate deliberately lies or misrepresents the truth when conducting their AIB Multistage Assessment process, to make a gain for themselves or a loss to another candidate.

e. **Misconduct Penalties.** Any candidate suspected of misconduct at any stage of the AIB Multistage Assessment process will be reported to Officer Commanding AIB (OC AIB) and a Misconduct Investigation will be initiated. Candidates will be informed of a potential breach of the AIB Misconduct Policy by a RITS Communication. On completion of a Misconduct Investigation, OC AIB will review recommendations made and finalise their decision. All candidates will be made aware of the decision by a RITS Communication or formal letter from OC AIB. Any candidate found on the *balance of probabilities* to have breached the AIB Misconduct Policy will not be permitted to re-attempt the AIB Multistage Assessment process for a minimum of 12 months, unless stated otherwise by OC AIB. Candidates may also be subject to disciplinary action and/or administrative sanctions.

f. **Exemptions.** Where a candidate changes their profession, arm or specialisation following successful completion of AIB, there may be a requirement to retake their AIB Multistage Assessment process. Recording Authorities should engage the AIB Operations team for advice on a case-by-case basis.

g. **Information Technology.** The ‘Tazio’ platform is not compatible with MODNET or DII Afloat. For those who are abroad or deployed, individual Chains of Command should make every effort ensure candidates can conduct their AIB using appropriate technology. Where possible, the AIB Operations Team will book a candidate on a AIB Multistage Assessment prior to deployment.

h. **Timing.** The AIB Multistage Assessment process is designed to be completed in quick succession. The maximum period between PRI and GPE should be no more than two months and where operational or other personal commitments impede this, candidates will be required to restart the process. Where candidates move or delay their AIB on more than two consecutive occasions, they will be required to commence the AIB assessment process in full. Recording Authorities will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the profession/specialisation Final Selection Board where necessary.

i. **Number of Attempts.** Candidates will be allowed a maximum of 2 attempts at the AIB, each appearance being separated by a minimum period of 3 months, provided they remain eligible. In exceptional circumstances, this timeline may be reduced at the discretion of OC AIB, where there is a Service need. Any justifiable request for a third attempt at AIB must be passed directly to AIB SO2 N5. Each request will be considered on a case-by-case basis by OC AIB and in only in the most exceptional circumstances will a third attempt be permitted. Candidates who are unsuccessful at AIB may reapply to commence the process 12 months from their final AIB attempt.

j. **Failure to Attend.** Where a candidate fails to attend their PRI or GPE, they will be removed from the AIB Multistage Assessment process, unless they contact SSCL to explain their absence. Where a candidate fails to attend a pre-arranged second attempt, they will be removed from the AIB process in its entirety and a score FAIL issued. The relevant Recording Authority will be notified to this effect. Candidates are reminded that both stages of their AIB (Pre-Recorded Interview and Group Planning Exercise) are equally important. Where candidates feel unwell, or where there are extenuating circumstances which are likely to adversely affect their performance at either Stage of their AIB, they must contact Sopra Steria at the earliest opportunity to request a pause in their AIB Multi-Stage Assessment, and to re-book as necessary.

k. **Results.** Candidates will receive their AIB results in the form of an ‘AIB Outcome Letter’ via RITS. The letter will be loaded to the AIB RA Microsoft Teams Channel for RA review and successful candidates will be awarded a JPA competency administered by the AIB Operations Team. The entire AIB Multistage Assessment process will take candidates 23 days and results will be released on the Tuesday of week 4.

l. **Validity of AIB Pass and AIB Retakes.** A pass at the AIB is valid for 5 years. Where a candidate requests to conduct a further AIB to improve their score, a formal request must be made via email to the AIB Operations Team. Requests will be considered on a case-by-case basis and authorised by CAIB. Candidates who choose to retake their AIB must be cognisant their most recent AIB score will always take primacy. Where a candidate changes their profession, arm or specialisation following successful completion of AIB, there may be a requirement to retake their AIB Multistage Assessment. CAs and RAs should engage the AIB Operations team for advice on a case-by-case basis.

m. **Aircrew and ATC Only:**

(1) Aircrew candidates are required to complete Computer Based Aptitude Tests (CBATs) at RAF Cranwell. CBATs and the AIB Multistage Assessment process can be completed concurrently. The AIB Operations Team will book CBATs for all aircrew candidates. Aircrew and ATC Medicals are booked via the R&A Allocations Team.

(2) Candidates who fail to meet the special requirements for an Aircrew specialisation, but who are appropriately qualified for other professions, arms or specialisations, may be considered for an alternative entry.

(3) Further detail can be found at Para 5016.

5011. Failure to Complete Officer Training

a. Individuals promoted to the Officer Corps who fail to make satisfactory progress and are compulsorily withdrawn from training prior to joining the trained strength may request to revert to their former rating or other rank profession/specialisation as an alternative to leaving the Service. Candidates whose professional training/cadetship incurs a Return of Service (RoS) will carry this liability iaw JSP 750 Ch 3 and this may restrict their option to leave the Service. For Engineer candidates who have completed the University of Portsmouth degree course, the RoS accrued through the degree course applies and hence if reversion is mandated, they are not permitted to leave the Service (see Para 5014 sub para e, Para 5306 and Para 5402 sub para k). Similarly, officers who have yet to reach their Premature Termination of Career Training (PTCT) point (see Para 5402) and have the opportunity to apply for voluntary withdrawal from training may ask to return to the ranks in their former profession/specialisation as an alternative to leaving the Royal Navy entirely. Approval to revert is subject to the discretion of the relevant Profession Manager and cannot be guaranteed. Once an officer joins the trained strength (see Table 53B-2), they will no longer have the option of reverting to their former rate or rank.

b. Those reverting to their previous rate or rank will surrender all items of officer uniform and equipment and will be re-equipped with appropriate uniform at public expense.

c. On reversion to the ranks, personnel will continue to serve the balance of their engagement as a rating or other rank. Time spent as an officer under training will count towards a rating or other rank's pension.

d. Every effort will be made to ensure that, as far as possible, ratings and other ranks suffer the minimum loss of seniority and pay through absence from their profession/specialisation. In cases where individuals were qualified in all respects for promotion, and had been selected, and would have expected to be promoted during the period of service as an officer, they may return to their rating or other rank service at the higher rate/rank, as determined by DDPD. In these instances, the appropriate backdated seniority (and pay level) will be applied. Where selected, but such promotion was not due during the period of officer service, selection will still be deemed to stand but enforced at a later date.

e. Those returning to the ranks in specialisations which mandate time and professional qualifications for promotion may have to qualify by passing the appropriate examination and by serving the full normal time. This may be necessary if experience in the lower rate/rank is essential for promotion. If so, no backdating of seniority can be allowed until the rate/rank of Petty Officer/Sergeant is attained, at which point seniority, but not pay, may be antedated by the amount of time spent out of the profession.

f. The Phase 1 or 2 Training Establishment is to inform the Navy Command Headquarters Terms of Service Team, as early as possible, of all requests to return to the ranks in order that revised terms and conditions of service can be prepared and agreed.

SECTION 2

ISC SCHEME

5012. General Criteria

All candidates must fulfil the following criteria:

a. Have the support of their CO (for SBS(LE) candidates this must be CO SBS).

b. Have accepted, or accept, a sea-going liability where appropriate.

c. Have not been subject to a Career Check within the last 3 years. A rating or other rank with less than 3 years' service may be registered as a candidate for promotion to officer rank provided they have not been the subject of a Career Check since their date of entry. A rating or other rank who is unable to satisfy the requirement may, however, be considered if deemed to be exceptionally deserving, or having distinguished themselves by special or meritorious service. Such cases are to be submitted to DDPD through Administrative Authorities with a full report of the circumstances.

d. Have not exercised, or be in the process of exercising, their notice option to leave the Service.

e. Satisfy the required educational criteria at Para 9633 and Para 9634.



Note. *Para 9633 and Para 9634 have not yet been updated to reflect the changes associated with ISC as detailed in this Chapter. Candidates should contact their RA for guidance on educational criteria.*

5013. Age Criteria

a. **Age on Entry to the Officer Corps.** Candidates for the ISC scheme must be aged over 17 and be able to serve for a minimum period of 4 years on the first day of the month that officer training commences.

b. Owing to the pipeline length and financial investment associated with flying training, Warfare (Aviation) candidates must commence officer training before age 26 for Pilot and before age 34 for Observer.

c. **Waivers.** In exceptional circumstances, consideration may be given to granting a waiver to the limits above. COs should submit any case which is considered to deserve exceptional treatment to the appropriate Professions Manager for a decision which must be made in the best interests of the Service.

5014. University of Portsmouth Degree Scheme

a. **Eligibility.** The UoPDS is open to Engineering Technicians and source specialisation CIS ratings who are studying, or have completed, Engineering BTEC HND or Foundation degrees enabling them to meet the same academic entry requirements as their Direct Entry counterparts. Candidates must pass the AIB prior to provisional selection and will then be subsequently assigned to HMS NELSON to read for an Engineering degree (third year) at the University of Portsmouth. Candidates will undertake their degree training as ratings. Those who have progressed sufficiently in their career as a rating to not be required to complete the full Systems Engineering Management Course (SEMC) for their chosen specialisation are not eligible for the UoPDS.

b. **Academic Qualifications.** The academic requirements and pre-entry studies for UoPDS are shown at Annex 50K. The pre-entry enabling study listed will be provided by the University and is to be completed prior to commencement of degree training. Pre-entry courses will be arranged through the Base Education Officer, HMS NELSON.

c. **Remuneration.** Whilst at University, UoPDS candidates are paid at their basic salary depending on the rate held. They may be promoted until such time as they join BRNC.

d. **Post Degree Training.** After graduation, UoPDS candidates will undertake officer training at BRNC followed by professional training (SEMC) (see BRd 8374 Chapter 2).

e. **Financial Commitment and Training Return of Service.** See Para 5303 sub-para c.

5015. Medical Criteria and Physical Fitness

a. **Medical Standard.** The Medical Entry Standard (MES) for Direct Graduate Entrants (DGE) and Naval College Entrants (NCE) is in accordance with BR 1750A and JSP 950; all ISC candidates must be medically fully deployable (MFD). Furthermore, in light of the duty of care the Service has to those undergoing such training, the Executive may, having taken medical advice, return any individual to unit whose medical condition or physical fitness is assessed as posing a significant risk, either to themselves or to the completion of training.

b. Those applying to the Warfare profession are to have their eyesight examined and confirmed by the parent establishment for suitability for selection as mainstream Warfare officers before applying to the AIB for the first time.



Note. *WESM candidates who will undertake periscope and bridge watch-keeping duties will require the same visual standard as mainstream Warfare officers.*

c. **Additional requirements for the Primary/Intermediate pathways.** In addition to the MFD requirement, those on the Primary and Intermediate pathways must achieve Category 2 (0.4-0.49) or Category 3 (0.5-0.59) for Waist Circumference to Height Ratio (WCHtR) as specified in BR3 Article 0720 and RNTM 01-133/24 prior to commencing training at BRNC.

d. **Physical fitness.** For all pathways, candidates must be in date RNPES on entry to BRNC. Those on the Primary and Intermediate pathways will also need to ensure that their cardiovascular fitness is sufficient to manage the demands of Phase 1 training alongside their Direct Entrant colleagues. As part of BRNC's risk assessment, a non-summative 2.4km run will be undertaken on arrival. To support candidate's physical preparation a 4-week pre-joining fitness programme is available either on the RN website or within the 'Navy Ready' App and all candidates are strongly encouraged to complete this programme and seek additional support from their Unit PTI if required prior to arrival at BRNC.

e. Waiver of MFD Requirement. Personnel permanently medically downgraded at a Royal Navy Medical Board of Survey (RNMBOS), whose retention in the Service has been approved by a Royal Navy Medical Employability Board (RNMEB) and who remain Medically Limited Deployable (MLD) with a limited set of Joint Medical Employability Standards as laid down in Para 6908, may seek a waiver of the MFD requirement via the Profession Manager who will consider each application on its merits and account will be taken of the potential effect that a medical restriction may have on the ability of a candidate to perform their duties as an officer. On receipt of applications, the Profession Manager will consult the appropriate medical authorities, the Strategic Workforce Planner (Officers) and, as necessary, the relevant Career Manager and Recording Authority, before approving the eligibility criteria waiver. Where a candidate, for whom the waiver of the MFD requirement has been approved, is subsequently medically downgraded for a medical condition that is unrelated to that considered earlier, this is to be reported to the Profession Manager who will review the situation further.

5016. Profession/Specialisation Specific Additional Criteria

a. **Aircrew.**

(1) In addition to the general selection qualifications starting at Para 5011, Aircrew candidates are also required to attend the Officer and Aircrew Selection Centre (OASC) at RAF Cranwell to undergo Computer Based Aptitude Tests (CBAT). Before submitting an application to undertake the CBAT, an application must have been made to the AIB and eligibility confirmed by the Recording Authority. Attendance at CBAT, Flying Grading (conducted at RNAS Yeovilton for Pilots and RNAS Culdrose for Observers) and AIB is concurrent activity. CBAT and Flying Grading does not necessarily need to be completed prior to completion of AIB Multistage Assessment, however, a pass at both CBAT (including relevant score for the role) and Flying Grading is required for Aircrew entry.

(2) Candidates who do not meet the CBAT standard will receive counselling from the Senior Naval Instructor RAF Cranwell regarding their potential future career paths. If the candidate is still considered suitable for entry into other alternative officer arms or specialisations, the RA or parent unit may, if appropriate, request the candidate is permitted to continue with their promotion opportunity. Where a candidate has already successfully completed an AIB, RAs should follow the process detailed at Para 5009 (l).

(3) Post AIB candidates will be allocated for an Aircrew Medical Examination by the R&A Allocations team. All successful aircrew candidates are subsequently considered for BRNC entry in either the Pilot or Observer specialisations by the FSB.

(4) Failure or voluntary withdrawal from flying training will be dealt with in accordance with Para 5125 (a)(3)(6).

(5) RM candidates selected for Observer/AV duties will commission as an RN officer.

b. **Air Traffic Control**

(1) In addition to the general selection qualifications starting at Para 5011, Air Traffic Controller ratings are required to undergo CBATs at the OASC, RAF Cranwell; these can be completed concurrently with their AIB. Aircraft Controller (AC) ratings who have completed CBATs as an integral part of their AC training are exempt from the selection processes detailed in this Para. Before submitting an application to undertake CBATs, eligibility must be confirmed by the Recording Authority before a CBATs is made.

(2) Candidates who do not meet the ATC selection standard will receive counselling from the Senior Naval Instructor, RAF Cranwell regarding their potential future career paths. If the candidate is still considered suitable for entry into other alternative officer arms or specialisations, the RA or parent unit may, if appropriate, request the candidate is permitted to continue with their promotion opportunity. Where a candidate has already successfully completed an AIB, RAs should follow the process detailed at Para 5009 (l).

c. **Aviation.** Extraction to AV officer is open to senior ratings only and candidates must have experience of working in an aviation related field that enables them to carry out a role normally undertaken by an AV officer. Ratings/other ranks not from a FAA Warfare or AE specialisation should seek clarification of their eligibility from the Aviation Recording Authority in the first instance.

d. **Royal Marines.** See legacy policy at Annex 50M.

e. Training Management

(1) In addition to the general selection qualifications above, starting at Para 5011, TM candidates must have an honours degree (BSc, BA etc) or Master's degree (MSc, MA etc) which is recognised in the UK, equivalents will not be accepted.

(2) Candidates will not normally be able to attend the AIB until they have received their degree results in writing. Only in exceptional circumstances, and with the approval of the relevant Profession Manager, will candidates be permitted to attend the AIB without written evidence of their degree results. It should be noted that entry into the Officer Corps will be on production of either the degree certificate or a document containing the candidate's final results.

f. **Intelligence**

(1) In addition to meeting the general selection qualifications above, starting at Para 5011, candidate should be cognisant of the key attributes and selection/training criteria laid out in BRd 8374.

(2) Candidates must complete the Defence Aptitude Assessment (DAA) regardless of current branch, trade or specialisation. Candidates who have already completed the DAA may be granted a waiver dependent on if they met the required GSX(INT) criteria.

(3) Candidates must complete the Naval Intelligence Aptitude Board (NIAB) at the Naval Intelligence Division, Defence Intelligence Academy (DefIntAc), Chicksands, prior to attending the AIB. NIABs are programmed in February and September of each year.

(4) GSX(INT) trainees will complete Ph1 training at BRNC before Common and Specialist Fleet Time in seagoing units/shore establishments prior to starting JMIC.

g. **Warfare (General Service).** The normal career path for Warfare (GS) mainstream officers will be watch-keeping at sea (OOW) through to PWO. There are some limited opportunities for certain Warfare (GS) Mainstream officers to specialise as FC, MCD, MW or HM. More detail on the career path of both mainstream and deep specialist Warfare officers is at Annex 50B.

(1) **Warfare Profession – Advanced Pathway Experience Form.** Those candidates who would undertake the Advanced pathway in Phase 1 must demonstrate an awareness of the roles of a warfare officer and that they have the potential to deliver as an officer. This is evidenced through acquaints to gain experience and awareness across the Warfare spectrum and must include Bridge and Operation Room experience. Acquaints could include P2000s/47 Cdo RG, Bridge Simulator, MCTS, Mine Warfare School, Dive School, Submarine School, HM School and Air Stations and any other appropriate Warfare experience. There is no set number of acquaints that need to be completed, but there should be no more than one from each area in each unit within a reporting period (e.g. bridge). Experiences may be combined if achieved in one unit (e.g. bridge and Ops Room in a FF/DD). More emphasis will be placed on quality of experience than quantity. An example of the Warfare Profession Experience Feedback Form is at Annex 50L. The form will be included in the reading pack for the FSB.

(2) **X(H) Sub-Specialisation.** If a potential candidate has completed the 'H2' course as part of the POSR/H career course, this foundation degree will satisfy the educational requirements to join the Officer Corps in the GSX(H) specialisation prior to attendance at BRNC and IWOC. The service person will then have to achieve H OPS as a GSX(H) Officer.

(3) **IW METOC.** If a potential candidate has completed the Forecaster's course as a Rating, this Foundation degree will satisfy the educational requirements to join the Officer Corps in the IW(METOC) sub-specialisation prior to attendance at BRNC. The service person will then have to achieve M OPS as an IW(METOC) Officer.

h. **Warfare Profession - Submarine Service.**

(1) Candidates are taken from Warfare Profession specialisations, including Submarine Coxswains. Their default career path will be the same as a direct entry submarine Warfare Officer. However, opportunities for a more bespoke career do exist if candidates have prior key skills and/or niche experience in specialist areas or are unlikely to compete for Submarine Command in future.

i. **Engineering Profession - General.** Routes to Engineer officer are described in Annex 50J.

j. **CIS Source Specialisation.** Source Specialisation CIS Senior Ratings, who have not cross trained to ET(WE)CIS/CISSM, will follow a route to WE C or WESM C extraction.

k. **Logistics and Personnel Profession.** Routes to Logistics officer are described in Annex 50E. In addition, prior to selection by the FSB:

(1) **Royal Navy Family and People Support (RN FPS) Candidates.**

(a) Must have served for not less than 3 years in a specialist welfare casework position within RN FPS since passing the Defence Specialist Welfare Workers Course (DSWWC).

(b) Must undertake selection and commissioning as SUY(Logistics) officers plus Phase 2 professional Logistics training.

(c) Must have passed the NS FPS Professional Board.

(d) **Prior to attending BRNC.** Candidates must hold a Degree in Social Work (Annex 50E Para 6) and be registered as a Social Worker with Social Work England.

(e) Must conduct a series of acquaints with Logistics departments, both at sea and ashore, in order to widen their knowledge of the profession and demonstrate to the FSB their ongoing commitment to the Logistics Profession. Further guidance on the requirement for acquaints and reporting will be provided by the Logistics Profession RA.

(2) **RN Police Specialisation.** (For RM Police Troop, see Annex M Para 5029 m sub para (4)) Divisional Officers and the Profession/Career Manager should consult with the RA (RN Police) and RNP Command Warrant Officer on potential RN Police and RM Police Troop Officer candidates' career development. All potential candidates will be considered on their own merits, but as a general rule should expect to have completed their apprenticeship scheme and attained substantive rank at OR4 and completed the Volume Crime Investigations Course (or equivalent qualification). Only in exceptional circumstances will Provost Marshal (Navy) (PM(N)) grant a waiver for this criteria having taken all other supporting information into account.

l. Royal Marines and Royal Marines Band Service. See legacy policy at Annex 50M.

m. QARNNS. In-Service candidates must hold a Sub part 1 or 2 registration with the Nursing and Midwifery Council (NMC) and must be a substantive Leading Hand or above. At the discretion of the QARNNS Recording Authority, candidates may be deferred when there are already too many nominations. Candidates from medical or dental specialisations must not be under a RoS from core Ph2 or specialist professional training specific to their existing specialisation. The only exception to this is where candidates are applying to commission as an Officer in the same specialisation.

n. Medical Services (MS)

(1) MS officer candidates may be selected from any specialisation of the Medical and Dental specialisations or QARNNS or, exceptionally, as a sideways entry; all must be at least a substantive OR6. Exceptionally, OR4 holding at least 12 months seniority in rank will be considered by the PM.

(2) Sideways or Lateral Entry Candidates from a non-medical professional will be exceptionally considered. They must apply in writing to the MS RA and RN MS Profession Manager who will then arrange for an interview to be conducted to ascertain motivation towards and suitability for service as an MS officer. Candidates will undertake a series of acquaints with Medical

departments and organisations, in order to widen their knowledge of the profession and demonstrate to the FSB their ongoing commitment to MS. Candidates will not be presented to the FSB without completing these acquaints. Further guidance on the requirement for acquaints and reporting will be provided by the MS profession RA.

(3) Exceptionally, professionally qualified MS officer candidates may be recruited via intra-service transfer or as direct entry officers for specific positions as identified by the Profession Manager, this includes but is not limited to MS Officer Submarines (Health Physicist), Environmental Health Officer, Allied Health Professional Officer.

(4) Candidates from medical or dental specialisations must not be under a RoS from core Ph2 or specialist professional training specific to their existing specialisation. The only exception to this is where candidates are applying to commission as an Officer in the same specialisation.

5017. Period Between AIB and Final Selection

Final allocation to each entry takes place 6-8 weeks before entry to BRNC. Selection for the ISC scheme takes place annually and Table 50-4 details when the annual board for each sub-specialisation takes place. RN candidates who are qualified in all respects for entry will be allocated to the next entry at BRNC appropriate to their specialisation. RM candidates join CTCRM in Sep.

Table 50-4. Final Selection Board timetable

Specialisation	Typical FSB Date
Engineer – AE	3rd Week in Jul
Engineer – MEGS	3rd week in May
Engineer – MESM	
Engineer – WEGS	3rd week in Nov
Engineer – WESM	
Logistics and Personnel (incl RNP)	3rd week in Oct
Medical Services – GS, EHO and AHP	2nd week in Oct
QARNNS	
Royal Marines – SCCO/WO1 C/S	3rd week in May
Training Manager	1st week in Sep
Warfare GSX, SM, Int	Last week in Nov
Warfare – AV, ATC, O, P	3rd week in Oct

5018. Final Selection

a. The names of all candidates considered suitable for officer training are submitted to the FSB, convened by SO1 Profession Manager (PM) or Officer Career Manager (CM). Should an alternate OF4 be selected as Chair, either the PM or CM must be included as a board member. This is of particular importance for UCM boards. Candidates must be qualified in all respects for promotion to the Officer Corps before final selection can be made. Those selected will be informed by notification in the My Navy application and signal on the Proms sharepoint site. COs will receive advanced notification on the day the signal is released.

b. In making their selections, the Board takes into account the candidate's Service record, performance at the AIB, professional aptitude testing (where appropriate), appraisal reports and previous trade experience in relation to the employment needs of the officer specialisation. The following should be noted:

(1) Selection Boards are required to select suitable ratings for promotion to officer, based primarily on their merit to meet the numerical profession/specialisation and, if appropriate, specialist requirements. The requirement for this selection is also derived from the Service need which may, on occasion, limit the extraction from a donating profession/specialisation in order to maintain sustainability of that profession/specialisation.

(2) Selection is primarily based on merit which includes factors such as seniority, experience and time to serve. Although the RN is exempt from the Age Discrimination legislation, it would not be proper to take account of age alone as a factor in selection. Although legitimate factors such as seniority, experience and time to serve are, in many cases, linked to age, it is important to note that they are separate considerations in selecting candidates. For example, if there is a Service requirement that candidates need to serve for a particular period in order to be capable of qualifying and serving up to a certain level, then age is a legitimate factor. Although it is likely to result in the exclusion of older candidates, this will be on the grounds they have insufficient time left to serve to meet an important Service requirement, and not their age alone. Similarly, if, for demonstrable profession/specialisation structural reasons, it is important to maintain a through flow of personnel, it may be appropriate to take into account length of remaining service (which may be determined by age) as a factor in candidate selection provided that other factors such as quality and experience are also taken into account. In other words, selection should not be made based on age, but rather merit together with the justifiable requirements and best interests of the Service.

c. Selection of candidates is subject to the requirements of the Service and, consequently, some candidates may not be offered their preferred choice of profession, arm or specialisation.

d. Candidates considered suitable for the UoPDS will be provisionally selected to attend the university as a rating. Initial officer training will take place upon successful graduation.

5019. Final Selection Board (FSB)

a. The names of all the candidates considered suitable for officer entry by the AIB are passed to SUY/UY Recording Authorities who will arrange FSBs for the next appropriate BRNC or CTCRM entry. Recording Authorities are essential members of the FSBs as they oversee the progress of each SUY/UY candidate and can advise on their preparation and achievement. Most FSBs include the appropriate Profession Manager and, in some cases, a Career Manager. These officers, together with profession, arm and specialisation specific personnel, are important members of the relevant Board.

b. Provided that they have passed the AIB, all fully qualified candidates will be considered on every occasion until they are promoted, cease to be eligible, or after 5 years when an AIB pass is no longer valid or advised by the FSB that their prospects in relation to other candidates suggests their candidature be terminated. As the nature of the various FSBs varies depending on the specialisation in question, the feedback process is to be standardised in a similar way to officer Promotion Boards and the same descriptors are to be used, as detailed below:

(1) ***A.*** Candidates who, in comparison with others of their profession and rank, are ready for selection and broad employment at this time;

(2) ***B+.*** Candidates who, in comparison with others of their profession and rank do not merit selection at this board but who are considered promising candidates, who stand every possibility, on current reporting, of being assessed A at the next board.

(3) ***B.*** Candidates who, in comparison with others of their profession and rank, do not merit selection at this board but have sufficient evidence to indicate the will be considered promising candidates in due course.

(4) ***C.*** Candidates who, in comparison with others of their profession and rank, do not merit selection at this board and have insufficient evidence to indicate when they will be considered as promising candidates.

(5) ***C+.*** Candidates who are nearing retirement for whom, for the period of their remaining service, no opportunities for employment in the higher rank currently exist, but who would otherwise have been graded A–B.

c. Amplifying detail should be added as appropriate. Recording Authorities should then record FSB results to make it possible to provide appropriate advice to qualified candidates in order to manage their expectations and enable better informed career decisions such as whether to persevere, consider an alternative specialisation or suspend their candidature.

d. FSBs, including additional FSBs, are to be convened at least six months before the relevant BRNC entry; the CTCRM FSB is held in March of the previous year (13 months' lead-time). If appropriate, FSBs may need to consider more than one entry (e.g. May and Jul). Additional FSBs will be required if there is a need to review the candidates selected at an earlier FSB or if circumstances change, for example, new candidates for available spaces. Supplements to the BRNC entry signals will be issued as necessary by DDPD-PPLAN SWPO SO1.

e. Following FSBs, Recording Authorities e-mail (or signal) the list of candidates selected for the relevant entries to BRNC to DDPD-PPLAN SWPO SO1, copy to relevant Profession Manager. A co-ordinated nomination signal will be sent by DDPD-PPLAN SWPO SO1 informing BRNC, relevant Profession and Career Managers and all nominated candidates six months before the relevant BRNC entry point.

f. SCC Recording Authorities e-mail (or signal) the list of candidates selected for the CTCRM Apr entry to CTCRM, copy to relevant Profession and Career Managers.

5020. Delays in attending BRNC and CTCRM

Occasionally, Service requirements may result in SUY and SCC candidates starting BRNC or CTCRM later than the entry date that is provisionally offered. In such cases, individuals will not be entitled to any further backdated seniority on becoming an officer.

5021. Senior Command Warrant Officer (SCWO) - Additional TACOS

a. Incumbents of SCWO positions will automatically be awarded OF2 with 12 months seniority in their existing Profession commencing at the start of their SCWO assignment. Owing to the selection and interview process for assignment to these positions, there is no requirement for SCWO to complete an AIB.

b. Incumbents will wear the rank of WO1 (acting lower rank unpaid) during their SCWO assignment but are to receive appraisal reports in line with OF2 reporting timelines. On completion of their SCWO assignment they are encouraged, but not mandated, to attend the ACC at BRNC Dartmouth or SCCO at CTC Lympstone as applicable, before taking up their first complement assignment as an OF2.

c. Those wishing to decline their commission and remain as a WO1 should inform DHd Proms at the earliest opportunity prior to commencing their SCWO assignment. Should they subsequently wish to apply to become an officer they are not entitled to back-dating of a commission and must follow the normal selection process detailed in this Chapter.

ANNEX 50A

UY/CC AND SUY/SCC RECORDING AUTHORITIES

Branch/Specialisation	UY/SUY RA or SPOC
Warfare	
GS(X) Intelligence	UKStratCom-DI-DITG-DSI NIDOC
GS (inc. H) & M	NAVY PEOPLE-WFPT WAR SO2
SM	NAVY PEOPLE-TMG RNSMS SXO
Fleet Air Arm	
P & O	NAVY CU-AIR TMS CI
AV & ATC	NAVY CU-RNSFDO OC
Engineering	
ME & MESM	DSMarE-ME-REC-AUTHORITY
WE, & C	Navy People-WFPM WEGS PM SO2
WESM	Navy People-WFPM WESM PMSO2
AE	DSAE-RNAESS AERA
TM	NAVY FGen-NAvn AV TM
Logistics and Welfare	
L	DCLPA-DSLA-MCTS-CTO4-LogsRA
RNP and RM Police Troop	NAVY POLICE-HQ COS
Medical	
MS & QARNNS	NAVY HEALTHCARE-RECORD AUTHORITY (MULTIUSER)
Royal Marines	
RM CC	NAVY RA-DOCC CO
RM (inc. SBS & RMBS) SCC	NAVY PEOPLE-PROMS WO1 RM
Royal Naval Reserves	
All Professions	NAVY PEOPLE-MR HQ RNR TRG SO2

ANNEX 50B

WARFARE OFFICERS - ADVANCED PATHWAY CAREER EXPECTATIONS

1. Mainstream Warfare Officers' Career Path

a. The mainstream X officer will complete their Phase 1 training at BRNC before then commencing their 15 weeks professional training, Initial Warfare Officers (Foundation) Course (IWO(F)), before proceeding to the Maritime Warfare School to attend a 4 week navigation course (including WECDIS Course and Initial Warfare Officers Navigation (IWO NAV)). This will be followed by Specialist Fleet Training (SFT), which will last about 9 months (to include 600 hours of bridge watch-keeping). This period at sea, when coupled with the training prior to the assessment for the Navigation Watch-keeping Certificate (NWC), will meet the needs of the IMO Standards of Training Certification and Watch-keeping (STCW). Mainstream X officers will then be assigned to the 15-week Initial Warfare Officers' Course (IWOC) at the Maritime Warfare School, during which they will be examined prior to the award of the NWC. The certificate will permit an individual to keep an unsupervised navigational watch in a vessel in a benign warfare environment once Platform Endorsed (PE). Failure to achieve the NWC will result in withdrawal from training.

b. During the IWOC, the mainstream X officer may be selected to specialise SM, especially if from a submarine background, or in a very few cases H or FC. The vast majority, however, will proceed to their first ship for watch-keeping duties, with the aim of being selected for Principal Warfare Officer (PWO) training at the earliest appropriate opportunity. Early on in their First Complement Assignment (FCA), mainstream X officers will be required to gain a PE for the class of warship in which they are serving and then within their first year gain their Bridge Warfare Qualification (BWQ). The latter will permit an individual to keep an unsupervised navigational watch in a busy warfare environment and to subsequently take Ops Control as a Warfare Officer in the Operations Room.

c. Unlike Direct Entry officers, there is not the option to specialise as a Pilot or Observer, and only in exceptional circumstances train as an MCDO, (in particular if they have an MCD or MW background as a rating), after the FCA. This is due to there being insufficient time to specialise and subsequently be employed in specialist assignments before proceeding on the PWO course. Therefore, after one, two or occasionally three complement assignments (dependent on previous experience), the majority at sea, X mainstream officers will follow the PWO route. This usually comprises the Initial Command and Staff Course (Maritime) (ICSC(M)) and the PWO course in a package which lasts about 12 months.

d. During the PWO course, all students are trained generically and no longer streamed, although they will be assigned to their first ships in order to achieve Role Performance Standard (RPS). Limited options may be available to subsequently train as a PWO(N). Following at least one seagoing warfare assignment and achieving RPS, most PWOs have the opportunity to serve ashore. Apart from periods of shore-based training, this is likely to be the first shore assignment since promotion to the Officer Corps. Mainstream X officers will be competing for promotion with other warfare officers on merit but they have a much greater opportunity to achieve higher rank and a more diverse career than that available to their more specialist peers. This includes sea command. Competition is strong, however, so only the most able are likely to emerge successfully from the selection process.

e. MCD ratings selected to enter the MCD Officer cadre will be expected to remain in that specialisation although, in consultation with the Career Manager, PWO training will remain an option. The MCDO cadre has opportunities to promote to OF3, but officers require the PWO qualification to promote to OF4 and beyond.

2. Deep Specialist Warfare Officers Career

a. There remains a limited specialist requirement for ISC officers for Intelligence, METOC, etc. specialisations. The requirement for officers in these specialisations is relatively small and assignments and promotion prospects are more limited, so ratings who are considering this path may wish to discuss these issues with the appropriate Recording Authority (listed at Annex 50A) prior to requesting to become a candidate. There is no requirement for Specialist candidates to obtain a NWC or eyesight waiver.

b. Following Phase 1 training, the Specialist X officer will conduct the relevant sea training package and phase 2 training course before taking up their first complement assignment. Although they have a liability for sea service and Operational Tours, the majority of their employment will be ashore within their specialist area with very occasional opportunities for broadening. Deep Specialist X Officers will not receive any training in watch-keeping and will not be employed as an OOW. With promotion to requirement the main driver after merit, the prospects for promotion beyond Lieutenant Commander are limited for deep specialist warfare officers.

c. The General Service Warfare Intelligence (GSX INT) sub-specialisation, which subsumed the Electronic Warfare Deep Specialisation, was established in 2009. The GSX INT sub-specialisation has a strength of approximately 160 officers. ISC candidates will compete for promotion alongside their direct and sideways entry counterparts who have specialised after joining the Trained Strength. Deployable, sea and shore liability is increasing as intelligence becomes mainstream in the RN and Joint operations and broader career profiles, including Common Appointments, are possible. All GSX INT officers have the opportunity to reach OF5 rank based upon merit.

3. Warfare (ex-Warrant Officer) Officer's Career

a. There is a limited requirement for specialist officers to commission from Warrant Officer. As the requirement for officers in these specialisations is relatively small, however, and assignments and promotion prospects more limited, ratings who are considering this path may wish to discuss these issues with the appropriate Recording Authority (listed at Annex 50A) prior to becoming a candidate. There is no requirement for candidates to obtain a BWC or eyesight waiver.

b. Officers will join BRNC for Phase 1 training before taking up their first complement assignment. Where appointing profiles allow, they will then be assigned to the Initial Command and Staff Course (Maritime) (ICSC(M)) and extant Maritime Planning Officer training course, or the Joint Operational Planning Course before taking up their first complement assignment. A typical career is at Figure 50B-1.

Figure 50B-1. Typical Career Path



c. Although they have a liability for operational deployments, the majority of their employment will be ashore within their specialist area with very occasional opportunities for broadening. With promotion to requirement the main driver after merit, the prospects for promotion beyond Lieutenant Commander are extremely small for specialist Warfare officers.

4. Acknowledgement

Appendix 1 or Appendix 2 to this Annex as applicable, are to be signed by all potential X officers.

APPENDIX 1 TO ANNEX 50B

ACKNOWLEDGEMENT OF CAREER IMPLICATIONS FOR MAINSTREAM WARFARE OFFICERS ON THE ADVANCED PATHWAY

1. I hereby sign that I have read BRd 3(1) Chapter 50 Annex 50B paras 1a-e inclusive and acknowledge that a career as a mainstream Warfare Officer involves successive sea assignments (usually until reaching mid seniority Lt Cdr) and that the GS Arm career path will be OOW followed by PWO, even if selected for another specialisation during the early stages of a career as an officer.

Signed ..... Name .....

Rank/Rate ..... Date .....

This form is to be forwarded to BRNC for inclusion in the officer's E190.

APPENDIX 2 TO ANNEX 50B

ACKNOWLEDGEMENT OF CAREER IMPLICATIONS FOR WARFARE OFFICERS EXTRACTED AS A WARRANT OFFICER

1. I hereby sign that I have read BRd 3(1) Chapter 50 Annex 50B Para 3a-c inclusive and acknowledge that a career as a specialist Warfare officer (GS or SM) may involve sea assignments or Loan Foreign Service (LFS).

Signed ..... Name .....

Rank/Rate ..... Date .....

This form is to be forwarded to BRNC for inclusion in the officer's E190.

ANNEX 50C

GENERAL SERVICE AND SUBMARINE ARM ENGINEER OFFICERS - CAREER EXPECTATIONS

1. General

a. Marine and Weapon Engineer officers' career expectations and reach are affected primarily by the age of the officer on commissioning.

b. Broadly speaking, those aged 39 and under on commissioning should have expectations similar to their Graduate Entrant contemporaries, although the number of promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 40 or over on commissioning should probably have slightly more restricted expectations, due to time available, especially in terms of undertaking a Charge Assignment, and prospects for promotion to Commander.

2. Engineer Officers' Career Expectations - Age 39 and Under on Commissioning

a. On completion of Initial Officer Training at BRNC and the Lead Schools, officers will be career managed in the same way as graduate entrants. They are required to obtain a 'recommendation for Charge' in their first complement assignment, before undertaking the recognised foundation stage career through a range (2 to 4 in number) of core branch and broadening assignments. Once selected for promotion to Lieutenant Commander they should reasonably expect to complete a Professional Command Assignment. Progress thereafter is merit based.

b. Late promotion to Lieutenant Commander may preclude selection for a Charge Assignment. The Career Manager makes this discretionary decision, based primarily on the availability of Professional Command Assignments whilst balancing the Service requirement, career development needs and personal preference.

3. Engineer Officers' Career Expectations - Age 40 and Over on Commissioning

a. Those officers aged 40 or over on commissioning will invariably need to be slightly more limited in their career expectations. Whenever possible, they will be employed in the same way as their younger counterparts.

b. Where it is unlikely that the individual, on account of their age on commissioning and/or their age of promotion to Lt Cdr will have time to state a credible case for promotion to Commander, there may still be sufficient opportunity to conduct an SO2 Professional Command appointment subject to the Career Manager's discretion iaw Para 2.b.

c. Where it is unlikely that an individual, on account of their age on commissioning, will have an opportunity to be promoted to Lt Cdr and complete a Professional Command Assignment, special career progression arrangements may be considered, depending on the Service need and in particular the availability of First Complement Assignments.

d. It is crucial that prospective candidates receive accurate advice on their career opportunities an Engineer Officer. Anyone advising a potential or recorded candidate should ensure that the individual understands the above information. If further information is required, advice should be sought from the relevant Engineer Profession Career Manager.

ANNEX 50D

AIR ENGINEER OFFICERS - CAREER EXPECTATIONS

1. General

a. Air Engineer officers' career expectations and reach are affected primarily by the age of the officer on commissioning.

b. Broadly speaking, those aged 39 and under on commissioning should have expectations similar to their Graduate Entrant contemporaries, although the number of promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 40 or over on commissioning should probably have slightly more restricted expectations, due to time available, especially in terms of opportunity for a Professional Command Assignment, and prospects for promotion to Commander.

2. After Commissioning - Professional Command

a. On completion of Phase 1 Training at BRNC and RNAESS, officers will be career managed in the same way as graduate entrants. They are required to obtain a 'recommendation for Professional Command' in their first complement assignment, before undertaking the recognised Foundation Stage Career through a range (2-4 in number) of core Specialisation and broadening assignments. Once selected for promotion to Lieutenant Commander they can reasonably be expected to complete a Professional Command Assignment.

b. Late promotion to Lieutenant Commander may preclude selection for a Professional Command Assignment. The Career Manager makes this discretionary decision, based primarily on the availability of Professional Command Assignments whilst balancing the Service requirement, career development needs and personal preferences.

3. Aged 40 and over on Commissioning

a. Those officers aged 40 or above on commissioning will invariably be slightly more limited in their career opportunities. Whenever possible, they will be employed in the same way as their younger counterparts.

b. Where it is unlikely that the individual, on account of their age on commissioning and/or their age of promotion to Lt Cdr, will have time to state a credible case for promotion to Commander, there may be limitations in their ability to complete Professional Command Assignments.

c. Where it is unlikely that an individual, on account of their age on commissioning, will have an opportunity to be promoted to Lt Cdr and complete a Professional Command Assignment, special career progression arrangements may be considered, depending on the Service need and in particular the availability of AAEO/DAEO First Complement Assignments.

d. It is crucial that prospective candidates receive accurate advice on their career opportunities as an Air Engineer Officer. Anyone advising a potential or recorded candidate should ensure that the individual understands the above information. If further information is required, advice should be sought from either the AE Profession or Career Manager.

ANNEX 50E

LOGISTICS OFFICERS - CAREER EXPECTATIONS

1. General

a. Logistics officers' career expectations and reach are affected by the age of the officer on commissioning.

b. Broadly speaking, those aged 39 and under on commissioning should have expectations broadly similar to their Graduate Entrant contemporaries, although the number of promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 40 or over on commissioning should probably have slightly more restricted expectations, due to time available, especially in terms of the opportunity for a Professional Command Assignment, and prospects for promotion to Commander.

2. After Commissioning - Professional Command

a. On completion of Phase 1 Training at BRNC and the Defence School of Logistics and Administration (DSLA), officers aged under 39 will be career managed in the same way as graduate entrants, with early assignments providing professional broadening. If selected for promotion to Lieutenant Commander, provided they have obtained a positive 'recommendation for Professional Command' during their previous sea assignment(s), and dependent on selection by the Logistics Professional Command Board (LPCB), they should reasonably expect to complete a Professional Command Assignment.

b. Late promotion to Lieutenant Commander may preclude selection for a Professional Command Assignment. The PCSB(L) makes this discretionary decision, based primarily on the ability of the individual and availability of Professional Command Assignments – whilst balancing the Service requirement, career development needs and personal preferences.

3. Aged 40 and Above on Commissioning

Those officers aged 40 and above on commissioning will invariably need to be slightly more limited in their career expectations. They will be employed in the same way as their younger counterparts, with the caveat that they will have limited opportunities for a Professional Command Assignment. This does not mean that they will not be considered. Normal career progression should see them promoted to Lieutenant Commander over the age of 43, which will leave them with less time to state a credible case for promotion for Commander. The performance of certain officers may warrant an exception being made to this general approach.

4. Advice to Candidates

It is crucial that prospective candidates receive accurate advice on their career opportunities as Logistics Officer. Anyone advising a potential or recorded candidate should ensure that the individual understands the above information. If further information is required, advice should be sought from either Logistics Profession or Career Manager.

5. Royal Navy Welfare (RNW) Social Work Degree Scheme (SWDS)

a. **Eligibility.** The SWDS is open to confirmed RNW ranks who have completed a minimum of 3 years following passing DSWWC in positions associated with RN FPS specialist welfare casework. Candidates must pass the AIB and the RN FPS Professional Board prior to the FSB. If extracted, and not held already, they will undertake a Social Work Degree (second and third years) at a specified university. Candidates will undertake their degree training as Senior Ratings or SNCOs.

b. **Academic Qualifications.** The minimum academic requirements are DSWWC and GCSEs at Grades A* - C (4 - 9) in english and mathematics or certified equivalents.

c. **Remuneration.** Whilst studying, SWDS candidates are paid at their basic salary depending on the rank/rate held. On joining BRNC, candidates will enter the officer stream and will be awarded the appropriate rank and pay.

d. **Return of Service.** See Chapter 53.

ANNEX 50F

ROYAL MARINES SCC OFFICERS - CAREER EXPECTATIONS

1. Senior Corps Commission Entry

a. All SCC candidates must have reached the minimum rank of Corporal, be aged over 26, but have a minimum of four years to serve as an officer until their retirement date from the first day of the month that their officer training is expected to commence. The minimum general educational qualifications required of a SCC candidate are four GCSEs at Grade C, or better, including English Language and Mathematics. The selection procedure for promotion to the Officer Corps follows the RN SUY boarding system; candidates attend the AIB and, if successful, are then considered by the Final Selection Board (FSB) for officer entry.

b. SCC officers enter the Corps on a RM Initial Commission of eight years (IC 8) and undertake the SCC Course, which is currently held annually between January and April each year at CTCRM. The number of commissions in the General Service (GS), the RM Band Service (RMBS) and the SBS is dictated by the requirement.

2. SCC Employment

a. GS SCC officers are commissioned specifically to undertake roles in G1 and G4[1], thereon providing the bedrock of desk-level expertise at unit and headquarters' level. SCC Officers in the RMBS and SBS will fulfil wider specialist employment within their SQ, although some positions may be within the G1/G4 field.

b. As a general rule, the Career Managers will seek to provide each SCC officer with two or three G1/G4 assignments prior to entering the OF3 promotion zone[2]. Upon completion of initial training all SCC officers will undertake a mainstream G1 or G4 role[3] in their first full assignment. In their second full assignment, subject to position availability and the Service's requirements, SCC officers may compete for some broadening positions. Thereafter, a SCC officer will undertake further, more demanding, G1 and G4 assignments[4] to build competency and experience to allow for an accurate assessment of suitability for promotion to Maj, and potential for subsequent employment in G1 and G4 positions as an SO2.

3. SCC Age and Promotion

a. Applicants for a SCC must have the recommendations from their chain of command. The younger a SCC officer is commissioned, the more time and opportunity they have to reach higher rank. As a general guide, if a rank seeks promotion to OF3, they must be commissioned by the time he is 40 years old to avoid being Out of Zone (OOZ) for promotion (aged 47). Similarly, ranks aspiring to OF4 must be realistically commissioned by age 38 to avoid being OOZ.

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[1] There is a preponderance of G4 positions, vice G1, and this is where officers are likely to be employed for the most-part, hence G1 being second in terms of likelihood only, not importance.
[2] After 6 years as a substantive Capt.
[3] MTO, QM(T), UIRO, Sqn AO are examples.
[4] SO3 G4 Ops (HQ 3X), SO3 N4 Ops (CAF), AO (RMR), SO3 RCMRM (NPT(RM)) are examples.

b. Promotion is based on merit and SCC officers not only compete against each other, but also against their Direct Entry peers to fill a range of positions at the next higher rank, including the mainstream G1/G4 positions.

4. SCC Officer Attendance at ICSC(L)

Attendance at ICSC(L) is not assured and Career Managers will use their discretion dependent on a SCC officer's age on promotion to OF3, balanced against the Service's interest. The cut-off is generally 45 years old due to there being a very slim chance of promotion to OF4 for any SCC officers of that age or older.

ANNEX 50G

ISC SCHEME - AIB NOMINATION FORM

1. All RN and RM candidates are to be nominated by completion of this form which should be submitted to the relevant Recording Authority (contact details are listed at Annex 50A)

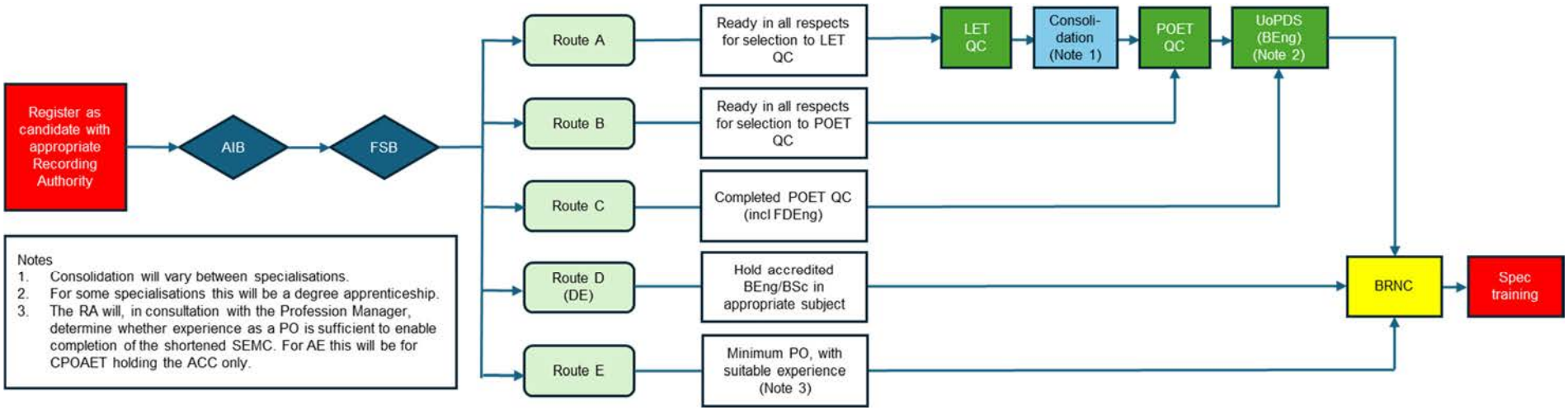
2. AIB Applicant Information

Rate/Rank	
Forename(s)	
Surname	
Service number	
Date of birth	
Civilian Email Address	
Personal Mobile Number	
Unit	
Current Career Manager email address	
Date of first expression of interest in ISC scheme entry	
Date Divisional Officer contacted Recording Authority	
Is applicant intending on entering on the Primary, Intermediate or Advanced pathway?	
Profession, arm and specialisation preference[1]	
AIB non-availability dates	
Forthcoming assignments(FAD)	
Is the applicant undergoing a course of instruction leading to the required educational qualifications or awaiting results? If yes, give details	
In submitting this application to attend AIB, I confirm that the information on this form is correct. I have discussed this application with my Divisional Officer/Troop Commander and understand the requirements of AIB and the officer training scheme. **Applicant's signature and date:**	
I confirm that (rate/rank/name) …… has my support to attend AIB at the earliest opportunity. **Commanding Officer's rank/name/initials:** **Commanding Officer's signature and date:**	

[1] In the event of a change of preference at a later date, a new Annex 50H must be completed.

ANNEX 50H

ENGINEERING TECHNICIAN - ROUTES TO OFFICER



1. Failure Criteria

a. A candidate who fails to pass Qualifying Courses or who, for whatever reason, is deemed unsuitable for continued training towards becoming an officer will be returned to their specialisation in the last substantive rate held and employment commensurate with their QC achievement. Those candidates who have been selected for promotion to the next higher rate will be promoted at the Common Promotion Date once all the pre-promotion requirements are met.

b. Personnel failing on academic grounds, following the Training Establishments' (TE) normal warning processes, will have the opportunity to reapply at a later date. They may apply to re-enter from the beginning of the same or via an alternative route.

2. Rank and Pay

Ratings selected for any route will retain their current rate and pay throughout the training process until joining BRNC. They will not be eligible for selection to the next higher rate but will receive incremental pay awards in accordance with the regulations for their specialisation. Where the necessary qualifications cannot be achieved due to the training programme, waivers may be sought from the relevant Profession Manager who will assess each application on its own merits. On joining BRNC, candidates will enter the officer stream and will be awarded the appropriate rank and pay.

3. Return of Service

All stages of training may attract a ROS and these run concurrently through each of the routes.

4. UoP BEng may be achieved through a Degree Apprenticeship.

ANNEX 50I

UY(E) UNIVERSITY OF PORTSMOUTH DEGREE SCHEME - ACADEMIC QUALIFICATIONS

Degree	Eligible Specialisations	Academic Requirement	Enabling Subjects to be completed before start at University of Portsmouth (Delivered by the University of Portsmouth)
BEng(Hons) in Electronic Engineering including Degree Apprenticeships leading to the same Degree	WE (GS & SM) AE	Complete HND with minimum of 8 'H' level analytical based units at Merit that must include the following units: Unit 3: Analytical Methods Unit 23: Combinational & Sequential Logic Unit 8: Data Communication & Networks Unit 5: Electrical & Electronic Principles Unit 25: Electronics Unit 9: Microprocessor Systems	UoP Bridging Programme: Maths Element Microcontroller Element C-Programming Element
BSc in Mechanical & Manufacturing Engineering Course	ME (GS, SM (L & M)) WE (GS & SM)	Complete HND at Pass level OR Complete FD (ME only)	Complete Mathematics enabling course
BEng(Hons) in Mechanical & Manufacturing Engineering Course	AE ME (GS, SM (L & M))	Complete FD (ME Only), **OR** Complete HND with a minimum of 8 'H' level analytical based units at Merit that must include: Unit 3: Analytical Methods Unit 2: Engineering Science Unit 18: Mechanical Principles Unit 10: Marine Engineering Thermodynamics Unit 7: Fluid Mechanics **OR** Unit 8: Further Aerodynamics	Complete Mathematics enabling course

(Continued

UY(E) UNIVERSITY OF PORTSMOUTH DEGREE SCHEME - ACADEMIC QUALIFICATIONS (Continued)

Degree	Eligible Specialisations	Academic Requirement	Enabling Subjects to be completed before start at University of Portsmouth (Delivered by the University of Portsmouth)
BEng(Hons) in Electronic Engineering	WE (GS & SM) AE	Complete HND with minimum of 8 'H' level analytical based units at Merit, that must include the following units: Analytical Methods (BTEC Code 21717P) Combinational & Sequential Logic (BTEC Code 8685R) Data Communication & Networks (BTEC Code 9526M) Electrical & Electronic Principles (BTEC Code 21759P) Electronics (BTEC Code 21762P) Microprocessor Systems (BTEC Code 21794P)	UoP Bridging Programme: Maths Element Microcontroller Element C-Programming Element
BSc in Mechanical & Manufacturing Engineering Course	ME (GS, SM(L & M)) WE (GS & SM)	Complete HND at Pass level	Complete Mathematics enabling course
BEng(Hons) in Mechanical & Manufacturing Engineering Course	AE ME (GS, SM(L & M))	Complete HND with a minimum of 8 'H' level analytical based units at Merit, that must include: Analytical Methods (BTEC Codes 21717P, 21717) Engineering Science (BTEC Codes 21718P, 9499M) Mechanical Principles (BTEC Codes 21793P, 9503M) Engineering Thermodynamics (BTEC Codes 21769P, 9521M) Fluid Mechanics (BTEC Code c-d 21520P) OR Further Aerodynamics (BTEC Code 21773P)	Complete Mathematics enabling course
BSc(Hons) in Computer Networks and Security Course	WE (GS) - ET(CIS)	Complete FD ET(CIS) only OR similar academic Quals as required by UoP for Legacy CIS	

ANNEX 50J

WARFARE PROFESSION ADVANCED PATHWAY EXPERIENCE FEEDBACK FORM



WARFARE PROFESSION ADVANCED PATHWAY EXPERIENCE FEEDBACK FORM *(Downloadable version available in BRd 3(1) Forms Section)*

CHAPTER 51

PROFESSION AND SPECIALISATION TRANSFERS

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 51

PROFESSIONS, ARMS AND SPECIALISATIONS

SECTION 1

INTRODUCTION

5101. Profession, Arm and Specialisation Transfers

Guidance outlined in this chapter, unless otherwise stated, covers the policy regarding transfer between Professions, Arms and Specialisations for Regular Service (Royal Navy (RN) & Royal Marines (RM) personnel.

5102. Profession Management

Management of these Professions, Arms and Specialisations is conducted by a wide range of authorities. The structure of individual Professions, their sustainability and their population by Naval personnel is part of the Profession Management process, coordinated by RN/RM Profession Managers. A description of this process and the policies that apply to it is at Chapter 62.

5103. Profession Selection

Personnel join the Royal Navy in an agreed Profession and Arm in the process and principles shown in Chapter 4. Opportunities to transfer between Profession, Arm and Specialisation are based primarily on the Service Requirement. Personnel have the option to apply for transfer between Profession, Arm and Specialisation based on the criteria within this Chapter; the Royal Navy has no obligation to uphold any application. Careful management of an individuals' expectations is a critical element of the process and must not be ignored by key members of the Command Chair and/or the Divisional/Regimental system.

SECTION 2

PROFESSION AND SPECIALISATION TRANSFERS - UNTRAINED STRENGTH

5104. Young Officer Transfers - General

a. Young Officers (YOs) are allocated to Professions on entry to meet the Service requirement and **it should not be assumed** therefore that officers who fail in training or do not wish to continue in their original Profession or specialisation will automatically be accepted into other Professions or specialisation, even if they are strongly recommended for transfer by their Commanding Officer (CO) and/or administrative authority. Due to this Service requirement and recruitment planning, Officers should achieve Trained Strength status before requesting to transfer between Professions and/or Specialisations. Before submitting a request, applicants should ensure the latest RNTM library has been consulted which may detail temporary restrictions or limitations on transfers into certain professions or specialisations.

b. Opportunities for transfer are very limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ UTSPM), the approving authority for Profession/ specialisation transfers of officers under initial training, will consider the workforce position and the recruiting and entry targets, together with the training time in the Professions and/or specialisations concerned. This includes P, O and ATC YOs who fail grading or request to transfer during Phase 1 Initial Officer Training at BRNC Dartmouth. Where required, from an interview with the Naval Advisory Board (NAB) - see Para 5739 - and/or the Career Manager.

c. During counselling, or when forwarding requests to the Officer Terms of Service Manager, authorities should avoid giving a YO the impression that they will automatically be accepted for transfer. A YO who is not recommended should be told so. It is to be made clear to the YO that there is no automatic right to transfer intra or inter-Service, and that the needs of their present Profession are paramount. Officers should be advised that their case is being referred to the Officer Terms of Service Manager for staffing prior to submission to the Officer Training Pipeline Manager.

d. A major factor when considering transfer requests is the number of officers likely to commence Phase 2 professional training in both of the specialisations affected. During the early stages of Initial Naval Training, there is significant risk of being withdrawn from training or back-termed, which introduces a degree of uncertainty into the decision-making process. So that a decision can be based on the best available information, transfer requests may only be submitted by Officer Cadets once they have reached Week 8 of the Marinisation term - requests submitted prior to this point will not be considered.

e. A YO is not to be transferred to a new training pipeline ahead of receipt of formal Headquarters approval and receipt of their signed acceptance of the terms of the transfer determined by the Officer Terms of Service Manager. Only in exceptional cases will the Officer Training Pipeline Manager consider authorising the move of an individual ahead of completion of the formal staffing process.

f. Requests for transfer from YOs under warning will be considered on their merits, however it is not guaranteed that all transfers will be approved.

g. Officers in a reduced medical category will not be considered for a Profession transfer on the untrained strength. For longer term medical downgrades of the untrained strength, profession transfers may be considered subject to the outcome of each trainee's Medical Employment Board (MEB).

h. It should be noted that transfers from the Submarine Service to General Service are very unlikely to be accepted except in extremely exceptional circumstances.

i. UTS Warfare Officers who wish to stream XSM or Hydrography from GSX at any phase of training no longer require the transfer request documentation as detailed below but should instead contact the UTS Pipeline Manager and/or Warfare Officer Professions Manager via email to declare an Expression of Interest.

5105. Young Officer Transfers during Phases 1 (including Aircrew Officers up to Grading) Training - Applications

a. The YO is to complete the Profession transfer application form at Annex 51E and submit this to the Officer Commanding Officer Training (OCOT), along with a supporting letter detailing the following:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) Details of the relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. OCOT is to forward the YO's application form and letter, via a covering email, to the Officer Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM), advising whether or not the application is supported.

c. This process also applies to P and O YOs who fail grading and include ATC YOs who request to transfer during Phase 1 Initial Naval Training (Officer) at BRNC Dartmouth.

5106. Young Officer Transfers during Phases 1 or 2 (Aircrew Officers up to Grading) Training - Approval Process

a. On receipt of the application, the Officer Training Pipeline Manager will check that the individual is eligible to be considered for transfer and make a determination based on the Service need and available training opportunities. They will contact the Officer Terms of Service Manager for advice on any terms of service implications, noting that a seniority adjustment will not be necessary.

b. The Officer Training Pipeline Manager will inform OCOT of their decision by email. If approved, the email is the authority for the applicant to be re-streamed.

5107. Young Officer Transfers during Phase 2 Training - Applications

a. With the exception of Aircrew Officers who have yet to reach the end of their Aircrew Grading (see Para 5105), the YO is to complete the Profession transfer application form at Annex 51E and submit this to their CO, along with a supporting letter detailing as follows:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) Details of the relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. The CO is then to write a letter advising whether or not the request is supported and ensure that the following are forwarded to the Officer Training Pipeline Manager by email to NAVY PEOPLE-TRG TMG HQ UTS PM:

(1) YO's application form and letter.

.

(2) Copies of any other documentation deemed to be relevant to, or supporting, the application: e.g. a CO's letter from a holdover period.

c. In forwarding recommendations to the Officer Training Pipeline Manager, authorities should consider the performance of the YO and their value to the Service and should take into account the reasons behind any request for transfer. They should satisfy themselves that the YO has had sufficient opportunity to comprehend the work of the preferred Profession or specialisation and, wherever possible, has received appropriate counselling, from officers of both the present and preferred Profession or specialisation, to put them in a position to exercise reasonable judgement. As far as possible, they should set the YO against the average standards of their contemporaries in the Profession or specialisation to which transfer is sought. However, as stated in para 5104, Young Officers (YOs) are allocated to Professions on entry to meet the Service requirement and therefore there is no guarantee that a transfer will be approved, even with CO endorsement.

d. YOs should be advised that their case is being referred to the Officer Training Pipeline Manager.

5108. Young Officer Transfers during Phase 2 Training - Approval Process

a. **Seniority Adjustments (see Para 5111).** When applications are received by the Officer Training Pipeline Manager, the Promotions section will be advised to suspend the YO's seniority pending the outcome of the application. If the individual is unsuccessful in their application, their seniority will be re-instated in full. If the application is successful, a YO may have their seniority adjusted, following which accrual of seniority will resume.

b. **Eligibility.** The Officer Training Pipeline Manager will liaise with the Untrained Strength Career Manager (UTS CM) to ascertain whether an individual is eligible to be considered for a transfer (MedCat, Nationality requirements for Submarines, required qualifications etc). If the individual is ineligible, the CO will be advised and the individual's seniority will be re-instated.

c. **Consideration of Applications.**

(1) **General Applications.** The UTS CM will engage with the Officer Training Pipeline Manager, the approving authority for Profession/specialisation transfers of officers on the untrained strength, and other stakeholders regarding consideration of the application. Opportunities for transfer are limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager will consider the workforce position and the recruiting and entry targets, together with the training time in the Professions and/or specialisations concerned. Where required, a suitability interview will be conducted with the Career Manager or a delegated representative if the YO is unable to attend Navy Command Headquarters. Advice can be sought from the UTS CM.

(2) **FAA Transfer Applications (P to O/ATC, O to ATC).**

(a) During Phase 1 Training and Phase 2 Grading, the Officer Training Pipeline Manager has the overall authority to approve Profession and specialisation transfer **requests** but, in making a decision, will consult closely with Navy Command Flying Training Pipeline Manager and the WFPM AVN SO1 regarding a YO's suitability for transfer.

(b) During Phase 2 Professional Training, the authority to approve any transfer application (P to O; P/O to ATC) rests with WFPM AVN SO1 and will be administered by FT Pipeline Manager. Information about decisions taken, and the terms and conditions that will apply in the new Profession and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by the Officer Terms of Service Manager.

(c) Transfers from O to P or ATC to P or O are not normally permitted but will be considered where a specific Service need is identified. The Service reserves the right in exceptional circumstances to offer such transfers to student Observers and ATC YOs who have particularly high aptitude scores for both Pilot and Observer and show potential to succeed as Aircrew. In such cases, the YOs will be expected to successfully complete both Pilot and Observer grading (or in the case of ATC YOs whichever specialisation they are considered for) and will then progress along the relevant Flying Training Pipeline. If, at any time up to the successful completion of the required training, they fail to demonstrate the required potential, they may be returned to their core specialisation training pipeline at no penalty, but this will depend on service need and pipeline capacity. It is highly likely that alternative branch may be offered Once they have successfully completed flying training to the required standard, they will be formally transferred to the respective specialisation; any subsequent failure will be treated in the normal manner for their new specialisation. Information about decisions taken, and the terms and conditions of service that will apply in the new Profession and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by letter from the Officer Terms of Service Manager.

(d) Transfer from P, O or ATC to the Aviation Profession (X(AV)) from UTS personnel is no longer a standard route due to the limitation of X(AV) not having a Phase 2 pipeline. However, it may be considered in exceptional circumstances on a case-by-case basis by the SO1 Aviation Professions Manager.

5109. Young Officer Transfers during Phase 2 Training - Notification of Decision

The Officer Terms of Service Manager will advise the YO, by formal letter via their CO, whether or not the application has been successful.

a. **Unsuccessful Applications.** If the application has not been successful, the Officer Terms of Service Manager will advise the Promotions section that the YO's seniority should be re-instated in full. YOs who are unable to continue in their original Profession, specialisation or training pattern due to failure during training, and are not selected for transfer, will be compulsorily withdrawn from training and their commission terminated (see Para 5440).

b. **Successful Applications.** If the application has been successful, a transfer offer letter will detail the revised terms and conditions that will apply on transfer and will include an acceptance pro forma. The YO should complete and return the proforma to the Officer Terms of Service Manager advising whether or not they wish to accept the offer. If the YO accepts the offer, their seniority will be adjusted on transfer to the new Profession in accordance with Para 5111. If the YO decides not to accept the offer, the Promotions Office will re-instate their seniority in full and the individual will remain in their current Profession.

5110. Young Officer Transfers - Timing of Transfers

A YO is not to be transferred to a new training pipeline ahead of receipt of formal Headquarters approval and receipt of their signed acceptance of the terms of the transfer as advised by the Officer Terms of Service Manager in the transfer offer letter. In exceptional cases, however, the Officer Training Pipeline Manager will consider authorising the move of an individual ahead of completion of the formal staffing process. The effective date of transfer will be advised in the transfer offer letter.

5111. Young Officers - Seniority Adjustments on Transfer

The implications for a Young Officer's rank and seniority are as follows:

a. Officers who are given approval to transfer Profession during Phase 1 Training will not lose any seniority as, for the majority, promotion from Midshipman to Sub Lieutenant is based on time served rather than seniority accrued.

b. If an officer applies for a transfer to a new Profession and/or specialisation whilst undertaking Phase 2 Training on the Untrained Strength, their seniority will be suspended until the transfer request has been considered. As such, an officer's imminent promotion to the rank of Lieutenant RN or Captain RM may be deferred. If the transfer request is declined, an officer's seniority will be reinstated in full and they will continue in their current Profession. If the request is upheld, however, an officer may have their seniority adjusted (see sub para c), following which accrual of seniority will resume.

c. Wherever possible, individuals should not be able to gain an advantage over their peers in the Profession and/or specialisation into which they are transferring. As a result, officers who are selected for a transfer will have their seniority in their current rank adjusted to reflect the total time spent undertaking Phase 2 Training that is not deemed to be relevant to the new Profession and/or specialisation. Officers will be able to retain seniority accrued during periods of training inactivity e.g. as a result of Service reasons (including holdovers) or non-Service reasons outwith their control (including medical or compassionate reasons). Advice on the relevance of training (and hence any seniority adjustment) will be provided by DDPD Untrained Strength Career Manager as part of the overall consideration of the Profession transfer request within the Navy Command Headquarters and will be shown in the offer letter sent to officers for their agreement. If the proposed seniority adjustment is greater than an officer's current seniority as a Sub Lieutenant or Lieutenant, their seniority in the rank will be reset to zero on the date of transfer. It should be noted that, whilst an officer can lose seniority in their current rank as a result of a successful transfer request, they cannot be reduced in rank.

d. The seniority of an officer transferring from or to a Profession where seniority is granted for a degree or relevant civilian experience (or both) may be adjusted by more than one year.

5112. Rating Transfers - General

a. The Untrained Strength (UTS) Profession transfer process is controlled by the Officer Training Pipeline Manager (see Points of Contact) and applies only to ratings who have not previously joined the Trained Strength. All requests will be considered on a case-by-case basis; responsibility for approval or refusal of requests lies with the Ratings Training Pipeline Manager.

b. Ratings have no right to transfer Profession or specialisation whilst on the UTS and, on joining, they sign MOD Form S3049 to this effect. A rating who is not content with their current Profession or is failing academically may request a Profession transfer through their Divisional Officer. Any request for transfer should be made by email to the UTS Ratings Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM); all requests will be considered on a case-by-case basis. Should any UTS rating be offered a transfer and subsequently fail in the new Profession, there is no right of transfer back to the original Profession or specialisation. If a Profession transfer is offered but refused, or if none is available, then the rating should be considered for DUDT (Contributory) – see Para 5446 b (4) (c)a. The failure from course would be categorised as follows:

(1) **Aptitude.** A failure to perform to the required standards as laid down by the Profession Managers, ARFSD RPS or TPS. Not necessarily an academic failure, but the incorrect approach or an attempt to circumvent training as mandated.

(2) **Commitment.** This will include the attitudinal TPS, i.e. the rating must display the correct attitude to training, both physically and mentally, which includes their acceptance of the need to maintain the physical fitness required for training.

c. **Ratings who are:**

(1) Downgraded Permanently Medically Unfit (PMU) for training in their specific Profession; or

(2) Downgraded Temporarily Medical Unfit (TMU) for a period of three months, with an expectation of a further downgrade for a 3-month period; or

(3) Downgraded TMU for a period totalling more than six months, may request or be offered the option of transfer where possible to a suitable Profession. If the trainee declines the offered Profession transfer, then they should be DUDT (Contributory). Where a rating is unable to complete their Profession training or their Task Book because of restrictions imposed by a medical condition, of 12 months duration or more, they will be referred to a RNMBoS. This reference should be used for RNMBOS referrals in accordance with BRd 1991 Para 0804b.

5113. Rating Transfers - Submarines to General Service

Transfer requests from those recruited directly into the SM arm are normally only granted for medical reasons since SM recruits do not have the right to transfer to GS and any transfer is made in accordance with the needs of the Service. Ratings who are declared medically unfit for SM are to be dealt with as follows:

a. **PMU.** Wherever possible, all ratings are to be offered a transfer to their requested Profession. If the rating refuses the option to transfer, they are to be discharged or, if within their first six months' service, may exercise discharge as of right (in accordance with Para 5403).

b. **TMU for more than Three Months.** Ratings are to be offered the option of transfer to the GS affiliated Profession. If an individual accepts this option and is subsequently declared fit for SM, they are to be transferred back to SM. Approval to remain in the SM pipeline after being TMU for six months (including cumulative) may be given, exceptionally, by the specialisation Profession Manager.

5114. Rating Transfers - Divers

The full procedure at Para 5109 to transfer into the Diver profession is contained at Para 7803.

5115. Rating Transfers - General Service to Submarines

a. **Liability for Service in Submarines.** All individuals who are recruited as GS ratings are liable for service in submarines (SM service) and acknowledge such on Form S3049, which they sign when they enlist in the Service. Vacancies will be filled by volunteers, if available, subject to the conditions and eligibility criteria in Para 5127 sub para b and provided there is a requirement for a rating of equivalent rate and category in the SM service. Ratings will generally join whilst in the lowest rate of each category.

b. **Volunteers.** Volunteer applications from ratings who wish to transfer to SM service during their initial training are always to be given favourable consideration. The following guidance should be adopted:

(1) All applications should be discussed with the UTS Ratings Pipeline Manager (NAVY PEOPLE-TRG TMG HQ UTSPM) who can advise on the availability of SM Professions and entry criteria.

(2) Prior to any transfer being approved, it is strongly advised that the rating concerned is sent to the RNSMS for briefings.

(3) Ensure that the SP does not have any nationality restrictions preventing them from transferring to the submarine service.

5116. Rating Transfer Requests

a. All Profession and/or specialisation transfer requests from ratings on the UTS should be addressed to the UTS Ratings Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) by Divisional Officers (DOs). Telephone enquiries are acceptable but all formal transfer requests must be made by e-mail (NAVY PEOPLE-TRG TMG HQ UTSPM) and should include the following:

(1) Rating's name, Service Number, Profession and Defence Aptitude Assessment (DAA) score.

(2) The Profession to which the individual wishes to transfer.

(3) Reason for the transfer request.

(4) DO's recommendation.

(5) Any disciplinary or medical issues.

b. Careful consideration will be given to the workforce situation in the exporting and importing Profession specialisations and to the rating's suitability for transfer (e.g. DAA score, eyesight, hearing, colour perception and nationality).

5117. Ratings - Failure in Training

Where a transfer request is submitted because a rating has failed to demonstrate the ability to complete training in their current Profession, Professions and/or specialisations which require a lower DAA qualifying score will normally only be offered.

5118. Ratings - Agreement to Transfer

Ratings may only be transferred from one Profession and/or specialisation to another if they agree to the transfer. In the case of ratings under the age of 18, parents/guardians should be consulted (subject to permission being given by the rating concerned).

5119. RM Other Rank Transfers

RM Other Ranks do not specialise until they join the Trained Strength; as such, there is no provision for them to transfer while they are under initial training.

SECTION 3

PROFESSION AND SPECIALISATION TRANSFERS - TRAINED STRENGTH

5120. Officer Transfers - General

a. Profession transfers are not encouraged but are permissible provided they are in the best interests of both the Service and the individual; **the priority will be to best meet the Service requirement**. Officers may also have to satisfy the nationality requirement of the receiving Profession/specialisation, which may differ from their source Profession/specialisation, and be required to successfully undertake a disclosure check prior to transfer.

b. Transfers of specialisation or between arms within a Profession may also be allowed, subject to the best interests of the Service.

c. Consideration may be given to assigning an applicant to one job in the new Profession or specialisation prior to the transfer being approved and the necessary cross-training package implemented.

d. Transfers may result in a loss of seniority and an additional Return of Service (ROS) being incurred, dependent upon the training undertaken.

e. Each case is considered on its merits and, if the transfer is approved, officers are subject to the assignment, training and promotion rules of the new Profession or specialisation. The following principles are adhered to in the consideration of requests:

(1) The transferee must not gain advantage over a comparable officer of the new Profession.

(2) Transfer must not be seen as a means of gaining additional seniority and, consequently, earlier promotion when compared with those officers in the new Profession who entered the RN at the same time as the transferee.

(3) The transferee should not be at a disadvantage in comparison with an officer who retires and then immediately re-enters in a different Profession.

f. **Commission.** If an insufficient ROS remains after training, then consideration will be given to either waiving a break point option or transferring the officer to a Career Commission stage (CCS). Those Direct Graduate Entry (DGE) officers on a CCS or Full Commission Stage (or equivalent) should maintain their current commission and start date. It is not envisaged that former Special Duties (SD) or Senior Upper Yardman (SUY) officers would be accepted for transfer to the Engineering Profession; however, should a former SD/SUY officer possess an acceptable degree, consideration will be given to entering them as a DGE based on their original commissioning date.

g. **Seniority.** Seniority credits will be assessed by adding the credits calculated under the following three headings:

(1) **Time.** The time between entry and transfer should normally count as a seniority credit, except for the time spent as a result of back classing or repeating professional course as a result of a failure.

(2) **Credits.** Any seniority credits the officer may have received from Naval General or Fleet Training.

(3) **Engineer Officers - Pre-Joining Training.** The officer's seniority is assessed as though they were entering the RN on the date of transfer, based on the current entry regulation for Engineer Officers. This method of calculation will therefore take into account credits appropriate to an Engineer Officer for their degree, and any professional experience obtained after the degree prior to entry into RN.

5121. Officer Transfers - Applications

a. Individuals are to complete the Profession transfer request form at Annex 51G and submit this to their Commanding Officer, along with a supporting letter detailing:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) The relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. The CO is then to write a letter advising whether or not the request is supported and ensure that the following are forwarded to the Officer Terms of Service Manager:

(1) The officer's application form and letter.

(2) An up-to-date Appraisal Report (covering the Profession transfer request (occasion 'Special')) signed and dated by the officer, 1RO and 2RO (the 2RO must state they support the request as a minimum).

(3) Copies of any other documentation deemed to be relevant to, or supporting, the application.

c. **Flexible Service.** Officers are not permitted to transfer to a new Profession whilst undertaking a period of FS. Any agreement would need to be terminated prior to transfer and re-applied for once the individual has transferred to the new Profession; there is no guarantee that a new period (of FS) would be approved at that point.

5122. Officer Transfers - Headquarters Staffing

On receiving the Profession transfer application, the RN/RM Officer Terms of Service Manager will engage with the appropriate Career Manager who, in turn, will consult relevant stakeholders in the Navy Command Headquarters about the merits of the request, determining the individual's eligibility (e.g. Med Cat, nationality, RNFT status) and considering the new terms and conditions of service that will apply if a transfer is agreed (e.g. training requirement, return of service, seniority etc). A final decision will be sent by letter to the individual's Commanding Officer at the earliest opportunity and, if the request is approved, will include a revised set of terms and conditions for the officer's agreement. For cohorts career managed by UCM, consultation must occur from UCM with NCHQ Officer Terms of Service Manager and Profession Managers.

5123. Officers - GS Warfare Officers

The mainstream route for General Service (GS) Warfare officers is to qualify as Principal Warfare Officers (PWO). The majority of GS Warfare Profession officers are required to specialise before the PWO route; this sub-specialisation occurs either on joining the Trained Strength on completion of Initial Warfare Officers Continuation (IWOC) or following First Complement Assignment (FCA). Each year, the numbers joining the trained strength and completing FCA together with the requirement, strengths and training pipeline capacity of each Warfare Profession specialisation determine the numbers required. The 'Allocation to Specialisation' numbers required in each specialisation are determined by Dir P&T N5 staff. Career Management authorities are responsible for allocating individual officers to each sub-specialisation to meet the numerical target. For XSM Officers, the mainstream route is towards PWO(SM) and completion of Submarine Command Course.

a. **Sub-specialisations.** The GS Warfare Profession sub-specialisations are as follows:

(1) **PWO.** Progress towards as a PWO is the mainstream route followed by all GS Warfare officers from joining the Service. This is typically achieved after specialising via some of the careers below and enables the route to Command.

(2) **Hydrography (H).** Officers are no longer directly recruited but specialise after completing IWOC or an FCA. Expressions of interest in specialising H are advised to the Warfare Professions Manager. Depending on levels of inflow against the Needs of the Service, there may be a requirement for compulsory streaming from GSX to the H specialisation. Officers specialise as H, rather than transfer.

(3) **Fighter Controller (FC).** Officers are selected either post-IWOC or post-FCA and need to pass an Aptitude Test.

(4) **Mine Clearance Diving and Mine Warfare Officer (MCD/MW).** Officers are selected post-FCA and once Bridge Watchkeeper Qualified. MCD officers will need to have passed both an Aptitude Test and a Diving Medical.

(5) **Fleet Air Arm (FAA) - Aviation.** Officers are only selected post-FCA and once Bridge Watchkeeper Qualified. For details, see Para 5125.

(6) **Submarine (SM).** Officers are recruited directly and/or streamed during Phase 1 training. In extremis, there may be a requirement to stream XSM Officers from GSX during Phase 2 to meet workforce requirements.

(7) **Intelligence (Int).** Officers are streamed during Phase 1 training.

(8) **Navigation (Nav).** Officers are selected either post IWOC or FCA.

(9) **IW METOC.** Officers are selected via Direct Entry and limited opportunities exist for In Service Commission candidates or GTS Officers.

b. **Criteria for Selection of Sub-specialisation.** Individuals are nominated for each specialisation by a Board consisting of at least two Career Managers. Individual officers will be allocated to specialisations according to the following criteria:

(1) **The Service Requirement.** The number required by each Warfare Profession specialisation and the best interests of the Service.

(2) **Aptitude.** Where appropriate, individuals have to pass an aptitude test to become eligible for particular specialisations.

(3) **Age and Medical.** There may be age constraints where it is necessary for the Service to gain an adequate return on training investment. Similarly, some specialisations set more stringent medical standards than GS.

(4) **Recommendations.** Recommendations from Reporting Officers.

(5) **Spread of Talent.** In the best interests of the Service, a spread of talent should be achieved to ensure that particular specialisations do not receive a high proportion of either strong or weak individuals.

(6) **Preference of the Individual.** Individuals should clearly advise of their specialisation preferences either through their CO and the reporting process or direct to their Career Manager.

c. **Specialisation within FAA.** See Para 5125.

d. **Transfer to SM (War).** All UK national, RN officers are liable for service in submarines. Volunteers will fill vacancies but, where necessary, any shortfalls will be filled by suitably qualified officers selected during a suitable time in Phase 1 training. The minimum period of an officer's submarine service will be the completion of their first career assignment post Submarine Officers Training Course and successful completion of 'n' Course. Any officer who does not wish for further service in submarines should apply in writing to NAVY PEOPLE-CM OF WAR SM SO2 to transfer back to GS. Each application will be assessed against the needs of the Service and successful applicants will be transferred to NAVY PEOPLE-CM OF WAR JO SO2.

5124. Officers - GS to SM Transfers

a. **SM Liability.** All UK national, RN officers are liable for service in submarines. Volunteers will fill vacancies but, where necessary, any shortfalls will be filled by suitably qualified officers selected during time at BRNC/RAL. If XSM vacancies are required to be filled in future, this will be completed within Phase 1 training as part of Recruit by Profession.

b. **Return to General Service.** If an Officer is compulsorily streamed to the Submarine Service, i.e. they have not volunteered to transfer, an application may be made to transfer to the equivalent GS Profession at a suitable point in their career. These points are defined as:

(1) **Warfare Officers.** On completion of their first complement assignment as a Junior Warfare Officer post Submarine Officers Training Course and following successful completion of Preliminary Navigating Officers (PNO) Course. In this case an application is to be made to NAVY PEOPLE-CM OF WAR SM SO2. Each application will be assessed against the needs of the service.

(2) **Engineering Officers.** On completion of their complement AMEO or WE Section Officer Assignment (as applicable) or after 5 years since qualifying as a submariner, whichever is the later.

(3) **Logistics Officers.** On completion of their first complement submarine assignment following OTC/NGC training. The LO will remain in the wider Logistics Officers workforce plot, but as an L(SM) will be considered for assignment into roles related to SM service up to and including the rank of OF4.

(4) **Medical Officers.** On completion of their first complement GDMO assignment.

c. It should be noted that transfer to the GS is likely to require an element of re-training, particularly in the Engineering Professions. When an application is submitted a detailed bespoke re-training plan will be developed based on the individual’s previous experience and qualifications and parity to the equivalent GS Profession.

5125. Officers - Warfare, Air Engineer and RM - Transfer to Flying Duties

There are opportunities for Warfare, Air Engineer and RM officers to undergo flying training. Selection for flying training involves a transfer of specialisation under the general rules in Para 5120. Applications will be considered in the light of service requirements and the numbers of transfers will be strictly limited.

a. **Warfare Officers.** Opportunities exist for a very small number of GSX Warfare Profession officers, other than direct entry Fleet Air Arm (FAA), to undergo flying training and specialise as Pilot, Observer or ATC officer. The rationale for this is that, whilst the vast majority of the FAA officer requirement is met by direct recruitment, the FAA does benefit from a few GS officers with a Bridge Warfare Qualification (BWQ) specialising in aviation following their FCA (the GSX/FAA/PWO Stream). The cross-pollination that GSX bring to FAA is of considerable benefit as it enlightens those who are less familiar with GS practices; GSX/FAA/PWO Stream officers then return to GS with FAA expertise. Applications will be considered in the light of Service requirements and the numbers of such transfers will be strictly limited. Such officers 'specialise FAA' rather than 'transfer' and will be expected to specialise as PWOs later in their careers and to conduct at least two PWO tours.

(1) **Implications.** The drawback of the above is that these officers take up valuable training positions to gain their Navigation Watch-keeping Certificate (NWC) and BWQ but do not subsequently fill watch-keeping positions. They are also required to fill PWO assignments so there is little time for them to get the most out of their FAA training before commencing PWO training. As it takes four years to be fully trained as a GSX officer and then tested in a complement assignment; a future return on this four-year investment is required. Post-FCA, any officer selected for FAA specialisation will then have to complete on average four years flying/ATC training prior to FAA employment and returning to the GS Arm for PWO training. To ensure that the FAA has a return on this substantial flying training investment, the GSX/FAA/PWO stream should conduct a minimum of two flying tours post flying training. This ensures adequate aviation experience and credibility when competing for senior FAA Executive assignments post-PWO tours.

(2) **Eligibility.** Officers may apply for flying duty specialisation at any time after completion of the IWOC, provided that – in order to avoid undue career compression - they are able to commence flying training before their 27th birthday (exceptionally, an age waiver may be granted as agreed by the XAV Professions Manager). Officers will not be allowed to start flying training until they have obtained their NWC and BWQ; they must be volunteers, and recommended for transfer to a CCS. Exceptional cases may be forwarded to Navy Command/Cdr Aviation Training for consideration, however, it is stressed that such applications must be particularly merit-worthy and that particular circumstances are deemed to apply. Career Managers will ensure that all GSX officers specialising within the FAA are given explicit briefing on career patterns and Service expectations, including PWO.

(3) **Application and Selection.** The procedure for application and selection is as follows:

(a) RN officers who meet the conditions laid down in Para 5125a sub para (2) should submit their applications in writing to their CO.

(b) COs recommending candidates for transfer will arrange for them to attend RAF Cranwell for Aircrew/ATC Aptitude Tests through the Aviation Pipeline Manager (NAVY PEOPLE-TMG FT PIPELINE MGR) and, for those who are successful, examination by the Aviation Medicine Division (AvMed), Institute of Naval Medicine (INM), to determine their fitness for flying/controlling duties.

(c) On successful completion of these tests, COs should forward applications to the WFPM War SO1 and WFPM AVN SO1.

(d) Those applicants who pass both Aptitude Test and Initial Aviation Medical will be considered by selection board for either Observer or Pilot training, dependent upon their aptitude and the requirements of the Service. Once provisionally selected, officers will be required to take and pass the appropriate Pilot or Observer grading course (20 weeks and 2 weeks respectively) before becoming eligible for flying training. Officers are to arrange grading through Navy Command NAvn Cdr Flying Training and the Flying Training Pipeline Manager (NAVY PEOPLE-CM FT PIPELINE MGR). It should be noted that officers selected for Observer duties may not subsequently transfer to Pilot duties and those selected for ATC may not subsequently transfer to Observer or Pilot duties.

(e) Successful candidates for Profession transfer to flying duties will be moved to Aircrew Pay Spines (APS) (as per JSP 754, Part 2, Chap 22) on day 1 of Flying Training Ground School.

(4) **Commission.** Officers who specialise in flying duties will remain on their existing commission unless selected for a longer commission in the normal course. It should be clearly understood that, on successful completion of Operational Conversion Unit (OCU), those officers who are unable to complete the designated ROS within their current commission will have that commission automatically extended to fulfil the required period of service. Officers transferring to the Aircrew specialisation who are unable to complete either flying training, including OCU, within their Initial Commission Stage or the appropriate ROS, will be required to apply and be selected for transfer to a Career Commission Stage (CCS). The rules on commissions for Warfare officers who undertake Fast Jet pilot training or who transfer to ATC are at Para 4916 sub para c and Para 4916 sub para g respectively.

(5) **ROS.** Details of the ROS required of Warfare officers, including details of flying/ATC training, are shown in Annex 53C. Officers who transfer to flying duties are liable for the Initial Flying Training ROS.

(6) **Failure.** Officers who fail from flying/ATC training having transferred from X(GS) will normally be required to revert to mainstream GS Warfare Officer duties on their IC or CC and complete any outstanding ROS liability from their Warfare training in the X Profession. Time spent in flying training will not count towards this ROS. Personnel will no longer be entitled to APS and will therefore revert to Main Pay.

(7) **Voluntary Withdrawal (VWFT).** Officers who request to voluntarily withdraw from flying training having transferred from X(GS) will revert to mainstream GS Warfare Officer, reverting to Main Pay from the date they request to withdraw from flying training. A RoS may be applied based on the length of time spent in flying training iaw JSP 750. Officers must submit a request to withdraw from training in writing through the chain of command to their CO who, in turn, should interview the Officer to satisfy themselves as to the reasons for the request. If the Officer still wishes to proceed, their letter, together with a letter of recommendation from the CO and all of the appropriate documentation, including the Officer's full training record, should be forwarded to FT NAAB and Navy People-PSP Emp Pol SO1.

b. **RM Officers.** RM officers may apply for transfer to Pilot flying training following successful completion of initial training provided they are under the age of 26 when the application is submitted, and they will not be more than 27 years of age at the start of flying training. RM officers who wish to specialise as a pilot should apply through OCM RM. RM officers are not eligible to be considered for Observer duties.

(1) **Training.** RM officers will follow the same initial procedure as their RN counterparts, as detailed in Para 5125a(3)). On successful completion of their medical and aptitude tests, they will attend 20 weeks' Flying Grading whilst being held by their parent unit, before being selected (subject to requirement and suitability) for flying training. OCM RM is to be kept informed of their passage through the initial training pipeline. RM will continue to support Fast Jet pilot requirement when suitable candidates are identified. Successful candidates for Profession transfer to flying duties will be moved to Aircrew Pay Spine (APS) (as per JSP 754) on day 1 of Flying Training Ground School.

(2) **Commission.** The rules on commissions for RM officers who undertake pilot training are at Para 4916 sub para e.

(3) **Failure.** RM officers who fail or voluntarily withdraw from flying training will normally be required to revert to GS duties and complete any outstanding ROS liability from any previous training. The ROS for RM flying training is detailed in Annex 53C. Personnel will no longer be entitled to APS and will therefore revert to Main Pay.

c. **Air Engineer (AE) Officers.** AE officers normally apply to be considered for Pilot flying training for ultimate employment in the Test Pilot cadre during their SEMC and will need to be less than 27 years of age at the start of flying training. They must be volunteers and recommended for transfer to a CCS. They will not normally be allowed to start flying training until they have obtained their Certificate of Competence. A very small number of AE officers may be selected for training as Observers to fulfil Maintenance Test Observer billets. Successful candidates for subspecialisation in flying duties will be moved to Aircrew Professional Pay (APP) (as per JSP 754) on day 1 of Flying Training Ground School. Personnel who fail to meet the required standard or withdraw themselves from training, will no longer be entitled to APP and will therefore revert to Main Pay.

5126. Ratings - Profession Transfer and Sideways Entry - General

POC: NAVY PEOPLE-CM COMD POLICY SO2C

a. **Definitions.** Transfer to a specialisation where there is normally no direct entry from basic training is known as Sideways Entry to that specialisation whereas transfer to a specialisation or Profession where there is a direct entry from basic training is known as a Profession transfer. However, there are also specialisations that are open to both direct and sideways entry such as Naval Nurse (NN), RN Police (RNP), Aircrewman (ACMN), Diver (D), Aircraft Controller (AC), Physical Trainer (PT) Medical and Dental Servicing Support (MDSS) and Medical Technician (MT). A summary of Sideways Entry specialisations is at Annex 51A.

b. **Requests.** Applications to transfer from one Profession and/or specialisation to another by ratings who have completed their initial training (see Para 5302) and joined the trained strength should be made as follows:

(1) **Ratings.**

(a) **Applications for approval to arrange/attend Aptitude/ Assessment/FATS. (RNP/PT/ACMN/AC/DIVER)** Applications for approval to arrange/attend Aptitude/Assessment/FATS (Annex 51B), are to be made by the applicants Divisional Officer by email to NAVY PEOPLE-CM MAILBOX. Minimum Information required on the email:

i. Service Number.

ii. Full Name.

iii. Current Rank and Spec.

iv. Spec applying to transfer to.

v. SP in Date Physical Employment Standard (PES).

vi. Applicants JMES.

(b) Before applying, the applicants DO is to ensure the applicant meets all criteria required to attend the respective Aptitude/Assessment/FATS (using JPA). Some common omissions/errors in criteria are:

i. JMES (not being MFD).

ii. No positive recommendation for promotion in latest SJAR.

iii. Not educationally qualified.

iv. No full civilian driving license recorded on JPA.

v. Out of date Physical Employment Standard (PES).

(c) On receipt, the request will be logged and forwarded to the WO CM for the cadre to which the SP has requested to join. They will use JPA to check that the applicant does meet the criteria to attend Aptitude/Assessment/FATS.

(d) Staffing of applications to arrange/attend Aptitude /Assessment /FATS will ordinarily take no longer than 10 working days (around leave periods).

(e) **Applications for full clearance. (NN/MT/MDSS/Exec/CT/INT/NS FPS/CYBER/Other Specialisations).** Applications for full clearance post successful Aptitude/Assessment/FATS or for specs that DO NOT require an aptitude/Assessment/FATS are to be made by the applicants Divisional Officer by email to NAVY PEOPLE-CM MAILBOX (See Annex 51C). Minimum Information required on the email:

i. Service Number.

ii. Full Name.

iii. Current Rank and Spec.

iv. Spec applying to transfer to.

v. SP in Date Physical Employment Standard (PES).

vi. Applicants JMES.

vii. Date applicant passed Aptitude/Assessment/FATS (if required).

viii. NVQ Level 3 and above, certification in engineering (electronic) (MDSS Only)

(f) Staffing of applications for full clearance will ordinarily take no longer than 28 working days (around leave periods and availability of the relevant Career and Profession Managers).



Notes:

1. Applications by Other Ranks to transfer to the Aircrewman specialisations are to be made in accordance with Para 5126 sub para b. (1).

2. Applications by those of the former RM K Specialisation, currently managed by RN Logistics Profession, to transfer to the RN Catering Services Specialisation, are to be made in accordance with Para 5126 sub para b. (1).

c. **Conditions.** Transfer applications should be considered only if the following conditions have been fulfilled:

(1) The applicant is recommended, possesses the necessary aptitude (including Defence Aptitude Assessment (DAA) score (which can be confirmed through liaison with the Recruit and Attract Policy team at NAVYRA-PolicyTeam@mod.gov.uk), is eligible (including nationality criteria) to join the new Profession and/or specialisation and has passed the respective Aptitude/Assessment/FATS if required. Requests for transfers to sideways entry specialisations should not be accepted until it has been established that the applicant is eligible to do so in accordance with the requirements listed in the individual Profession chapters of Part 8 (Promotions).

(2) Ratings must be medically fit and deployable for the Profession into which they wish to transfer (normally MFD A4/L1/M1/E1) and be in date for the Royal Naval Physical Employment Standard (PES). RM Other Ranks must meet the physical standards applicable to their chosen specialisation. Individuals who are pregnant (E6) should be considered on their JMES medical category immediately before confirmation of pregnancy and any potential transfer carry the caveat that PES should be passed within three months of returning to work.

(3) Ratings without a sea service liability must become volunteers for sea service.

(4) Transfers may result in a loss of seniority and an additional Return of Service (ROS) being incurred, dependent upon the training undertaken in accordance with Para 5303.

d. **Decision.** As acknowledged by ratings and other ranks on Form S3049 on enlisting in the Service, Profession transfers are not a right. On receipt of a transfer request, Career Managers (in conjunction with Profession Managers) will take into consideration the current and future status of the donor and receiving Professions. In cases where there may be competing requirements (e.g. both Professions are in significant shortage), the final decision will rest with Ratings Strategic Workforce Planners in consultation with Hd N5. From receipt of application, DDPD aims to respond to applications to arrange/attend Aptitude/Assessment/FATS within 10 working days and to applications for full clearance within 28 working days (around leave periods and Career/Profession Manager availability).

(1) Decisions on transfer clearance are released by email from the relevant Career Manager, one for applications to attend Aptitude/Assessment/FATS/selection boards/interviews and the other for Profession Transfer applications.

(2) The Email will include contacts for lead schools to arrange Aptitude/Assessment/FATS and for full clearance will as far as possible, include course dates for those who have been approved to Profession transfer, assignment action for these courses being taken by HMS RALEIGH (usually 6-8 weeks prior to commencement of course); ratings are advised to check that an Assignment Order has been received. Those who have been approved to transfer to a sideways entry specialisation will be assigned to aptitude assessment/courses by Career Managers/Lead Schools.

(3) Clearance, if approved, is valid for two years. This period allows time for the applicant to attend any aptitude tests or acquaints and also gives appropriate time for assignment notice.

(4) If transfer clearance is refused, a reason and any recommendation will be stated in the email.

e. **Refusal.** Common reasons for refusal of transfer clearance include the following:

(1) The donor specialisation is in, or forecast to be in, deficit; any further outflow of personnel will only exacerbate the situation.

(2) The receiving specialisation is in, or forecast to be in, balance/overborne or there are no spaces available on Phase 2 courses for the foreseeable future.

(3) The applicant does not qualify in accordance with Para 5126 sub para c.

f. **Consultation.** For ratings under the age of 18, parents/guardians should be consulted after approval has been given, but before the transfer is completed (subject to permission being given by the rating concerned.

g. **Disclosure Check Vetting.** Under the provisions of the Criminal Justice and Court Services Act 2001 Working with Children and Vulnerable Adults, individuals seeking transfer to Medical, Dental, Nursing, Service Police and Physical Training specialisations will be subject to Disclosure Check vetting undertaken by the Disclosure Barring Service. Where required, request for Disclosure Check Vetting is to be initiated by the SP current Career Manager.

h. The procedure for transfer to the Medical Assistant Profession may be found at Annex 51D.

i. **Flexible Service (FS).** Ratings cannot transfer to a new Profession whilst employed on FS terms; any transfer would be delayed until completion of the declared period unless they terminate their FS agreement.

5127. Rating Transfers - General Service to Submarines

POC: Navy People-WFPM WESM PMSO2

a. **Liability for Service in Submarines.** All individuals who are recruited as GS ratings are liable for service in submarines (SM service) and acknowledge such on Form S3049, which they sign when they enlist in the Service. Vacancies will be filled by volunteers, if available, subject to the conditions in Para 5127 sub para b and provided there is a requirement for a rating of equivalent rate and category in the SM service. Ratings will generally join whilst in the lowest rate of each category.

b. **Eligibility.** To be eligible for SM service, ratings must satisfy the following criteria:

(1) **Engagement.** Ratings will normally be assigned to submarines only if they have at least three years to serve.

(2) **Medical.** Ratings must be declared medically fit for service in submarines.

(3) **Nationality.** Ratings must be UK nationals (but can hold dual nationality where the other nationality does not appear on the US State Department Policies Embargoes List). Personnel serving in the Strategic Weapons Systems specialisation must be sole UK nationals.

c. **Volunteers.** Eligible ratings may volunteer at any point of their career (subject to Para 5127 sub para b).

(1) A rating who wishes to volunteer for SM service must submit a Profession transfer request in accordance with Para 5116.

(2) Any changes in the medical fitness of a rating who has already received workforce clearance for SM service, which may render them ineligible for such service, are to be reported immediately to the WO CM for the relevant SM cadre.

(3) As a volunteer for SM service, a rating will remain in such service until any one of the following factors applies:

(a) Their ES2/FC/OE ends and is not extended.

(b) They are no longer medically fit for SM service.

(c) They are no longer suitable for SM service.

(d) They are advanced to a rate in their specialisation for which there is no requirement in the SM service.

(e) A Profession transfer request in accordance with Para 5116 is approved.

(4) **Non-volunteers.** Ratings who are compulsorily streamed to submarines will be able to apply for transfer to the equivalent Profession within General Service after a minimum period of service in Submarines. This period is defined as 5 years from the point of initial submarine qualification. Provided the minimum period of service has been completed, an application will follow the normal procedure defined within existing policy for trained strength transfers but will be automatically approved by Profession Managers unless exceptional extenuating circumstances exist. NAVY PEOPLE-WFPM Head will be the final arbiter in the event of transfer being refused for service reasons. Execution of the transfer will normally be aligned with the completion of the individual's current assignment and to enter any relevant training pipeline.

(5) Submariners who are awarded an ES3 whilst in the SM Service are selected for such an engagement specifically to meet the needs of the SM Service. Individuals who leave for the reasons in Para 5127c sub para (3) do not automatically transfer their ES3 in conjunction with a transfer to GS. They will normally revert to their original Termination Date or be offered an alternative ES3 that meets the needs of the receiving specialisation as determined by the appropriate Profession Manager.

5128. Rating Transfers between Specialisations

a. **Counting of Time.** Normally, when ratings transfer from one specialisation to another, time in their previous specialisation is not counted for promotion or advancement purposes in the specialisation to which they transfer. For the purpose of applying the instructions of this paragraph, any change in Profession, specialisation or sub specialisation is regarded as a transfer in specialisation. Precise rules for the calculation of seniority in the new specialisation for ratings who transfer at their own request are as follows:

(1) **AB2.** Transfer will be at AB2 level with existing seniority. AB2s who become due and are qualified for advancement to AB1 in their former specialisation whilst undergoing conversion training are to be stood over and, subject to successful completion of training, are to be advanced as follows:

(a) Ratings transferring to specialisations where successful completion of Part 2/3 Training is the only professional qualification for award of AB1 - to be rated AB1 on completion of course, with pay from that date and with seniority antedated to the date they became due by service.

(b) Ratings transferring to specialisations where qualifications, additional to completion of Part II/III training, are required for advancement to AB1 - to be rated AB1, on an acting basis, on completion of course, with pay from that date and seniority ante-dated to the date they became due by service. They are then to be confirmed as an AB1 on attaining the necessary professional qualifications for the rate.

(2) **AB1 and Above.** Transfer to be at a rate and seniority that is determined by the Profession Manager of the receiving specialisation. Usually, this should be in line with those non-transferees on the same course; however, where there is a clear Service reason for this to be different then, on a case by case basis, consideration of which should include but not be limited to demand for personnel in that specialisation, the training required to provide the transferee with the appropriate qualifications or experience and the consequential effect on other ratings' promotion prospects, the rate on transfer may be higher. The rate in new specialisation should be no higher, and the seniority no earlier, than that held immediately prior to transfer, and the rate should be held on an acting basis from the date of transfer (see Para 5128 sub para b below). Confirmation in the rate will be attained on successful completion of any necessary transfer training, successful completion of Task Book (if applicable) and completion of sea-time qualifications in the new specialisation (if applicable). In each case, the new rate and seniority is to be confirmed with DDPD and Profession Managers are to set out the agreed terms and conditions associated with each transfer in a letter to the Service person[1]. In order to reduce the incidence of subsequent misunderstanding, and to simplify the course of any retrospective investigation, Career Managers are also to retain comprehensive records which accurately document these terms and conditions.

[1] In all cases JSP 754 Ch 2 Sect 11 has primacy, including the future treatment of pay when discretion has been applied on transfer.

b. **Taking Effect.** Except for 'sideways entry' specialisations and the other exceptions in Para 5128 sub para c, transfers are to be effected immediately the rating commences training for the new specialisation and should not be delayed pending successful completion of course. See Para 5128c sub para (4) for action necessary following failure on course.

c. **Special Cases.** For ratings who transfer for one of the following reasons, special rules apply, as follows:

(1) On Call for Volunteers Issued by the MOD. The DIN promulgating the requirement will contain the details of special conditions offered.

(2) **For Medical Reasons.** (e.g. voluntary transfer as an alternative to medically invaliding at Royal Navy Medical Employability Board (RNMEB) or Discharge SHORE). Applications from LHs and above will be considered by the Profession Managers and any special conditions will be clearly stated in the letter of approval. In the majority of cases, transfer will involve reversion to AB1 in the new specialisation.

(3) **Transfer to Specialisations or Sub-Specialisations Recruited or Partially Recruited from Serving Personnel.** Sideways Entry specialisations are listed at Annex 51A.

(4) **Compulsory Re-Transfer to Source Specialisation and Re-Transfer to Source Specialisation at Own Request.** Ratings who fail their re-training course examination or are subsequently found to be unsatisfactory in their new specialisation within 12 months of transfer will be compulsorily transferred back to their original specialisation (but see Chapter 83 for the procedure applicable to SM Coxswain specialisation and Para 5128c sub para (4) (e) for the Aircrewman specialisation). Approval may also be given to ratings who voluntarily request to re-transfer to their original specialisation within 12 months of beginning training for their new specialisation. Ratings will be re-instated in the rate held before undergoing retraining course as follows:

(a) Ratings who transferred in existing rates will re-transfer in the same rate with original seniority post-dated by the time spent in the new specialisation.

(b) Ratings transferring in a rate below that held in their original specialisation will re-transfer in the lower rate for one day and be reinstated in their previous rate on the following day with original seniority post-dated by the time spent in the new specialisation plus the one day spent in the lower rate on re-transfer.

(c) Ratings who have been promoted or advanced since transfer will be retransferred to the rate held prior to original transfer with original seniority post-dated by time spent in the new specialisation.

(d) In the case of ratings in specialisations at Para 5128c sub para (3), re-transfer will be in the rate held in their source specialisation prior to commencing sideways entry specialisation training. Those ratings will retain their original seniority but any basic date for advancement to the next higher rate will be post-dated by the time spent in the new specialisation. Following satisfactory completion of the probationary period. Ratings may not be compulsorily re-transferred.

(e) In the case of the Aircrewman specialisation, for ratings who are suspended from flying duties for reasons beyond their control, the following procedure will apply. Leading Aircrewmen will normally be returned to their source specialisation in the rate held at the time of transfer and with their original seniority. Petty Officer Aircrewmen and above, who are permanently grounded for reasons beyond their control, may be retained in the Aircrewman specialisation and be employed on non-flying duties until the end of their current engagement provided that they remain medically fit for General Service. They will cease to be eligible for their relevant RRP from the date of grounding. They will not be eligible for further promotion and will therefore be given the option of Discharge SHORE with normal terminal benefits (including eligibility for pre-release voluntary training).

(f) For Warfare Profession ratings in the SM service who are returned to GS, the procedure in Chapter 79 will apply.

(5) **Naval Swimming Test.** Where a transfer involves promotion or advancement to Leading Hand, ratings must have passed a Naval Swimming Test before commencing training for the new specialisation.

(6) **Requirement for Career Check-Free Service.** Where a transfer involves promotion or advancement in rate (e.g. to Leading RNP or Leading Physical Trainer) the requirement for Career Check-free service, as applicable to promotion or advancement in the new specialisation, must be satisfied before the transfer may take place.

5129. RM Other Ranks - Transfer between Specialisations

a. **General Instructions.** All transfers between RM Specialisations will be on a service needs basis and the RM Profession Manager WO will make the final decision on any transfer approvals. Ranks wishing to transfer between specialisations of the Corps must be presented to the monthly Specialisations Transfer Board which is chaired by the RM Profession Manager WO. To be considered at the transfer board ranks must be MFD or be in a permanent medical category, free from any G1 issues, have no outstanding RoS, including from the Direct Specialisation Scheme (DSS) (this will be considered on a case-by-case basis) and have not submitted a request for early termination of service. Ranks that have submitted early termination of service can be presented to the transfer board but will not be approved to transfer until they have submitted a withdrawal of early termination (WoET) and it has been approved by RM CM. Ranks must also complete the following:

(1) Discuss their transfer with their current and prospective Specialisation Advisers to ensure that they understand the implications of transferring specialisations.

(2) Update their first Job Preference on JPA and input a comment to state that they wish to be considered as a volunteer to transfer to a new specialisation. Those ranks that wish to transfer will be identified by the bi-weekly JPA Transfer Board Trawl conducted by NAVY PEOPLE-CM RM RMCA1.

All matters relating to pay in this context are contained in JSP 754.

b. **Conditions of Transfer.**

(1) Any transfer between specialisations may result in one or all of the following: reduction in rank, reduction in pay (if their relevant RRP is received in their old PSQ); or adjustment of seniority. Such reductions will depend upon whether the transfer is at the individual's request, at the direction of the Service (e.g. RNMBOS or DSS), and as the result of a comparison of promotion factors within the specialisations concerned.

(2) The effective seniority dates of individuals transferring in specialisations are to be decided by the RM Promotion WO. Ordinarily, for Cpls and above, all seniority is lost on transferring between PSQs.

(3) The effective date of transfer is to be the date on which the individual passes the required PSQ training course and is awarded the qualification. Any former PSQ qualifications will be relinquished on that date.

(4) NCOs who transfer will not normally be required to revert to Mne. They will have their seniority adjusted on gaining a 2nd Class qualification.

(5) NCOs who are reverted to a lower rank will be given the seniority of the date of their transfer to the new specialisation.

(6) A JNCO who retains their rank on transfer must obtain the appropriate 2nd Class qualification within two years of transfer or they may be required to revert to Mne.

(7) A SNCO who retains their rank on transfer must obtain the appropriate 1st Class qualification within 2½ years of transfer or they may be required to revert to Cpl, or even to Mne if they fail to achieve a 2nd Class qualification.

(8) A Mne holding civilian qualifications or qualifications from other Services may apply to DDPD (RM) (through the Specialisation Adviser) to have these accepted as RM qualifications.

c. **Failure to Comply with Conditions of Transfer.** When an NCO is accepted for transfer and subsequently fails to comply with the conditions under which the transfer was approved, the RM Profession Manager/CDO are to decide whether:

(1) The NCO must return to the specialisation from whence they came, in which case they will be granted their original seniority in that specialisation, adjusted for the period of time spent out of it; or

(2) The NCO is to be offered the opportunity to relinquish the rank for which they failed to qualify and assume the highest rank for which they are qualified in the new specialisation.

d. **Loss of Seniority.** This paragraph should be considered in conjunction with Para 5129 sub para b. Ranks who have successfully completed their Cpl Pathway, and hold substantive rank, may opt to transfer to a PSQ2 level entry specialisation (Comms, DL, GM, IM, Log (SC), PT, PW, and RMIS) as long as they have achieved all the criteria required for joining the new PSQ. Further details on pre-requisites can be requested from the respective Specialisation Adviser. Substantive Cpls will retain their rank; however, their new seniority will be activated from their PSQ2 qualification, which will normally be the course end date.

e. **Ranks Selected for Promotion.** Normally a rank transferring from one specialisation to another will have to be selected for promotion in the gaining specialisation. This also applies to ranks who are not substantive on transfer. Under exceptional circumstances, for example where critical shortages exist, the CDO may grant approval for ranks to retain their selection in their previous Specialisation, subject to passing command training, for a predetermined period until qualified by SQ in the gaining specialisation. On such occasions, CPD will be re-determined accordingly.

f. **RMBS to RMGS.**

(1) **Bugler/Musician (Bug/Musn).**

(a) Bugs/Musns who have served a minimum of four years from completion of training, and who are not in a shortage instrumental category, may be considered for transfer.

(b) Bugs/Musns who prove to be musically unsuitable may be considered for transfer at any time.

(2) **Selection.** Applicants for transfer between RMBS and RMGS are required to attend a Candidates Preparation Course (CPC) at CTCRM to assess their suitability for transfer before selection. Successful candidates cannot be guaranteed selection as this is dependent on vacancies. Those candidates successful at CPC will be required to complete normal recruit training.

(3) **Failures.** Applicants who fail the CPC will continue in their normal employment.

g. **RMBS - Applications for Transfer.** Applications from Bug/Musns to transfer to the RMGS specialisations are to be forwarded to the RM Profession Manager via the RM Transfer Board iaw Para 5129 sub para a and are to include a medical certificate confirming that the applicant conforms to the physical requirements, together with a recommendation from the Commanding Officer regarding the applicant's suitability for transfer. On approval, they are to attend CTCRM for CPC and, if successful, will be assigned to recruit training.

5130. Pay, Recruitment and Retention Pay and Retention Payments

Personnel who transfer between Professions (for the Naval Service this includes moves between the RN/RM/RMBS/QARNNS) and specialisations are to be made aware that such changes may have an effect on their entitlement to a particular rate of pay. Changes include moving between pay supplements, a cessation of entitlement to any form of Recruitment and Retention Pay, and an altered entitlement to any Financial Retention Initiatives (e.g. Golden Hello) in force at the time of transfer. All workforce decisions will be based on the principle that individuals are fully aware of these potential changes. Full details are contained in JSP 754 (Tri-Service Regulations for Pay and Charges) Chapter 2 – Basic Pay and Chapter 5 – Recruitment and Retention Pay.

5131. Female Non-Sea Volunteers

a. Non-Sea Volunteers (NSVs) who transfer Profession and/or specialisation must satisfy any sea service requirement conditions of their new specialisation prior to application.

b. NSV ratings may volunteer for sea service at any time. Successful applicants will be given a six-month transition period from the date of joining their first seagoing ship during which they may apply to withdraw their application to serve at sea and be reverted to NSV status. Any NSV who wishes to apply for sea service should do so, in writing to their Career Manager through the chain of command.

c. NSV ratings who apply for promotion to the Officer Corps can only do so as sea service volunteers. CW candidate ratings who revoke their NSV status but then subsequently withdraw, or are withdrawn from, CW candidature at any time, will be permitted to revert to their previous NSV status. Officers under training who were former NSV ratings and who revert to rating status during their initial officer training will also be permitted to revert to their previous NSV status.

d. Personnel should be aware that, if reverting to NSV status, there can be no guarantee that they will be able to return to their previous unit or geographical location. There is also no guarantee that personnel will be relieved in their seagoing job at less than normal assignment notice (five months). Personnel are reminded of the need to keep their Career Manager informed of their assignment preferences on JPA.

e. Ratings who are accepted for sea service must successfully complete a Basic Sea Safety Course (BSSC).

f. In order to be eligible for promotion as a VOLSHIP, ratings must hold one of the following qualifications: a NAMET score of 5:5, the equivalent Literacy and Numeracy Testing and Education in the Royal Navy (LANTERN) requirement (Grade D in Mathematics and English Language or Level 1 Certificates in Adult Literacy and Numeracy) or other equivalent educational qualifications.

g. **Carrying and Use of Weapons.** Some NSV personnel have continued to exercise their preserved right not to carry or use weapons, however, such ratings have the option to revoke that decision at any time. It should be noted that, once this right is revoked, personnel will be unable to revert to the ‘no gun’ restriction.

ANNEX 51A

SUMMARY OF SIDEWAYS ENTRY SPECIALISATIONS

(See individual specialisation Chapters in Part 8 (Promotions) for full details)

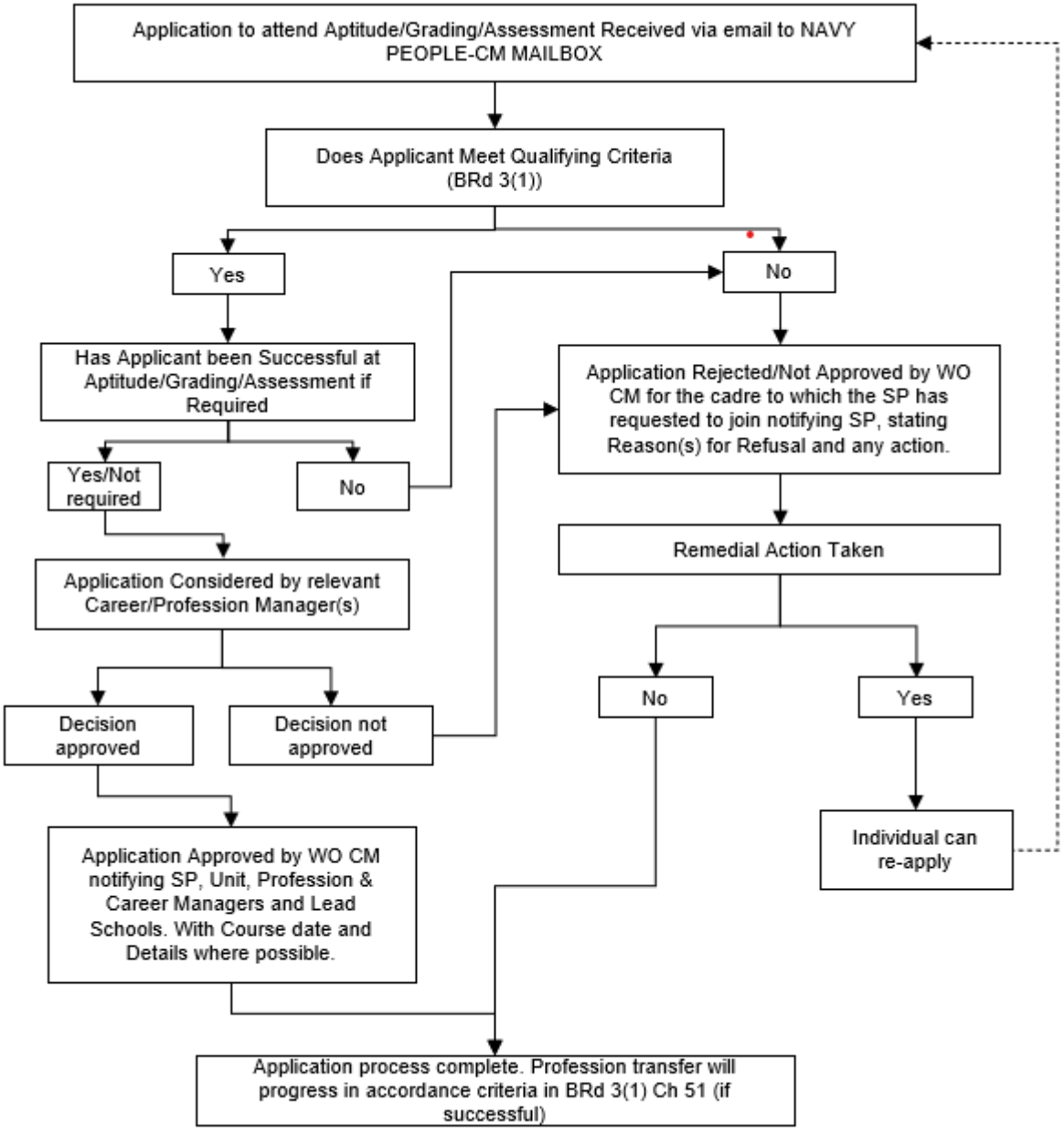
Specialisation	Eligibility	Rate Eligibility	Grading/Assessment	Nationality Requirement		
				Sole Brit	Dual Nationality	Commonwealth or Irish National
Aircrewman ASW	BR3(1) Pt8 Chap 81 Annex 81B	Able Rate (AB) or Leading Hand (LH)	Grading/FATS	Yes	Yes	No
Aircrewman CDO (RM/RN)	BR3(1) Pt8 Chap 81 Annex 81B	Marine (Mne) or Corporal (Cpl), AB or LH	Grading/FATS	Yes	Yes	No
Royal Navy Family and People Support (RN FPS)	BR3(1) Pt8 Chap 86 Para 8604	LH or Cpl (recommended for promotion to PO or Sgt)	Selection Board	Yes	Yes	Yes
RN Medical Technician (MT) (Biomedical Science, Pharmacy, Radiographer, Dental Hygiene, Operating Theatre Practitioner)	BR3(1) Pt8 Chap 87 Para 8705	AB to LH (Exceptionally PO will be considered iaw BR3(1) Chap 87)	Selection Board	Yes	Yes	Yes
RN Paramedic	BR3(1) Pt8 Chap 87	AB to LH[1]	Selection Board	Yes	Yes	Yes
Aircraft Controller (AC)	BR3(1) Pt8 Chap 81 Annex 81C	AB or LH	Grading/FATS	Yes	Yes	No
Medical Assistant (MDSS)	BR3(1) Pt8 Chap 87 Para 8707	AB to PO	Selection Board	Yes	Yes	Yes
Naval Nurse (NN)	BR3(1) Pt8 Chap 89 Para 8903	AB to PO	Selection Board	Yes	Yes	Yes
Photographer (Phot)	BR3(1) Pt8 Chap 92 Para 9203	AB or LH, Mne or Cpl	Aptitude	Yes	Yes	Yes
Physical Training (PT)	BR3(1) Pt8 Chap 82 Para 8202	AB or LH, Mne or Cpl	Aptitude	Yes	Yes	Yes
RN Police (RNP)	BR3(1) Pt8 Chap 80 Para 8003	AB or LH, Mne or Cpl, (PO or Sgt on case by case basis)	Aptitude/Assessment	Yes	Yes	Yes
Coxswain Submarine (COXN)	BR3(1) Pt8 Chap 83 Para 8301	PO or CPO SM	Selection Board	Yes	Yes	No
Diver (D)	BR3(1) Pt8 Chap 78 Para 7803	AB or LH, Mne or Cpl	Aptitude	Yes	Yes[2]	No
Cryptological Technician (CT)	BR3(1) Pt8 Chap 84 Para 8403	AB or LH	Interview	Yes	No	No

[1] The RN Paramedic Specialisation is currently established against RN liability. Rate eligibility for RM Mne or Cpl to sideways transfer and retain RM identity is currently under review and has not yet been fully determined.
[2] Not Dual National with Tier 1 or Tier 2 country.

Intelligence Specialist (INT)	BR3(1) Pt8 Chap 94 Para 9404	AB to PO	Selection Board	Yes	No	No
CYBER	TBC	TBC	TBC	TBC	TBC	TBC
Executive Discipline (EXEC)	BR3(1) Pt8 Chap 71 Para 7103	WO1 or WO2	Selection Board	Yes	Yes	Must have approval for dual nationality confirmed before transferring to the Executive Branch

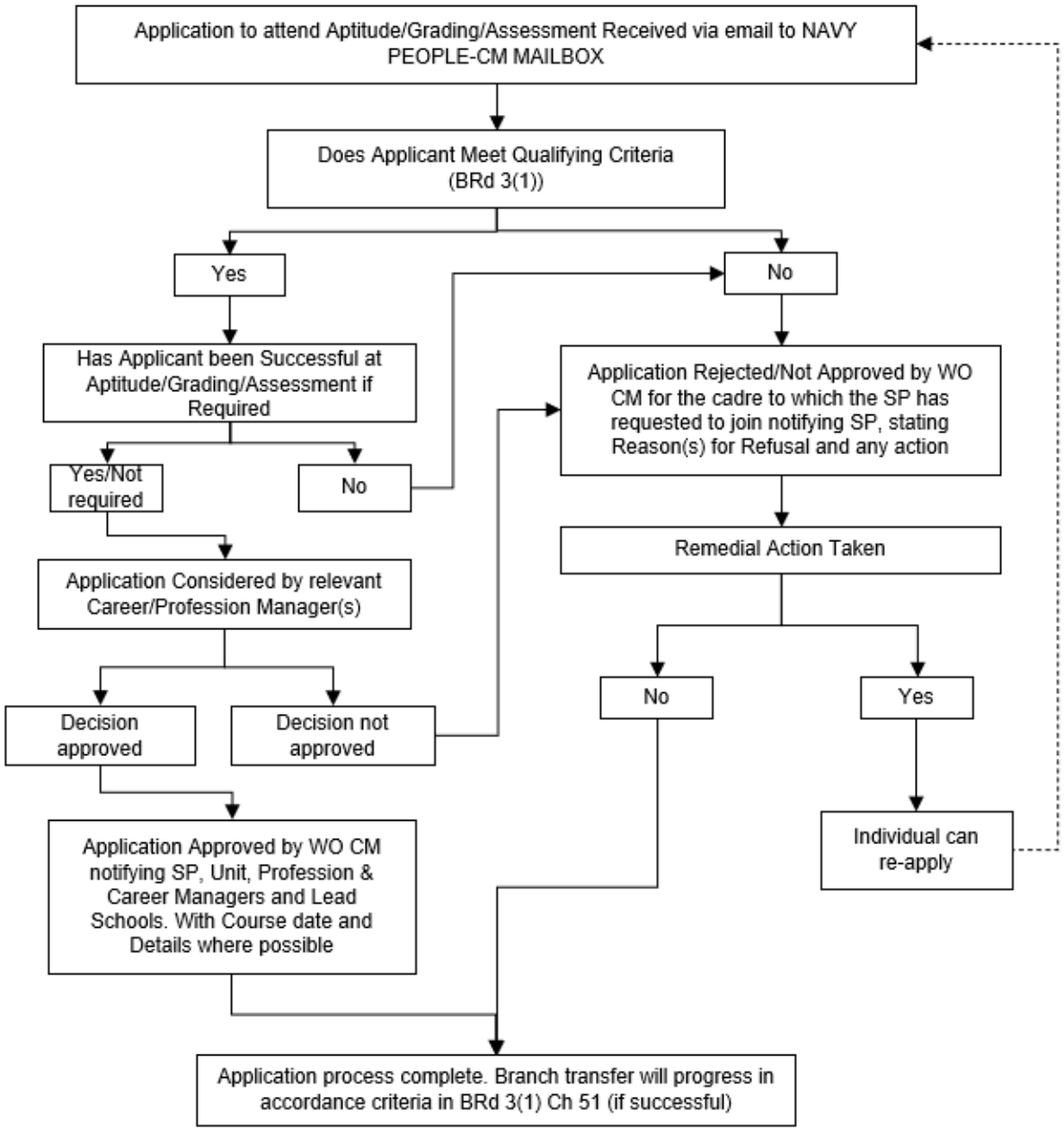
ANNEX 51B

APPLICATION AND STAFFING PROCESS FOR SPECIALISATIONS THAT REQUIRE GRADING/APTITUDE/ASSESSMENT



ANNEX 51C

APPLICATION AND STAFFING PROCESS FOR FULL CLEARANCE AND SPECIALISATIONS THAT DO NOT REQUIRE GRADING/APTITUDE/ASSESSMENT



ANNEX 51D

TRANSFER TO THE MEDICAL PROFESSION AS A MEDICAL ASSISTANT

1. Acquaint and Interview Requirements for Royal Marine Personnel Requesting Transfer to Royal Marine Medical Assistant.

a. The entry level from RM to RMMA will be at OR2 only. There will be opportunity for a minimum of 20 RM per annum to transfer to the RMMA Specialisation, and more can be taken where there is a Service need. Career management, including selection for promotion, will remain with WFPT (Logistics & Medical).

b. All RM personnel requesting transfer to RM Medical assistant should update their first Job Preference on JPA and input a comment to state they wish to volunteer to join the RM Medical Assistant Specialisation. Ranks must then gain workforce clearance from RM Career Management and the RM Profession Manager WO. DBS checks will then be initiated by the rank's career manager.

c. Once clearance has been granted, the Chain of Command of personnel requesting transfer are to contact the Medical Profession Specialist Adviser to the RM, WO1(MA) Med United Kingdom Commando Force (UKCF) (RMB Stonehouse Tel: 9375 36411/e-mail 3CDOX-HQ MED WO) to request the arrangement for a two-week acquaint at a Unit Medical Centre. The purpose of the acquaint is to allow the individual to be assessed with regard to suitability to transfer and also give them insight into the range of clinical and administrative work undertaken by the Medical Assistant. A programme will be set by the Establishment Practice Manager for individuals to maximise their short exposure to the role of the MA in the Unit Medical Centre and as a Coy MA.

d. On completion of the acquaint, the Establishment Practice Manager are to raise any concerns with regards to the suitability to transfer. This is to be forwarded to the Medical Profession Specialist Adviser to the RM, WO1(MA Med UKCF. WO1 (MA) Med UKCF will then raise any concerns with RM Career Management and the RM Profession Manager WO.

e. Once the DBS check number has been issued, RM Career Management Course Loading WO will inform NAVY PEOPLE-TRG TMG HQ UTSPM RTG to load individuals to a course. Ranks will be informed of their course loading and start date by RM Career Management.

f. The applicant must be medically fit and deployable (normally MFD A4/L1/M1/E1) and be in date RM BFT or hold the appropriate waiver. The applicant must also meet the education criteria specified in AFR Role Profile Matrix (RPM).

g. All further actions required to progress the transfer following a successful acquaint will be initiated by the RN Medical Ratings Profession Manager.

ANNEX 51E

PROFESSION TRANSFER REQUEST FORM - YOUNG OFFICERS UNDERTAKING PHASE 1 TRAINING (INCLUDING AIRCREW OFFICERS UP TO GRADING)

In accordance with BRd 3(1) Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individual's Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO OFFICER COMMANDING OFFICER TRAINING (OCOT)

Part 2 - Officer Commanding Officer Training Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my email. Please find attached/scanned copies of the following (See note):

a. The applicant's letter.

b. This application form.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....



Note. *If the forms cannot be scanned and emailed, please email NAVY PEOPLE-TRG TMG HQ SO2 UTSPM for alternative arrangements.*

ON COMPLETION OF PART 2, OCOT IS TO SEND EMAIL TO THE OFFICER TRAINING PIPELINE MANAGER (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM)

ANNEX 51F

PROFESSION TRANSFER REQUEST FORM - YOUNG OFFICERS UNDERTAKING PHASE 2 TRAINING[1]

In accordance with Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individual's Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO COMMANDING OFFICER

[1] Aircrew Officers who have yet to reach the end of Grading should complete Annex 51D.

Part 2 - Commanding Officer's Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my letter. Please find attached copies of the following:

a. The applicant's letter to the Commanding Officer.

b. The Commanding Officer's letter of recommendation.

c. A Standard Report Form (covering the profession transfer request) signed and dated by the applicant.

d. A copy of the full E190.

e. Copies of other documentation deemed relevant to the application.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....

ON COMPLETION, EMAIL/SEND TO THE OFFICER TERMS OF SERVICE MANAGER PEOPLE AND TRAINING HEADQUARTERS BY EMAIL TO: NAVY PEOPLE-PSP EMP POL (MULTIUSER) <NAVYPEOPLE-PSPEMPPOL@mod.gov.uk>

ANNEX 51G

PROFESSION TRANSFER REQUEST FORM - OFFICERS ON THE TRAINED STRENGTH

In accordance with Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individuals Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO COMMANDING OFFICER

Part 2 - Commanding Officer's Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my letter. Please find attached copies of the following:

a. The applicant's letter the Commanding Officer.

b. The Commanding Officer's letter of recommendation.

c. An Appraisal Report (covering the profession transfer request), signed and dated by the applicant, 1RO and 2RO.

d. Copies of other documentation deemed relevant to the application.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....

ON COMPLETION, EMAIL/SEND TO THE OFFICER TERMS OF SERVICE MANAGER, PEOPLE AND TRAINING HEADQUARTERS, BY EMAIL TO: NAVY PEOPLE-PSP EMP POL (MULTIUSER) <NAVYPEOPLE-PSPEMPPOL@mod.gov.uk>

CHAPTER 52

'TRANSFERS' FROM THE ROYAL NAVY TO ANOTHER SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 52

'TRANSFERS' FROM THE ROYAL NAVY[1] TO ANOTHER SERVICE

5201. Definitions and Terminology

Personnel occasionally request to move from the Royal Navy to one of the other Services, a process which involves their discharge from the RN or RM and subsequent entry into the new Service. As such, this is not strictly a 'transfer' but the term will be used as shorthand for the process in this chapter. The Service in which the applicant is currently serving is referred to as the 'present Service'; the potential future Service is referred to as the 'gaining Service'. For the rules regarding transfers between the RN and RM or vice-versa, see Chapter 48.

5202. Officer Transfers to the Army or RAF – Untrained Strength

Officers undertaking initial training (hereafter referred to as Young Officers (YOs)) may request permission to withdraw from training up until their Premature Termination of Career Training (PTCT) point (and may make their own arrangements to join the Army or RAF thereafter if they so wish). On passing their PTCT point, officers are required to complete their initial training and serve the specified return of service (ROS) for the training received, details of which are shown in Table 53B-1 and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of Para 5437 and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers have the option of forwarding a letter of Recommendation and a copy of the YO's E190/Training Record direct to the Personnel Management Authority of the Service concerned. Contact details for the Army and the RAF are as follows:

a. **Army.**

SO1 MS8
Army Personnel Centre
Kentigern House
65 Brown Street
Glasgow
G2 8EX

b. **RAF.**

OASC4e(RAF) MOD
PO Box 1000
Cranwell
Sleaford
Lincolnshire
NG34 8GZ

[1] Royal Navy, Royal Marines, QARNNS and all parts of the Maritime Reserves.

5203. Officer Transfers to the Army or RAF - Trained Strength

There are limited opportunities for officers on the trained strength to transfer to the Army or RAF. The policy and procedure is as follows:

a. Officers who wish to transfer to the Army or RAF should first contact the Service they wish to join in order to make sure it is currently recruiting and has vacancies, or is likely to have vacancies, in the branches in which they are interested. Contact details are at Para 5202.

b. If the gaining Service has vacancies, applicants are to submit a request for transfer through their Command chain to their Career Manager, copied to the agency specified at Para 5202 and the appropriate branch within the gaining Service:

Military Secretary for Army.

Air Secretary (attn: PM(AR)1a(RAF)) for RAF.

c. Officers are to be interviewed by their Commanding Officer who is to discuss the request with the individual before forwarding the application and recommendation, via the Command chain, to the appropriate Career Manager. At the interview, the Commanding Officer is to make it clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount.

d. The relevant Career Manager is to consider all applications for transfer from the RN or RM in conjunction with Navy People-CM Head before consultation with the personnel authorities of the potential gaining Service. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with the gaining Service. Any outstanding ROS obligation to the individual's present Service will be taken into consideration in reaching a decision (see Para 5202). If the transfer is agreed by Navy People-Delivery DPTY DIR and Navy People-Strat DPTY DIR, the normal Single Service rules governing Early Termination (see Chapter 54 for RN/RM; AGAI for Army; and GAI 6028 for RAF) will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

e. Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. For transferees to the Army, the terms of service rules are contained in Army Commissioning Regulations and, for the RAF, in AP3393. Detailed terms of service will be formally notified to the transferee, with a copy being sent to the present Service. As there is no actual break in service, there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service.

f. The present Service will issue an official letter to the officer (copied to the gaining Service) explaining that the individual's existing commission will be terminated on the day before their assignment to a commission in the gaining Service and that they will not be placed on the Retired List of the present Service, nor will they be subject to a recall liability to the present Service.

g. The London Gazette will be annotated "Commission terminated (date) on transfer to...(as appropriate)".

h. If the transfer request is not supported by the gaining Service, officers will remain in their present Service, which will be responsible for providing official notification to the individual (copied to the proposed gaining Service).

5204. Ratings and Other Ranks - Eligibility to Seek Release to Join the Army or RAF - Untrained Strength

Whilst ratings and other ranks have a statutory right to leave within their first 6 months' service or until their 18th birthday (if later) (and may make their own arrangements to join the Army or RAF thereafter if they so wish), beyond this point individuals are ineligible to submit their notice until completing a minimum of 2½ years on the trained strength (see Para 5403) and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of Para 5442 and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers of establishments have the option of forwarding a letter of recommendation (the form at Annex 52A should not be used in such cases) and a copy of the individual's full Service Documents direct to the Personnel Management Authority of the Service concerned.

5205. Ratings and Other Ranks - Early Release to Join the Army or RAF - Trained Strength

a. Individuals who wish to apply for early release to join the Army or the RAF before the end of their career or engagement may do so once they have reached the point at which they are eligible to submit 12 months' notice to leave the Royal Navy (see Para 5302 sub para b) and only if they are not subject to either a further training or financial ROS (see Para 5303 and 5415(2) for a waiver in exceptional circumstances). There are two normal methods for applying:

(1) If an individual chooses to seek a transfer through Service channels, and personnel clearance is given to do so, successful applicants will be able to leave the Royal Navy on the day before entering the other Service. In this way the individual retains continuity of service which may have beneficial implications on pay and pensions. It may also be possible, if both Services agree, to allow the transfer in less than the normal 12 months' notice period, but the actual timing will depend on a variety of factors. If release is not possible at less than 12 months' notice it should normally be granted at the 12 month point. Further advice can be sought from Navy People-PSP Emp Pol SO1

(2) The alternative is for the rating or other rank to submit 12 months' notice and apply independently to enter the gaining Service, without involving their present Service. Under these circumstances it will not be possible to arrange the same continuity of service. Individuals who have already submitted notice, and who are serving out the 12 months' notice period, or who have already been offered a place in the Army of RAF through their own efforts, are not eligible to be considered for release iaw Para 5205 a sub para (1), but may be eligible to apply for release at less than 12 months' notice (see Para 5413).

b. Before applying for release from the Royal Navy to join another Service through Service channels iaw Para 5205.a sub para (1), ratings and other ranks who are considering a career in another Service should make appropriate enquiries at a Careers Office, namely, to confirm that they meet the entry requirements and that the gaining Service is currently recruiting for that specialisation. Commanding Officers are required to confirm that the individual has made these enquiries before forwarding a request.

c. **Forwarding of Requests.** An application form for release from the Royal Navy, iaw Para 5205.a sub para (1), to join the Army or RAF can be found at Annex 52A. Forms must be completed fully, including the recommendation and signature of the Commanding Officer, and returned with a copy of the full Service Documents to Navy Command Ratings Terms of Service Manager. Individuals should not apply for Early Termination on JPA in such cases.

d. Approval for early release to join the Army or RAF is subject, in all cases, to Royal Navy personnel requirements and approval will only be given in exceptional circumstances, such as where an individual's talents could be better utilised in the other Service. Requests based on personal reasons for wanting to join another Service, such as a notion that an individual will encounter less family separation, will not be considered and therefore must not be forwarded.

e. **Unsuccessful Applications.** Should an individual not gain workforce clearance to join the Army or RAF or be unsuccessful in their application to join another Service, they will remain in the Royal Navy until such time that they reach the end of their career/engagement or submit 12 months' notice to leave via JPA, if sooner.

f. **Failure to Enter the Army/RAF after Successful Application.** In the unlikely event that an individual does not enter the gaining Service, after having gained workforce clearance for release from the Royal Navy and having successfully applied for their chosen Service, a decision will be taken in respect of their future, based on the individual merits of the case. Whilst individuals who have reached this stage of the application process are deemed to have submitted their notice option, due consideration will be given to their wishes, either to continue in the Royal Navy or to complete the 12 month notice period (starting from the date that the application form is signed) and thereby leave. Commanding Officers should forward details of the circumstances, their recommendation and the wishes of the applicant to the Ratings Terms of Service Manager.

ANNEX 52A

APPLICATION FOR RELEASE FROM THE ROYAL NAVY TO ENTER THE ARMY OR RAF - RATINGS AND OTHER RANKS ON TRAINED STRENGTH

SECTION 1 - APPLICANT'S DETAILS (in Capitals)

Surname:		Initials:
Service Number:		Rate/Rank:
Date of Entry:	Current Engagement:	Expiry Date:
Full Address of Ship or Establishment:		Nationality at Birth of: Applicant: Father: Mother:
Applicant's Email Address:		POC onboard Ship or Establishment: Email address for POC:
Applicant's Career Manager's Email Address:		Applicant's Branch Manager's Email Address:

SECTION 2 - DECLARATION OF APPLICANT

To: The Commanding Officer

I wish to apply for premature discharge from the Naval Service to enter the Army/RAF* in accordance with BRd 3(1) Para 5205 and I can confirm that, in accordance with BRd 3(1) Chapter 53 and Chapter 54, I am on the trained strength and became eligible to submit 12 months' notice on:

(calculated by adding the requisite minimum time to serve to the Standard Initial Training Period) _____

I can confirm that I have no outstanding Return of Service for any training received since completing my initial training.

I can confirm that I have not submitted or am currently serving out 12 months' notice of discharge.

I have made appropriate enquiries of the other Service at the Armed Forces Careers Office at:

_____

regarding the specialisation of: _____

I can confirm that: I meet the qualifications required: ☐ and that the specialisation is open to recruitment: ☐

I am/am not* willing to undertake a regular engagement in the Army/RAF*.

If workforce approval is given, I give/do not give* authority for a copy of my Service Documents to be forwarded to the Recruiting Authority of the Service I am applying to enter.

* Delete accordingly

Signature: Date:

N.B. In the unlikely event that an individual, who has gained workforce clearance and been successful in their application, does not then enter that Service, a decision will made regarding their future on its individual merits. Whilst an individual is deemed to have submitted their notice, due consideration will be given to an applicant's wish to continue in the Royal Navy or to complete the 12 month notice period (counting from the date that this form is signed) and leave. Individuals whose application is unsuccessful at any stage will automatically remain in the Royal Navy

SECTION 3 - APPLICANT'S QUALIFICATIONS

Details of Qualifications (showing grade achieved) (enclose additional sheet if necessary).

SECTION 4 - COMMANDING OFFICER'S STATEMENT

I can confirm that the applicant has a medical category of:

and became eligible to submit their notice option on

(please confirm date shown at Section 1 of the Applicant's Declaration)

My recommendation is as follows:

Name and Rank (in Capitals):

Signature: Date:

On completion, this form and a COPY of the relevant documentation should be e-mailed to: NAVY NPS-STRATPOL TERMS OR SO3C

In the event that it is subsequently discovered that an individual was ineligible to submit their notice, the application will be rendered void and no further action will be taken.

In accordance with the General Data Protection Regulations (2018), the MOD will collect and process the information supplied on this form in connection with matters concerning personnel administration and policies. In order to comply with statutory obligations, the data will be retained and reviewed as necessary and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.

CHAPTER 53

RETURN OF SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 53

RETURN OF SERVICE

5301. General

a. Joint policy for Return of Service (ROS) is contained in JSP 750 Chapter 3. All those responsible for the management and administration of RoS must make themselves conversant with the instructions contained in JSP 750.

b. When RN and RM personnel undertake specific courses of training, studies or receive financial bonuses, the Royal Navy requires a return on its investment. The normal requirement is that individuals complete an effective period of service called a ROS which is a legally enforceable period of time that an individual who has undertaken a course of funded training, taken up a secondment or placement within industry or been assigned into a designated command appointment shall be required to serve in order to give a reasonable return on the investment made by the MOD. Training falls into two areas: initial training, that undertaken by officers, ratings and other ranks prior to joining the trained strength; and further training, that undertaken by officers, ratings and other ranks who have joined the trained strength.

c. The Service not only invests in its people by means of training but also by appointing individuals into key roles, including command, where they acquire a breadth of experience and depth of knowledge which can be reinvested in subsequent positions, invaluable for the conduct of current operations, the administration of the Royal Navy and the future planning of Defence. It would be illogical for the Service to appoint individuals into such key roles without seeking an assurance that it will be able to reap the benefits of the experience and knowledge which they have gained during the relevant appointment. In order to ensure that the Service is investing in those from whom it can gain such a return, certain command appointments will carry a ROS (see Para 5308).

d. It is the responsibility of individuals to acquaint themselves with the ROS requirements and regulations prior to applying for courses/training, selection for SASB2/AASB2) appointments or before receiving bonuses. It will be necessary to complete the appropriate ROS undertaking form in order to undertake further training, take up command appointments or receive Financial Retention Initiative (FRI) bonuses (see Para 5303 sub para c or Para 5308 sub para b).

5302. ROS for Initial Training

a. Officers.

(1) Officers can voluntarily withdraw from initial training up to a defined point in their training pipeline known as the Premature Termination of Career Training (PTCT) point. Details of the PTCT and the voluntary withdrawal from training process can be found at Para 5402.

(2) After the PTCT point, RN and RM officers, including ISC officers who undertake Ph2 training, must provide a ROS to reflect the cost of their initial training. Candidates without a Ph2 training requirement are exempt; for example, an AC who has completed JATCC and later commissions as an ATCO would not repeat the course and would therefore not incur a ROS.

(3) Details of the applicable initial training ROS are at Table 53B-1, whilst Table 53B-2 shows the point at which initial training is completed in all officer specialisations. Para 5305 contains information concerning ROS waivers.

b. **Ratings and Other Ranks.**

(1) All new recruits enlisting in the Royal Navy, who have not previously so enlisted, have a statutory right to claim discharge within their first six months of service, provided that they have completed a minimum four weeks' service (excluding leave periods and any forfeited service) from their date of entry, or until the day before their 18th birthday, if this comes after the end of the six month period. Full details can be found at Para 5403.

(2) **Minimum Time to Serve (MTS).** For ratings and other ranks, a ROS is required to consolidate an individual's training and give a reasonable return on the investment made by the Service. Having completed six months' service, or reached the age of 18 (if this comes after the end of the six month period), and subject to the exceptions that follow, ratings and other ranks become eligible to submit an application for Early Termination (12 months' notice) 2 ½ years after they have joined the Trained Strength; this is on completion of Phase 1 and Phase 2 training. This means that for the majority of Ratings and OR they will serve a minimum of 3½ years in total from the point they join the trained strength.

(3) The exceptions to the 2½ year rule are Student Naval Nurses and Medical Technicians who must complete a minimum of 3 and 3½ years respectively after joining the Trained Strength, on completion of training, before they can submit notice. This means Student Naval Nurses and Medical Technicians will serve a minimum of 4 and 4 ½ years respectively.

(4) Unlike the ROS for further career training, the MTS period cannot run concurrently with the notice period. An individual must complete the MTS period before they become eligible to apply for Early Termination.

(5) When a rating or other rank voluntarily transfers from one specialisation to another having already joined the Trained Strength, an additional ROS may be applied in accordance with Para 5125.c(4) and Para 5303.

5303. ROS for Further Training, Branch Transfer, Sideways Transfer and Financial Remuneration

a. **Training ROS.**

(1) A zero ROS is the normal standard for Service personnel attending further training courses i.e. that which follows the completion of initial training. Some tri-Service and single-Service further training courses and qualifications, however, exceptionally attract a training ROS (i.e. as a result of being demonstrably expensive; lead to highly marketable skills or qualifications; normally of at least six months' duration, including modules of a course that add up to six months or more; in areas where there is a significant current or forecast operational or manning pinch points and failure to retain the individual would have a direct impact on the immediate output or operational capability of the organisation; where workforce organisations require a long lead time to trawl, nominate and assign an individual to a training course). These courses are published regularly by DIN, in JSP 750 Chapter 3 (Annex A for Joint and Tri Service non-Medical training and Annex B for Joint and Tri Service Medical training) and Table 53C for RN only courses.

(2) A training ROS will normally only be applied where an individual attends a discrete course of training away from normal duty. It is accepted that some training is delivered in the course of normal duties, but such training would not normally attract a training ROS unless it resulted in a recognised qualification in a transferable skill.

(3) A Training ROS may also be applied to a Phase 2 course where it is completed by an individual as part of a transfer between branches, trades, specialisation or Service after completion of the training in their original branch; commencement of the ROS will be in accordance with Para 5304.a. All personnel will be required to complete Form S2658 prior to commencement of training.

(4) A training ROS is applied to all Sideways transfer branch courses; commencement of the ROS will be in accordance with Para 5304.a. All personnel will be required to complete Form S2658 prior to commencement of training.

b. **Financial ROS**

(1) **Bonus Payments or Financial Retention Incentives.** From time to time, bonuses may be offered to personnel in shortage categories as a retention measure, with a financial ROS required in return - see JSP 754 (Tri Service Regulations for Pay and Charges) for more details. In general terms, the ROS will run concurrently with any other ROS required by courses or training. Individuals wishing to submit an Application for Early Termination whilst still bound by this type of ROS will be required to pay back some or all of the money they received.

c. **The 'ROS Declaration' for Further Training Courses and FRIs**

(1) Individuals who are eligible to apply for Early Termination will be required to waive that right for a period equal to the length of the training course (if there is no ROS attached to the course) or the length of the course plus any ROS required for volunteering to attend a further training course.

(2) It is a condition of undertaking any course or accepting any FRI which attracts a ROS that all personnel must sign a written undertaking to state that they understand and accept the ROS requirement. A ROS Declaration (for officers, see Annex 53A; for ratings and other ranks, use Form S2658), will be issued to the individual by either the Training Establishment or the Career Manager with instructions for its completion in the Remarks of the Assignment Order which assigns them to the course. The completed and signed undertaking must be returned as required (once an individual has applied for and been accepted for an FRI or bonus, the Unit HR informs DBS JPAC to take the appropriate payment action and forwards the original completed and signed application form to the Career Manager) and the individual's Earliest Exit date in JPA will be amended by the Career Manager. Mistakes found subsequently on the form itself or the loss of a signed form will not necessarily exempt the individual from being obliged to complete the ROS in force at the time; each case will be considered on its merits. Career Managers should store the signed form by scanning the document into JPA and attaching it as a public document to the Scribble Pad area and, vitally, forward the form to the DBS JPAC Records Office, since it will be required in the event that the SP challenges the ROS liability. Refusal to sign the form, when presented, will debar the individual from starting the course and the individual will be reassigned.

(3) Once an individual has applied for and been accepted for an FRI or bonus, the Unit HR informs DGS JPAC to take the appropriate payment action and forwards the original completed and signed application form to the Career Manager. On receipt of the form, the Career Manager is to update the individual's JPA record with the ROS name, ROS date and Earliest Exit Date.

(4) All individuals may serve out their notice period concurrently with the final 12 months of any outstanding ROS.

5304. ROS General Points

a. **ROS Starting Point.** Whilst a training ROS will normally commence on the completion of the course, the ROS obligation is incurred from the start date of the course and may be applied, subject to Service needs, at any time, irrespective of the final course outcome.

b. **Concurrency.** All periods of training ROS, whether for initial or further training, together with any time an individual is committed to serve as part of their Service engagement, will run concurrently unless otherwise specified. Employers and Career Managers are to ensure that an individual has sufficient service remaining in order to complete the relevant training ROS prior to formally committing the individual to a training course.

c. **Withdrawal from Training - Impact on ROS**

(1) Individuals who embark on a course of further training are not permitted to apply for Early Termination during the training.

(2) Individuals who are withdrawn from further training (for whatever reason), or who effectively withdraw themselves from training, will need to 'work off' a period of ROS. As a rule, this period will be determined by the Navy Command Headquarters Terms of Service Team (in conjunction with the appropriate Career Manager and Branch Manager), taking into consideration a number of factors. These include the amount of the course that has been completed, the perceived value of the training to potential external employers, the course length, course frequency and number of places per course, the attractiveness of the course to Royal Navy personnel, the loss to the Service if the individual does not complete the training, the ability of the Service to select, assign and train replacement personnel and, finally, the reason for not completing the course eg. compassionate or career change.

(3) As a general rule, personnel who leave or fail to complete those courses which are highly sought after and embrace easily transferred skills, such as management accountancy and barrister training, are likely to be required to complete the majority, if not all, of their ROS commitment.

(4) However, individuals will, if they are otherwise qualified, be permitted to apply for Early Termination with effect from the date of failure or withdrawal from training. Individuals who have requested an extension of service in order to qualify under Para 5304 sub para f will not have their extension cancelled if they fail or withdraw from the course but will become eligible to apply for Early Termination.

d. **Transfer within Services, between Services and to the Reserve.** See JSP 750 Chapter 3 para 29 - 32.

e. Personnel who apply to exit prematurely from their Service while undertaking a training course that attracts a training ROS will be removed from the course immediately, unless it is in the Service interest to do otherwise.

f. **Extension of Service to Complete Course or ROS.** Personnel assigned to training courses who do not have sufficient time to serve in order to fulfil the ROS requirement must agree to request an extension of service (see Para 4926) to cover the length of course and its associated ROS. In these circumstances, Form S61 should be completed and forwarded to the appropriate Career Manager prior to the commencement of training. The S61 should be completed to the effect that the individual understands that any new career/engagement and/or extension will remain valid in the event of course failure.

g. **Selection Procedure for Individuals Formerly Ineligible for Courses.** Individuals who are ineligible for courses as a result of submitting their notice, or are nearing completion of a commission or engagement stage, and subsequently withdraw their notice or re-enlist, will not necessarily be selected for the next available course for which they become eligible. Such individuals may be assigned to sea service, if due, with courses being arranged during their next period of shore service.

h. **Individuals subject to Administrative or Medical Discharge whilst completing ROS.** Individuals who are administratively discharged whilst under an FRI ROS obligation will be referred to the JPA termination debt recovery cell to make arrangements for recovery of the bonus. Arrangements for recovery of any payment following medical discharge will be on a case-by-case basis, in accordance with JSP 754.

i. **Time Spent in Acting Higher Rank.** Time spent in the acting higher rank by officers, ratings and other ranks does not generate a ROS.

j. **Transfer to a Longer Commission.** Transfer to a longer commission by officers does not attract a ROS.

k. **Non-reckonable Service.** Periods of non-reckonable service do not count against a ROS and, if approved, will extend the ROS end date accordingly.

5305. ROS Waivers

a. Requests for a ROS waiver will be considered on a case-by-case basis by a RoS Board which for OF4 and below will consist of Navy People-PSP Emp Pol SO1 and the relevant Branch Manager (or WFPT Head) with advice from Navy Legal. For OF5 and above the Board will consist of Navy People SOCTM NA, Navy People-SOCTM Head and WFPT Head. The Board will also consider the recovery of any costs for Training or other ROS.

b. Early release from a ROS commitment is not a right and should therefore not be relied upon if applying for civilian employment. Individuals must not accept an offer of employment which would commence earlier than the end date of the ROS period until their application for a ROS waiver is approved officially. Every effort must be made to ensure that there are no delays in forwarding any request for a waiver of ROS (especially those submitted for compassionate reasons) for staffing. If granted, a ROS waiver will enable individuals to apply for Early Termination, however release within 12 months will be subject to the agreement of the appropriate Competent Authority (see Annex 54A). A ROS waiver does not negate the requirement to repay any financial liability for a course, bursary or cadetship. See Para 5413 for further information regarding Non-Standard Early Termination (including ROS waivers), early release criteria and the application process.

c. If a ROS waiver is sought on medical grounds (further training only), the request must be accompanied by a medical certificate signed by a Service Medical Officer.

d. All ROS waivers, where granted, are to be reported to Navy People-PSP Emp Pol SO1.

5306. ROS for UY(E) University of Portsmouth (UoP) Degree Course

a. UY(E) officers who complete the UoP degree course as a precursor to joining the Officer Corps, but do not subsequently become a Gain to the Trained Strength in the Officer Corps (whether through voluntary or compulsory withdrawal from training), will have to return to the Ratings Corps (preferably in their source branch) to complete the balance of any ROS accrued whilst they were a rating on the trained strength. Completion of the ROS in full as a rating will cancel the financial liability that individuals would otherwise have (if leaving as officers) in lieu of their Service funded degree; failure to complete the ROS (for whatever reason) will mean that individuals potentially remain liable to refund education costs in full. Annex 53D refers.

b. The balance of the ROS (deemed to start upon posting of final results) to be served by a UY(E) officer on returning to the Ratings Corps will be determined by the ROS that was outstanding when they joined BRNC, less any time served as an officer.

c. In an exceptional case (medical, compassionate or welfare; not professional or educational failure) and for reasons outwith their control, should a UY(E) fail to complete the UoP course or is unable to complete the ROS as a rating, then the liability to repay education costs in lieu will be reviewed. Each case will be considered on its individual merits.

5307. ROS for Transfers and Re-entry Requiring Bespoke Training

Personnel re-entering or transferring into the Royal Navy, or transferring between branches and/or specialisations, who are required to undertake a period of bespoke training may be required to accept a ROS liability for such training. The bespoke training ROS will be determined on a case-by-case basis by the Terms of Service Team, in consultation with key Headquarters personnel, who will provide written notification to the individual of the ROS liability.

5308. ROS for Undertaking Command Assignments

a. **General.** Command is a privilege and the essence of service as an officer in the Royal Navy. It is an opportunity given only to the very best and it carries certain obligations and responsibilities. These are most evident whilst in an assignment, but the experience gained in command is unique. Additionally, there are some appointments at OF4 level and above that, by necessity, draw on previous Sea Appointment Selection Board (SASB2)/Air Appointment Selection Board (AASB2) command experience. It is, therefore, in the best interests of the Service that it should seek a return on its investment in assigning individuals to command. Command appointments are therefore reserved for those officers who are prepared to show exceptional commitment by providing an assurance of continued service which will allow both them and the Service to capitalise upon their command experience to the overall benefit of Defence and in the interests of national security. An officer who is not prepared to accept command under these terms will not have their assignment confirmed and may be removed from any future command considerations.

b. **ROS Starting Point.** Officers undertaking their first assignments after selection by the annual Jun/Jul SASB2/AASB2 will be required to provide a 24-month ROS. Whilst the obligation to complete the ROS is incurred from the date that command is assumed i.e. the start date of the SASB2/AASB2 command assignment, the ROS period will commence on completion of their command tour (or the date of earlier re-assignment if applicable). Such a ROS may also be applied to other command assignments (eg. RM, Shore Command, Charge, SASB1 etc.) if deemed appropriate and/or necessary[1]. In such cases, the ROS starting point and liability will be calculated in the same manner. Officers will be notified of the ROS attached to a future command assignment on the Assignment Order and must complete a ROS Declaration Form (Annex 53E). The officer will be given the opportunity to decline the appointment offer.

c. **Impact of Applications for Early Termination.** Applications for Non-Standard Early Termination are to be made in accordance with Para 5413, however, it should be understood that Non-Standard Early Termination is not a right and officers should not seek or accept future employment in the expectation that an application will be approved.

[1] Where ROS requirement for any Command Appointment is to be changed an Equality Analysis (EQIA) is to be raised to justify the change.

ANNEX 53A

RETURN OF SERVICE UNDERTAKING FOR FURTHER TRAINING

Refer to JSP 750, Chapter 3, Annex E or Annex F.

ANNEX 53B

INITIAL TRAINING ROS

Table 53B-1. Minimum ROS for Initial Training undertaken by RN and RM Officers

Entry Type	Branch	ROS Rule
University Cadet Entrant (UCE) and Naval College Entrant (NCE) taking a full-time in-service degree (see Note)	Warfare, Logistics, Engineering and Royal Marines	5 years commissioned service from completion of an officer's initial training (i.e. including professional training)
Defence Technical Undergraduate Scheme (DTUS) - Bursar	Engineering (excludes officers promoted from the Rating Corps who enter as NCE in-Service degree officers)	3 years from completion of an officer's initial training (includes professional training such as the SEMC)
Direct Graduate Entrant (DGE) and NCE not taking full-time in-Service degrees (see Note)	Logistics, Engineering (including TM), Warfare (except aircrew and ATCO), Royal Marines and Medical / Dental Officer.	3 years from completion of an officer's initial training
Air Traffic Controller	Warfare	3 years from completion of Joint Air Traffic Control Course or equivalent ATM Course.
Aircrew	Warfare/Royal Marines	6 years from completion of Operational Conversion Unit (OCU)for both rotary and fixed wing training
Medical Cadet	Medical	Commences at the beginning of the pre-registration year and runs for 6 years from the date of full registration with the General Medical Council
Dental Cadet	Medical	7 years from registration with the General Dental Council



Note. *The in-service degree known as 'Foundation for the Future (F3)' which NCE Logistics and Warfare officers (except Aircrew and ATCO) undertake during initial training is not a full-time in-service degree.*

Table 53B-2. Completion of Initial Training - All Officer Branches

Officers (inc. ISC)	GTS Point
X(GS)	Completion of Initial Warfare Officers Course (IWOC)
X(SM)	Completion of IWOC
X(INT)	Completion of JMIC
X(IW METOC)	Completion of SFT(IW METOC) inc. Air Forecasting Qualification
X(P)	Completion of OCU
X(O)	Completion of OCU
X(ATC)	Completion of JATCC or ATM equivalent course
E(AE)	Completion of Certificate of Competence
E(ME)	Award of MEQ
E(MESM)	Award of Cat A1 EOOW qualification
E(WE) - Direct Entry	Completion of SFT(WE)
E(WE) - ISC	Completion of SEMC 3A
E(WESM)	Completion of DWEO (Desig) or SWS OEC
TM	Completion of TMOC
L	Completion of Basic Logistics Officers Course (BLOC)
MS(EHO) DE	Completion of INT(O)
M(GS) & MS (BMS/Rad/ODP/PT/PM - ISC	Completion of INT(O)
Medical - Cadet/DE	Completion of NEMO Course
Dentist - DE	Completion of INT(O) Phase 1
QARNNS	Completion of INT(O) Phase 1
Chaplain	Successful completion of Chaplaincy Fleet Board
ISC Deep Specialist (INT, C, HM, RNP, AV, ATC, MS)	Completion of ISC Course
RM GD	Completion of Phase 2 training
RM SCC/RM Band	Completion of SCC Course

Table 53B-3. Completion of Initial Training - All Rating and Other Rank Branches

See Para 5304 sub para b for more details.

Warfare Branch	Completion of Initial Training (note1)
Warfare Specialist	Completion of PH2 training; AWT - AWT270 (T23) / 271 (T45) AWW - AWW249 (T23) / AWW250 (T45) UW - UW 235 EW - EW 237 DELAC - AIR 201
Warfare Specialist Sensors (Submarine)	On completion of the AB WS (SSM) Career course (SSM 001) and either SMQ Vanguard (SMQ 002) or SMQ Astute (ACTS 41) Dry phase of training
Warfare Specialist Tactical (Submarine)	On completion of the AB WS (SSM) Career course (SSM 001) and either SMQ Vanguard (SMQ 002) or SMQ Astute (ACTS 41) Dry phase of training
Mine Warfare Specialist	On completion of the AB (MW) Career course (MW 200) and AB Seamanship (Sea 105) course
Hydrographic and Meteorological (H) Specialist	On completion of the AB HM (H) Career course (HM 200) and AB Seamanship (Sea 105) course
Hydrographic and Meteorological (M) Specialist	On completion of the AB HM (M) Career course (HM 215)
Seaman Specialist	Completion of Phase 2 training
Naval Airman (Aircraft Handler)	Completion of NAQC (RNSFDO)
Direct Entry Aircrewman	Completion of OCU (see note 2)
Aircraft Controller	Completion of LACQC (RNSAC)
Direct Entry Diver	On completion of the AB (D) Career course (DDS 100), DEMS 0807 and DEMS 0805 EOD courses (see note 3)
Direct Entry Cryptologic Technician	(See note 4)

(Continued)

Engineering Profession	
Accelerated Apprentice	(See notes 5, 6, 7 and 8)
Air Engineering Technician	Completion of AET QC, WT (Phase 2 training) and completion of QM assessment.
Survival Equipment Technician	Completion of SET QC, SET WT (Phase 2B training) and completion of QM assessment.
Engineering Technician (Marine Engineering)	MEGS completion of ETICC.
Engineering Technician (Weapon Engineering)	Completion of ET(WE) GS .
Engineering Technician (Communications Information Systems) Specialist	Completion of ET(CIS) CIS Career Course.
Engineering Technician (Marine Engineering Submarines)	Completion of SMQ Dry
Engineering Technician (Weapon Engineering Submarines)	Completion of Phase 2A (WE107), Phase 2B (UW441 or SWS105 or SWS106) and SMQ Dry
Communications Information Systems Specialist (Submarine)	Completion of Phase 2A (WE107), Phase 2B (UW172) and SMQ Dry
Logistics Branch	
Logistician (Writer)	Completion of SIPAC(M)
Logistician (Catering Services)	Completion of all Ph2 Trg modules at FSTW, DSLA
Logistician (Supply Chain)	Completion of Basic Supply Chain Specialist Course
Medical Branch	
Student Dental Nurse (DN)	On completion of Ph 2 DN training and on receipt of full registration from governing body
Student Dental Hygienist (DH)	On completion of Ph2 DH training and on receipt of full registration from governing body
Medical Assistant	On completion of Ph 2 MA training (DMA)
Medical Assistant Submarines	On completion of Ph2 MA training (DMA), MASM1, SMQ Dry, SMERAS and SM FF.
Student Nurse (NN)	On completion of Ph 2 NN training and on receipt of full registration from governing body
Medical Technician (DMS/Rad/ODP/PT)	On completion of Ph 2 BMS/Rad/ODP/PT training and on receipt of full registration from governing body
Paramedic - Student	On Completion of Ph 2 Paramedic Training and on receipt of full registration from governing body
Direct Entry Qualified Naval Nurse	On completion of INT(R)
Direct Entry Qualified Medical Technician	On completion of INT(R)
Direct Entry Qualified Dental Hygienist	On completion of INT(R)

Direct Entry Qualified Dental Nurse	On completion of INT(R)
Royal Marines	
Recruit training	32 weeks On completion of Royal Marines King Squad Passout (KSPO)
Bugler	105 weeks On completion of SQB3 cse
Musician	135 weeks On completion of SQM3 cse

Notes:

1. *The table indicates the point at which a Rating or normally joins the trained strength on completion of Phase 1 and Phase 2 training. On occasion courses may run in different order and assignment to first complement billet will indicate the date they join the trained strength if this is the case and for Minimum Time to Serve (MTS) purposes.*

2. *The RoS for Aircrewman Training is 72 months from completion of OCU which runs concurrently with and extends beyond the MTS period. Aircrewman are able to submit a request for Early Termination after 60 months on the trained strength.*

3. *To be usable as a Diver individuals have to completed basic Diver training at the Defence Diving (DDS) and Explosive Ordnance Disposal (EOD) training at the Defence EOD, Munitions and Search (DEMS) Training Regiment. The ROS period will commence when Diver and EOD training has been completed.*

4. *CT Candidates will be considered as Gains to the Trained Strength (GTS) on completion of SCC at DITG CHICKSANDS, up to 15 months from this point they become eligible for advancement LH. 24-month RoS commences on completion SCC and runs concurrently with MTS.*

5. *WEGS Ratings on the Accelerated Apprentice Petty Officer Scheme will GTS* on completion of all of INT(R), LRLC, LETQC, POETQC, SRLC and subsequent streamed training *IAW Ch 75. Their MTS, IAW 5302, will commence at this point (see note 1).*

6. *MEGS Ratings on the Accelerated Apprentice Petty Officer Scheme will GTS* on completion of all of INT(R), LRLC, LETQC, POETQC, SRLC and subsequent streamed training IAW Ch 74. *Their MTS, IAW 5302, will commence at this point (see note 1).*

7. *AA MESM and WESM GTS point is in accordance with Para 7304.*

8. *AA AE GTS point is on completion of both LAETQC and LRLC.*

ANNEX 53C

FURTHER TRAINING ROS

1. Details of ROS for Joint and tri-Service training for non-medical and medical courses is contained in JSP 750 Chapter 3, Annexes A and B.

Table 53C - ROS for Further Training - Royal Navy Only

Training	ROS (months)	Remarks
Officers		
Advanced Survey	30	
Air Warfare Instructors Course (X/RM)	30	
Landing Craft Officers Qualification	24	
Legal training – Post Graduate Diploma (Law), Bar Vocational Training and Pupillage	60	See Note 1
Legal training – Bar Vocational Training and Pupillage	48	See Note 1
Legal training – Pupillage	36	See Note 1
Mine Warfare Clearance Diving (LMCDO)	30	
Aircrew Instructor Course (Air 145)	24	Crewed and Uncrewed operators
RM Communications Officer	30	
RM Mountain Leader Officer	30	
SUY Degree Course (3 years)	48	
Upper Yardman (Engineering) – University of Portsmouth Degree Course	36	See Note 2
Warfare Officer streamed HM Aeronautical Meteorological Forecaster	30	See Note 3
Warfare Officer streamed HM Hydrographer	24	See Note 3
Ratings and Other Ranks		
Defence Specialist Welfare Worker Course (DSWWC)	36	On specialisation transfer (see Note 4)
Degree in Social Work	36	
Leading Aircraft Controller Qualifying Course	36	Specialisation transfer
Joint Air Traffic Controller Course or equivalent ATM course	36	Note 4
Leading Air Engineering Technician Qualifying Course	24	Avionics or Mechanical (see Note 8)
Leading Engineering Technician (Marine Engineering) Qualifying Course	24	Technician, Mechanical or Electrical (See Note 5)
Accelerated Apprentices (ME)	24	See Note 6
Accelerated Apprentices (WE)	24	All streams
Direct Entry Technician (ME)	30	See Note 7
Leading Engineering Technician (Marine Engineering Submariner) Qualifying Course – ME176	24	Mechanical or Electrical (see note 9)
Leading Engineering Technician (Weapon Engineering) Qualifying Course	24	All streams

(Continued)

Training	ROS (months)	Remarks
Ratings and Other Ranks		
Leading Engineering Technician (Weapon Engineering Submariner) Qualifying Course	24	All streams (see Note 10)
Leading Physical Trainer Qualifying Course	36	On specialisation transfer (See Note 4)
Leading Hand Hydrographic and Meteorological Qualifying Courses	24	On completion of the LH HM(M) (HM 216 course) or the LH HM(H) (HM 202 course)
Petty Officer Air Engineering Technician Qualifying Course	24	Avionics or Mechanical
Petty Officer Engineering Technician (Marine Engineering) Qualifying Course	24	Technician, Mechanical or Electrical (See Note 5)
Petty Officer Engineering Technician (Marine Engineering Submariner) Qualifying Course – ME264	36	Mechanical or Electrical (see note 9)
Petty Officer Engineering Technician (Weapon Engineering) Qualifying Course	24	All streams
Petty Officer Engineering Technician (Weapon Engineering Submariner) Qualifying Course	36	All streams (note 10)
Petty Officer Hydrographic and Meteorological (Hydrographer) Qualifying Course	24	On completion of the PO HM(H) (HM 203 course)
Aeronautical Meteorological Forecaster	30	On completion of the HM 300 course
Communication Technician Course	36	
Chief Petty Officer Engineering Technician (Marine Engineering Submariner) Qualifying Course – Nuclear Propulsion Supervisors Course (NPSupC) – ME305	36	See note 9
Coxswain Submariner Qualifying Course	24	On specialisation transfer (See Note 4)
Maritime Manoeuvre Wing (SBS Boats) – SF Boat Operators' Course	36	
RN Police Initial Course	36	On specialisation transfer (See Note 4)
RN/RM Aircrew – Aircrew Instructor Course (Air 145)	24	Crewed and Uncrewed operators
RM Weapons Technician 3rd Class	36	
RM Artificer (Vehicle (AV)	36	
RM Artificer Electronic Systems (AES)	36	
RM Bandmaster (BDMR)	36	
RM Foreman of Signals (Information Systems) (FofS(IS))	36	RM Colour Sergeants undertake Information Systems training courses run by the Army
RM Cyber Engineer Upgrader (Class 1)	36	
RM Communications Exploitation (RMCX)	36	
RM Level 3 Boarding Course (RMBC)	24	
RM Combat Intelligence 2nd Class	24	
RM Landing Craft 2nd Class (LC2) Course	24	
RM Landing Craft 3rd Class (LC3) Course	24	

(Continued)

Training	ROS (months)	Remarks
Ratings and Other Ranks		
RM Fabrication Technician (FT) 3rd Class	36	
RM Military Police 2nd Class	30	
RM Mountain Leader 1st and 2nd Class	30	
RM Physical Training Instructor 2nd Class (PT2) Qualifying Course	24	
RM Information Systems (RMIS) 3rd Class	24	RM Sergeants undertake Information Systems training courses run by the Army
RM Technician Electronic Systems (TES) 1st and 2nd Class	36	
RM Vehicle Technician (VT) 3rd Class	36	
RM Yeoman of Signals	36	

Notes:

1. *The differences in legal training ROS recognise that some individuals will be part-qualified on starting courses and will therefore require less training. For officers who successfully complete barrister training, the ROS liability will start to be 'worked off' from completion of pupillage. If, however, pupillage has to be split into 2 periods before and after another assignment, the ROS will be measured from date of completion of the first period.*

2. *Individuals who are withdrawn from officer training (voluntarily or compulsorily) before becoming a gain to the trained strength (GTS) will be required to return to the ranks to complete the balance of the 3 year ROS period.*

3. *Officers used to be trained in both Hydrographic and Meteorological, but now they are streamed H or M. The Officers streamed M complete the same HM 300 course as ratings and a ROS of 30 months is applied, while Officers streamed H complete similar training as a PO HM(H), therefore a ROS of 24 months is applied.*

4. *The ROS will start to be 'worked off' from the end of the training shown.*

5. *The ROS for MEGS is to be applied as follows:*

a. ME151A & C and ME152 A & C will be on completion of the respective Craft Training packages.

b. ME151B and ME152B will be on completion of the streamed qualifying course.

c. ME153 (All streams) will be on completion of the respective streamed qualifying course.

d. ME151T and ME153T will be on completion of the qualifying course for Technician.

(Continued)

Notes: (Continued)

6. *The RoS linked the ME151 to the series of training, noting a MTS in accordance with Para 5302 b(2) and (4), is also applicable the AA scheme.*

7. *In accordance with Para 5302 b(2) and (4), the MTS for DET is 30 months from completion of Phase 1 and Phase 2 Training. They also come under the TRoS associated with the respective Phase 2 course training.*

8. *The ROS period for Leading Air Engineering Qualifying Course will commence on successful completion of LAET Workplace Training and the award of Certificate of Competence to Supervise Aircraft Maintenance.*



9. *The ROS for MESM courses is to be applied as follows:*

a. ROS starts from completion of ME176 and all elements of the LET(MESM) training pipeline.

b. ROS starts from completion of ME264 and all elements of the POET(MESM) training pipeline.

c. ROS starts from completion of Nuclear Propulsion Supervisors Course (NPSupC) - ME305.

10. *The RoS for WESM courses is to be applied as follows:*

a. For LET, RoS starts on completion of LETQC and all elements of the LET(WESM) training pipeline (inc equipment and platform specific specialist training).

b. For POET, RoS starts on completion of POETQC and all elements of the POET(WESM) training pipeline (inc equipment and platform specific specialist training).

ANNEX 53D

UY(E) OFFICER CANDIDATES - UNDERTAKING TO WAIVE RIGHT TO GIVE NOTICE AND, IF APPLICABLE, TO REPAY THE COSTS OF SPONSORSHIP IN RETURN FOR UNDERTAKING FURTHER CAREER TRAINING/EDUCATION AND DEVELOPMENT

In consideration of the Secretary of State for Defence supporting me (under the terms set out in the attached document) while I am undergoing training at the University of Portsmouth (UoP) with a view to obtaining a Service funded degree required to become a UY(E) officer.

I, ...

of .....

.....

HEREBY AGREE AND UNDERTAKE that:

1. I will use my best endeavours to complete the studies.

2. In accordance with BRd 3(1) Para 5306 and upon completion of my final examinations on the UoP degree course, if, other than by reason of redundancy, I should subsequently:

a. Be withdrawn from officer training voluntarily before my Gain to the Trained Strength (GTS) point (having joined BRNC as a UY(E) officer), I will return to the rating corps (preferably in my source branch) to complete the balance of a 3 year ROS[1] – the length to be determined by the ROS outstanding on joining BRNC less any time served as an officer - in recognition of the fact that I will obtain a full time funded degree from the RN as a rating.

b. Be removed from officer training compulsorily before my GTS point (having joined BRNC as a UY(E) officer), I will return to the rating corps (preferably in my source branch) to complete the balance of a 3 year ROS - determined by the ROS outstanding on joining BRNC less any time served as an officer - in recognition of the fact that I will have obtained a full time funded degree from the RN as a rating.

c. Withdraw voluntarily or be withdrawn from the UY(E) scheme before entry to BRNC, I will be liable to complete a 3 year ROS as a rating (preferably in my source branch).

3. If I fail to complete the UoP course, I will be liable to repay costs incurred[2].

4. I understand that if I return to the rating corps and serve out of the required ROS in full, it will negate any financial commitment for the degree training received.

---

[1] This will start upon posting of final results.
[2] In an exceptional case (Medical, compassionate or welfare, but not professional or educational failure), and for reasons out with my control, should a UY(E) fail to complete the UoP course or is unable to complete the ROS as a rating, then the liability to repay education costs in lieu may be reviewed by the Naval Personnel Team (E). Each case will be considered on its individual merits.

5. If, for any other reason, a ROS cannot be served in full, I shall be liable to repay costs. I will, if required to do so, pay to the Secretary of State an amount equal to the total of the costs incurred on my behalf by the Secretary of State in respect of, or in connection with, my studies and subsequent service. I understand that these costs include the tuition fees for the UoP degree course, an amount equivalent to the education grant received by University Cadet Entrants for the period of sponsored studies and the value of cash grants issued.

6. I agree that, if I cease to be a member of the RN, any costs that may be repayable to the Secretary of State pursuant to this understanding may be set off against any pay, allowances, pension benefits or other payments due to me. If this is not possible then recovery will pass to PACCC Recoveries & Write Offs.

The reasons for the Secretary of State requiring this undertaking have been explained to me.

Dated the …….. day of …… 20…….

(Signed): .....

Witnessed by:

(Name): ..... (Not a relative)

(Address): .....

.....

.....

(Occupation): .....

ANNEX 53E

RETURN OF SERVICE UNDERTAKING FOR SASB2/AASB2 COMMAND ASSIGNMENTS

To: [CM OF WAR SO1 / CM OF WAR AIR SO1]
1 Deck
Navy Command Headquarters
Leach Building
PORTSMOUTH
Hants
PO2 8BY

1. I understand and accept that:

a. My future appointment in Command of ..... has a return of service (ROS) of 24 months from completion of my tenure.

b. I recognise that, due to the unique experience gained in Command, it is in the best interests of the Service to seek a return on that investment and that I will be subject to the ROS liability from the date my Command is relinquished. I also understand that the precise ROS to be completed will be calculated by the Navy Command Headquarters Terms of Service Manager, who will take into account factors such as the ability of the Service to select, assign and train a replacement.

2. I have read and understood the regulations pertaining to ROS, Early Termination and/or Resignation described in JSP 750 and BRd 3(1).

Signed: .....

Name (in Block Capitals) .....

Service Number: .....

Date: .....

Once completed, this form will be placed on the individual's Personal File and retained.

CHAPTER 54

LEAVING THE SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 54

LEAVING THE SERVICE

SECTION 1

EARLY TERMINATION

5401. Introduction

a. Individuals who are not due for compulsory retirement but who wish to leave the Service, for whatever reason, before reaching the end of their commission or engagement may apply for Early Termination provided the conditions outlined in the Paras below are met.

b. Notwithstanding anything contained in this chapter, pregnant Servicewomen (UTS or GTS) may exercise the right to leave the Service on the grounds of pregnancy by giving notice using Maternity Notice JPA Form R00555 during pregnancy and maternity. Where the SP exercising this right is subject to a Training RoS, and the RoS would not be fully expended by the leaving date, the outstanding RoS will be waived by the RN, and no cost recovery will be sought (JSP 750 Chapter 3 para 28 refers).

5402. Earliest Date to Apply for Early Termination - Officers

a. Officers undertaking initial training (hereafter referred to as Young Officers (YOs)) may request permission to withdraw from training up until their Premature Termination of Career Training (PTCT) point. Requests for officers attending BRNC will be considered provided that they have completed a minimum of 4 weeks of INT(O) training (not including leave periods). The requirement to have served a minimum of 4 weeks may be reduced or waived only in exceptional circumstances; this will be at the discretion of CO BRNC. Requests will normally be granted provided the YO has not passed beyond the stage of training specified in Table 54-1, although student Aircrew/Air Traffic Control Officers will still be required to be interviewed by the FT Naval Aviation Advisor in their capacity as Chair to the NAAB in accordance with Para 5742 to investigate the circumstances surrounding their request to leave. On passing their PTCT point, officers are required to complete their initial training and serve the specified return of service (ROS) for the training received, details of which are shown in Table 53B-1. Only in exceptional circumstances will the Navy Command Headquarters Terms of Service Team, on behalf of the Director (Personnel and Training)/Naval Secretary, consider voluntary withdrawal from training (VWFT) requests submitted by individuals who have passed their PTCT point – see Para 5412 and Para 5416.

b. Medical and Dental officers selected for specialisation courses lasting two or more years are required to waive their right to voluntary retirement.

Table 54-1 - Premature Termination of Career Training

Branch/Specialisation	PTCT Point
Warfare (non-Aircrew), Engineering, Logistics and Medical Services (EHOs)	Day before passing out of Initial Naval Training (Officers) at BRNC Dartmouth
Aircrew (Pilot, Observer and Air Traffic Control)	Day before completion of Grading and ATC familiarisation
Medical and Dental Cadets (cadetships awarded after 1 Mar 07)	Medical Cadets One calendar year after joining the RN. Dental Cadets. One calendar year after joining the RN or on achieving GDC registration, whichever is the earlier
Medical and Dental Cadets (cadetships awarded prior to 1 Mar 07)	Throughout training up until one month before publication of the final examination results leading to their basic professional qualification (i.e. the point at which the cadets qualify professionally as doctors (and end of the 3 years maximum sponsorship period)
Royal Marines	Day before completion of Phase 1 training (end of week 36)

c. The CO BRNC has delegated authority for the management of VWFT requests submitted by YOs during the period up to passing out of INT(O) at BRNC.

d. Although the Commandant CTCRM has delegated authority for the management of VWFT requests submitted by RM Officers during Phase 1 Training, this will routinely be sub-delegated to the CO of Command Wing (CW), CTCRM who has direct visibility and oversight of all YOs.

e. The CO BRNC/CO CW CTCRM is responsible for informing the YO in writing of the outcome of their VWFT request and, if appropriate, provide details of any resultant financial liability.

f. The CO BRNC/CO CW CTCRM and their staff must ensure that all Officers are fully counselled before accepting and approving the request. If, after counselling, it is established that an individual wishes to transfer branch/specialisation (or in the case of a RM YO, wishes to join the RN), the CO BRNC/CO CW CTCRM is to submit the request, together with their recommendation, to the Officer Terms of Service Manager (NAVY PEOPLE-PSP EMP TOS OF) who, in turn, will consult the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS), the approving authority for YO branch/specialisation transfers (see Para 5104).

g. Throughout the process, it is important that the CO BRNC/CO CW CTCRM continues to liaise closely with the Officer Training Pipeline Manager so as to ensure that both current and future manning requirements against Fleet Gains to the Trained Strength (GTS) targets remain as balanced as possible.

h. **Aircrew and ATC Officers.** A YO who wishes to apply for VWFT should submit a request in writing through the chain of command to their CO who, in turn, should interview the YO to satisfy themselves as to the reasons for the request and remind the YO of the requirement to acknowledge their uniform/equipment and education costs. If the YO still wishes to proceed, their letter, together with a letter of recommendation from the CO and all of the appropriate documentation, including the YO's full training record, should be forwarded to the Officer Terms of Service Manager for approval (IAW Annex 54A), who will inform the YO in writing of the final decision (copied to DDIR NAVN and the NAAB).

i. Where an inter-FAA transfer is approved by Navy Command DDIR NAVN, the FT Naval Aviation Advisor will forward the approval to the Officer Terms of Service Manager for agreement of the terms and conditions of the transfer.

j. **Upper Yardman (Engineering) UY(E) Scheme.** UY(E) officers who, having completed the University of Portsmouth (UoP) degree course as a precursor to joining the Officer Corps, do not subsequently become an officer on the trained strength, whether through voluntary or compulsory withdrawal from training, will return to the Ratings Corps (preferably in their source specialisation) to complete the balance of any ROS accrued (for completing the UoP degree course) as a rating on the trained strength. See Para 5014 and Para 5306 for more details.

5403. Earliest Date to Apply for Early Termination - Ratings and Other Ranks

a. **Statutory Discharge Within First Six Months of Service.**

(1) All new recruits enlisting in the Royal Navy, who have not previously so enlisted, have a statutory right to claim discharge within their first 6 months of service provided that they have completed a minimum of 4 weeks' service (excluding leave periods and any forfeited service) from the date of entry. From this point, recruits exercising their right to leave the Service will be entitled to release no later than 14 days after giving notice in writing to their CO and recording their request to leave on JPA. Procedures for 'Applying for Early Termination' can be found in the JPA Employee Self Service Assistance Guide. The 14 days' notice period will commence from the date on which the recruit records the request on JPA unless they are in detention (see Para 5403 a sub para (5)). COs have the discretion to reduce the 14 days' notice period when special circumstances warrant such action.

(2) **Re-entry.** Discharge under the provisions of this paragraph cannot be exercised by individuals who re-enlist in the same Service, i.e. it is only allowed when a former rating re-joins as an RM recruit and vice versa, with the RN and RM being considered as separate Services for the purposes of this paragraph. However, recruits who are discharged 'Not Finally Approved (Medical)' (NFA(Med)) (in accordance with Para 5418 and BR1750A) retain their right to statutory discharge on re-enlisting in the same Service.

(3) **Ratings and Other Ranks Recruited Abroad.** Any recruit who was domiciled outside the UK and was accepted in that country for regular service in the RN, RM or QARNNS is entitled, on discharge, to conveyance at public expense to a selected place of residence in the UK (or Irish Republic if recruited from or normally domiciled there) or in the country from which they were recruited for service in the regular Royal Navy. Travel at public expense to any other destination outside the UK or Irish Republic is not permitted.

(4) **Absence from Duty.** Recruits are to be instructed that, should they wish to claim their discharge during a period of absence on leave or for any other reason, they are to inform their CO by Recorded Delivery letter. Where appropriate, the 14-day notice period for recruits will count from the date of receipt of the letter by the CO. Applicants for discharge will, however, be required to return to duty before their discharge can be completed.

(5) **Effect of a Sentence of Detention.** A sentence of detention or imprisonment will run its normal course irrespective of whether a recruit exercises their option before or during it.

(6) **Outstanding Disciplinary Action.** See Para 5444 sub para l.

b. **Statutory Discharge Until Age 18.**

(1) Further to Para 5403 sub para a, ratings and other ranks who have served for 6 months retain a statutory right to end their service up until their 18th birthday by giving notice in writing to their CO. Ratings and other ranks wishing to leave the Service under this regulation will be required to complete a notice period of 3 months. This will act as a cooling-off period, providing the safeguard of a period for reflection in which the Under 18 may rescind a hasty and subsequently regretted decision and, as such, if an individual revokes their written notice to the CO, their entitlement to be discharged as of right will cease. There will be no limit to the number of occasions on which someone can apply to leave before their 18th birthday. An individual who gives notice at the final opportunity, namely the day before their 18th birthday, may serve until the day before they reach the age of 18 years 3 months.

(2) Where a person under the age of 18 submits notice under this regulation, the 3-month notice period may be reduced to a lesser period if agreed between the individual and their CO. As with those leaving within their first 6 months' service, individuals who exercise their right to leave before reaching age 18 will not have any reserve or recall liability. The provisions described in this paragraph should be used instead of the former Discharge SHORE Unhappy Under 18 category which is now obsolete. COs retain the power to discharge an individual regardless of age for other reasons, but they should generally not consider individuals unsuitable because they have previously exercised the right both to apply for discharge and to remove that notice.

(3) On reaching the age of 18, ratings and other ranks who are still within their 6-month statutory discharge period as a new recruit will have the balance of this period to decide whether or not to leave.

(4) **Parental Consent.** The right of recruits aged under 18 to exercise their discharge option is without regard to parental consent but COs are to notify parents or guardians in advance of the date and reason for the recruit's discharge and also inform them that the recruit will be issued with a railway warrant to their home unless the parents or guardians indicate otherwise.

c. Beyond the 6-month service point and age 18, ratings and other ranks must complete their initial training (if applicable) and become eligible to apply for Early Termination on completion of a Minimum Time to Serve (MTS) - see Para 5302 for more information. An individual's earliest date of discharge will have been recorded on the S3049 which individuals sign on enlisting in the Service (a copy of which is given to individuals). That date is then entered in JPA.

5404. Application for Early Termination

a. **Process.** With the exception of officers on the untrained strength, applications for Early Termination are to be made via the JPA workflow system. Procedures for submitting an application can be found under 'Application for Early Termination' in the JPA User Guide which also gives procedures and guidance on the handling of applications for Line Managers, COs and Career Managers. If personnel are unable to access JPA they should follow the procedure for Proxy Application through the JPAC Enquiry Centre. An application from an officer to exercise their notice option or to resign should initially be submitted through the CO and be accompanied by a certificate of an officer's conduct.

(1) **Exit Interviews.** Exit interviews are an important stage in the leaving process. Interviews should be conducted by the Divisional Officer or CO with meaningful comments entered into the JPA free-text box regarding context for reasons for leaving. If it becomes clear during the exit interview that the reasons for leaving could be mitigated by discretionary action from the Career Manager, then the DO/CO should encourage the potential leaver to contact their Career Manager, with the caveat of there being no guarantee of problem resolution.

(2) **Leavers' Intention Survey (LIS).** In addition to an exit interview, all individuals are encouraged to complete the Leaver's Intention Survey (LIS). It is not a mandatory part of the leaving process. An email invitation to complete the LIS will be automatically issued once the VO request shows as approved on JPA. Responses are held and analysed by PIIAC team.

b. Before applying for Early Termination, personnel should be aware of the possible implications of this type of release on matters such as pay and allowances (including RRP and FRIs), advances of pay (LSAP/FHTB), resettlement grants, annual and terminal leave, Graduated Resettlement Time, Medical Discharge and immigration status (Para 5465). Queries on these issues should, in the first instance, be forwarded to the Unit Personnel Office. Individuals must also be aware that withdrawal of an application for Early Termination is not a right (see Para 5409).

c. **Waiting Period.**

(1) Subject to the special provisions at sub para (2) being in force, an individual's date of discharge will be 12 calendar months from the date of their application, subject to confirmation by the relevant Career Manager. Personnel may apply to leave at less than the normal waiting period and such applications will be considered in accordance with Para 5413.

(2) When circumstances dictate, under accelerated notice provisions, the Royal Navy is legally empowered to impose shorter notice periods, subject to a minimum of 6 months. In such cases, Navy Command Headquarters will issue an RNTM giving advance notice of any specialisation where the normal 12-month notice period will be reduced and specify the revised notice period that will apply. Under no circumstances will a notice period be reduced retrospectively. In cases where the notice period is reduced, individuals will, within one month of submitting their notice to the CO, receive confirmation via the JPA workflow system of their revised Terminal Expiry (TERMINATION) date from an appropriate Competent Authority (see Annex 54A).

d. **ROS.** Personnel who have waived their right or opportunity to leave in return for training, financial remuneration or any other reason may not apply for Early Termination until they are within a year of completing any outstanding ROS accrued. The ROS requirement should be reflected by the Earliest Exit Date recorded in JPA however, if this date is not recorded correctly it does not override the requirement to complete the ROS term. Personnel may serve out their waiting period concurrently with the final 12 months of any outstanding ROS (see Chapter 53 for more information). For initial training RoS personnel may not submit notice until completion of their MTS (i.e. the RoS does not run concurrently with their notice period (see 5302 b (2) and (4)).

e. **Application for Early Termination having Accepted the Offer of a Commission Transfer or Engagement Stage 3 (ES3).** Individuals who accept an offer of a commission transfer or ES3 will not be able to leave on their original Termination Date but will be required to submit an application for Early Termination if they wish to leave before the end of the longer commission/engagement stage that they have accepted (see Chapter 49 Section 1 (Officer Commission Transfers) and Para 4924 (ES3)).

f. **Applications for Early Termination from Officers under Quarterly Report.** Officers will not be permitted to exercise the notice option in order to avoid compulsory retirement for unsuitability or inefficiency, except in exceptional circumstances e.g. in accordance with Para 5412. Applications from officers under Quarterly Report will be placed in abeyance until they have been removed from Quarterly Report. The basic date for calculation of release date is, however, the date of the workflow application for Early Termination even if the officer applied whilst on quarterly report.

5405. Impact of an Application for Early Termination

a. **Spare.**

b. **On Financial Liability for Degree Studies (Officers).**

(1) Officers in receipt of sponsorship from the RN or RM in respect of a bursary or a university cadetship/nomination, including Medical and Dental Cadets, are liable to refund the costs of the sponsorship, namely tuition fees, bursary awards and/or education grants, in full if they withdraw, or are withdrawn (compulsorily or voluntarily), from training or apply for Early Termination. Officers whose appointments are terminated for whatever reason will be required to return their principal items of uniform and luggage. A charge will be made for any item(s) not returned.

(2) It should be noted that this financial liability is quite separate from the ROS liability and expiry of the liability to repay degree sponsorship costs in no way affects an officer's ROS liability.

c. **On LSAP.** Personnel in receipt of a LSAP will not normally be allowed to apply for, or be granted, Early Termination unless the LSAP has been repaid in full or they have made acceptable arrangements to repay the LSAP in full. Applications for Early Termination must include details of any LSAP balance outstanding, plus the applicant's proposals for its repayment. For full details, see JSP 752 Chapter 5 Para 05.0722.

d. **On FHTB.** Personnel in receipt of a FHTB advance will not normally be allowed to apply for, or be granted, Early Termination unless the FHTB advance has been repaid in full or they have made acceptable arrangements to repay FHTB in full. Applications for Early Termination must include details of any FHTB balance outstanding, plus the applicant's proposals for its repayment. For full details see JSP 464 Part 1 Chapter 12 Para 1234.

5406. Consideration of Applications for Early Termination

a. On receipt of a workflow Application for Early Termination, Career Managers are to check that the application has been submitted correctly, including Line Manager and CO's comments, and that there are no outstanding ROS commitments. The application will be processed in JPA in accordance with the JPA User Guide. Individuals will be notified as to whether their application has been approved and given an indication of when they can expect to be released i.e. their Last Day of Duty (LDD) or last day of paid service.

b. Individuals whose applications are rejected because they have not given sufficient effective service in return for their training or for any other reason, will be told the date on which they may re-submit their application if they so wish. Once an LDD has been approved by the Career Manager, personnel should not be released before or after this date without prior agreement from the individual.

c. Individuals who apply for Early Termination whilst undertaking further training will be immediately removed from training and re-assigned, unless it is in the Service interest to do otherwise. Rules for ROS in this instance can be found at Para 5304.

5407. Release Abroad

a. Individuals serving abroad, who would otherwise be sent home to the UK to be released from the service, either under notice or at the end of their commission/career/engagement may apply to be released from the station in which they are serving, by forwarding an application to the appropriate Career Management Authority. The application is to be accompanied by relevant details about the position of any dependants, in order that it can be confirmed that the applicant is making reasonable provision for the maintenance of any dependants in the United Kingdom. Career Managers will assign individuals who apply for release abroad to HMS NELSON for administration of the release process. Where individuals applying for discharge abroad, signify their intention to remain in the country of discharge for a considerable period after discharge, they should be instructed to check with the local authorities and, where necessary, through the British High Commission/British Embassy/Consulate that they can legally remain in the country of discharge. The CO is to check that all necessary immigration formalities have been completed before release.

b. Individuals serving abroad being discharged from the Service for other reasons may also apply to be discharged from the station in which they are serving using the same process outlined above.

5408. Application for Early Termination on Grounds of Conscientious Objection

a. Any officer, rating or other rank who claims to have developed a genuine conscientious objection to further service may apply for Early Termination without regard to length of service or the personnel situation in the branch. Whenever possible, the application should be accompanied by the individual's own written statement of the grounds on which they are applying.

b. It may be appropriate in certain cases to suggest that an applicant should defer a request for a week or two and give the matter further thought. Such a delay must however be of only short duration. For example, deferments of six months are not acceptable. If, after a short period of reflection, the officer/rating/other rank reaffirms the claim to conscientious objection, the application should be processed as soon as possible, and the claimant should be informed of the financial and other consequences.

c. This discharge concession requires all cases to be examined with particular care to avoid abuse by those who simply wish to circumvent the normal discharge procedures. It is, therefore, most important that the individual's CO and the Chaplain should do all they can to establish the genuine nature or otherwise of the person's convictions. COs should then submit the application, together with a report and their personal recommendations to the appropriate Administrative Authority. The report should be as full as possible and should cover the following points:

(1) The nature of the conscientious objection and how and when it began and an assessment of the veracity of the claim.

(2) Information about the individual's service and conduct including details of operational experience, relevant unspent offences and punishments imposed.

(3) The individual's general bearing and behaviour and whatever is known about their influence on shipmates.

(4) Whether the individual is due for a new assignment and at what date.

(5) Details of any counselling sought by individuals, and given, regarding conflicts between their personal beliefs and their military tasks.

d. **Applications.**

(1) Officers who have Completed Phase 1 Training. Officers who claim to develop a conscientious objection may apply to resign their commission. Application is to be made in writing and is to include a detailed statement of the grounds on which the officer is applying. The CO should then submit this application (see Annex 54F), together with a report and personal recommendation through the appropriate chain of command and the officer's Career Manager to the relevant Regional Legal Office (RLO) (see Annex 1E). The report should be as full as possible but only need cover Para 5408.c sub para (1), sub para (3) and sub para (5). The information required by Para 5408.c sub para (2) and sub para (4) will be provided by the Career Manager. Where it is accepted that resignation, with immediate effect, is appropriate, the Naval Secretary will approve the application. While any outstanding Return of Service may be waived in these circumstances, it will be a condition of release that the officer must agree to repay any uniform or educational costs for which they are liable. If, however, there is considered to be no case for allowing the officer to resign on the grounds of conscience, the officer will be advised accordingly and will be free to apply to leave in accordance with the terms of Chapter 54.

(2) **Officers Undertaking Phase 1 Training.** Resignation is only applicable to officers who have completed Phase 1 Training. Young Officers may request to withdraw voluntarily from training, through their chain of command, for any reason before their Premature Termination of Career Training (PTCT) point and this will normally be accepted. It will not be necessary for the Naval Secretary's approval to be sought where it is accepted that a voluntary withdrawal from training request is appropriate. This will result in automatic termination of an officer's commission.

(3) **Ratings and Other Ranks.** Application is to be made in writing to the CO. Applications made in accordance with this Article should be forwarded to the relevant RLO in accordance with the general procedure and format for administrative applications detailed at Annex 1E and Annex 54F. The application will be decided on its merits by the Director (Personnel and Training)/Naval Secretary. If approved, the discharge will be categorised as compassionate on JPA and release is to take place as soon as possible. There is no entitlement to terminal leave. Conscientious Objectors are invariably to be assessed as “Not recommended for further Royal Navy service in accordance with Para 5447" on Appraisal Reports raised by final employing units prior to joining their nominated Release Centres.

e. **The Advisory Committee on Conscientious Objectors.** An Advisory Committee, appointed by the Lord Chancellor, is available to hear appeals by Service personnel who claim a conscientious objection to further service and whose applications have been turned down by the Services. This Advisory Committee conducts its hearings in public and tenders its advice to the Secretary of State for Defence’s representative (in practice to the Central Legal Services division). The Advisory Committee is also available to consider applications that might arise from Reservists in the event of recall.

f. A successful appeal to the Advisory Committee will be accepted as decisive on the question of conscience and any person whose objection to further service is found by the Committee to be genuine will be granted a release under the terms of Para 5408.d sub para (1) and sub para (3). Any person whose case is rejected by the Committee will be required to continue their service, although they may of course apply for Early Termination in the normal way.

g. The procedure for an appeal to the Advisory Committee, which is separate from any statutory complaint submitted by Service Personnel in accordance with JSP 831, is as follows:

(1) Individuals are to complete and sign the application in the format shown at Annex 54B and may include in it a written statement of the case that they wish to make.

(2) The CO is to complete the statement at Annex 54C in duplicate to provide the necessary information and summary of the case for the Committee. Both forms should be forwarded to the relevant RLO through the appropriate chain of command which will add any other relevant information to the initial application.

(3) The RLO will forward the application, together with any supporting papers, to CLS-LegC, the secretariat branch for the Committee, which will convene a hearing and advise all participants accordingly.

(4) As the Committee prefers an officer with personal knowledge of the appellant to attend the hearing, the CO should state in a covering letter whether such an officer can be made available and if so, state their name.

(5) Arrangements for the hearing of the case, the attendance of the witnesses etc, will be notified to the CO. It is the responsibility of the appellant to notify any representatives and/or witnesses of the arrangements for their attendance.

(6) The finding of the Advisory Committee will be notified promptly by CLS-LegC to the CO; the CO is to inform the individual without delay. If the appeal is successful, the discharge of ratings/ranks will be authorised by the authorities listed in Para 5445 sub para b. Discharge of officers will be endorsed by the Admiralty Board or Naval Secretary as appropriate and notified by letter in due course.

h. **General Notes.**

(1) The procedure is unconnected with the commission of disciplinary offences. Should offences be committed, whether or not they are alleged to have been committed on grounds of conscience, they must be dealt with in the usual way. If appropriate, this point should be explained to any person professing conscientious objection, but if the applicant commits an offence which may be relevant to the case while a decision by the Administrative Authority or the Advisory Committee is pending, this should be reported without delay.

(2) While submission of an application will not in itself be regarded as justifying interference with normal assignment, the CO should draw special attention when submitting reports to any overseas assignments that may be imminent. The procedure will extend to any persons serving overseas under normal peacetime conditions at the time of their application or appeal and they will, if necessary, be brought back to the UK (costs to be borne locally) to appear before the Advisory Committee as soon as practicable.

5409. Withdrawal of an Application for Early Termination

a. The Service is committed to managing Early Termination (ET) and withdrawal requests promptly, fairly, and transparently. While withdrawal of an approved ET application is not guaranteed, each case will be assessed on its merits. The Service aims to balance individual needs with operational requirements to meet the Royal Navy's workforce demands. The revised application process outlined below should be followed.

b. **Service personnel** wishing to withdraw their Early Termination (ET) application must use the JPA workflow, following the steps outlined in the 'Application for Early Termination' section of the JPA User Guide, which includes the withdrawal process. Applicants are strongly encouraged to inform their immediate Chain of Command to ensure the application is promptly acknowledged and forwarded to the Career Manager.

c. **Units** are responsible for ensuring the timely processing of ET withdrawal requests and must not unduly delay or reject applications. They assist personnel in ET withdrawal, supporting the process through divisional channels. Once submitted on JPA, units should, where possible, ***process the request within five working days and forward the workflow***, with support comments recorded in the JPA workflow, to the Career Manager for action.

d. **Career Managers** are the sole authority to approve an application for the withdrawal of ET.

5410. Assignment Notice after Withdrawal of Notice for Early Termination

In cases where individuals successfully withdraw their notice for Early Termination, the portion of assignment notice that has expired prior to the date of original application will continue to count towards notice of the next assignment. For example, a rating who submits their notice two months after being assigned to sea service and who then applies to withdraw their application, will only receive 3 months' notice of any subsequent sea assignment.

5411. Re-application for Early Termination

Applications from individuals reapplying for Early Termination will be considered taking into account the requirements of the Service at that time. Each will be considered as if it was a new application and individuals will not necessarily be allowed to be released at the time originally approved.

5412. Optional Exit Points

Officers or ratings in receipt of RRP(SM) and serving on FTC/FCS engagements (but not serving on a subsequent EoS) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details may be found in Annex 54K.

SECTION 2

NON-STANDARD EARLY TERMINATION

5413. Non-standard Early Termination - General

Early release at less than the normal notice period or before the end of a ROS period (training or financial) is not a right and should not be relied upon if applying for civilian employment. Individuals must not accept an offer of employment which would commence earlier than the end date of the 12-month waiting period or ROS period until their application for early release is approved officially. Requests for non-standard Early Termination are considered on their individual merits however approval may only be given in exceptional circumstances if one or more of the following conditions are met:

a. The individual wishes to stand for Parliament.

b. A rating or other rank wishes to join the Army or RAF.

c. Compassionate reasons are presented, which are supported by the Royal Navy Family and People Support (RN FPS) organisation in a Social Inquiry Report e.g. when the personal circumstances of the applicant make their permanent presence at home essential, which is incompatible with continued service in the Royal Navy. In instances where the financial health of a family business is a factor, applications should be supported by documentary evidence relating to that business.

d. Single ratings, and other ranks under the age of 21, whose parents have emigrated to any Foreign or Commonwealth country since their son/daughter joined the Service, or are about to do so, may be allowed immediate compassionate discharge if there is evidence to suggest that they will be left with no close relatives, or home, in the UK and they do not wish to apply for release to join the RAN or RNZN in accordance with Para 5206 (or they apply and are not successful).

e. The release of the individual to take up civilian employment is deemed to be in the National Interest (supported by a comprehensive statement from a prospective employer which will allow a proper assessment of the case to be made)[1].

f. That it is in the best interests of the Service to allow early release. COs should articulate in their application what factors and knowledge exist to support this criterion.

g. The individual's specialisation is overborne.

[1] e.g. Joining Royal Fleet Auxiliary, Doctors going to work in the NHS, Transferring to another Service.

5414. Early Release within Standard 12 month Waiting Period

a. **Applications.** Requests for release at less than 12 months should be made to the relevant Career Manager and must contain the recommendations of the individual's CO. It should indicate whether, if the application for early release were approved, the unit would be capable of bearing a gap until the individual's original date of Terminal Leave. Evidence must be provided to show why an individual should be allowed, exceptionally, to be released early. Applications will be considered when:

(1) One or more of the conditions at Para 5413 are met.

(2) No ROS commitment will be breached by early release.

(3) The applicant's CO has confirmed that any resulting gap is acceptable, or a relief will be in place by the time of the applicant's new (early) release date.

(4) The long-term personnel situation permits.

(5) For squadded personnel, even if the CO recommends the request, the Career Management team may reject the application as they may be able to employ the junior rating in another gapped unit.

b. **Impact on Terminal Leave.** All successful applicants are entitled to receive full terminal benefits according to the length of their service, including Terminal Leave (see JSP 760). If an application is submitted at short notice, however, such that there is insufficient time for all Terminal Leave to be taken prior to the new (early) release date, the individual concerned is to be granted as much leave as possible but must accept any shortfall. Career Managers are to ensure that acceptance of a shortfall in Terminal Leave is clearly stated in the application response, be it by signal, letter or e-mail.

5415. Ratings and Other Ranks - Requests for Non-standard Early Termination

a. Ratings and other ranks who have completed six months' service from enlistment and are over 18 (see Para 5403) may apply for non-standard Early Termination before the end of their MTS period. Similarly, ratings and other ranks, who have completed their MTS period but are ineligible to submit notice as a result of an outstanding need to provide a return of service (ROS) for undertaking further training or receipt of financial remuneration, have the opportunity to ask for non-standard Early Termination application through the award of a ROS waiver. Early release from a ROS commitment is not a right and is not guaranteed – see Para 5413. As such, ratings and other ranks should not rely on receiving a positive decision if they are considering application for civilian employment.

b. **Early Release Criteria.** Approval of a non-standard Early Termination request will only be granted in exceptional circumstances - see Para 5413 for more information.

c. **Applications.** Ratings and other ranks who are restricted in their right to give notice but wish to seek exceptional early release are, in the first instance, to apply in writing to their CO, providing reasons in support of their request for non-standard Early Termination. In turn, COs are to provide a covering submission, offering their view on whether the application is supported or not and providing any background information about the individual which is considered relevant (e.g. are there any compassionate grounds, have other authorities been consulted (RN FPS, pastoral), is the individual motivated or are there any disciplinary issues?) Ratings and other ranks who wish to leave early with a view to joining another Service should make this clear in their submission and provide a completed application form, contained at Annex 52A. See also (see Para 5413). Further details regarding the 'Service transfer' process can be found at Para 5205.

d. There is no need for COs to submit a special SJAR as part of their submission and, likewise, individuals do not need to be given the opportunity to make a representation given that they are already required to make an application in writing to their CO to leave early. On completion, the CO is to send the paperwork, whether for NSET or Service Transfer to the appropriate address:

(1) If a rating is still under training – to FOST-TA UTS Pipeline Manager, HMS RALEIGH, TORPOINT, Cornwall, PL11 2PD.

(2) If an RM other rank is still under training – to CO Commando Training Wing, CTCRM Lympstone, EXMOUTH, Devon, EX8 5AR.

(3) If a rating or other rank is on the trained strength – to the Ratings and Other Ranks Terms of Service Manager, NCHQ, Whale Island, Portsmouth, PO2 8DX (email: NAVY PEOPLE-PSP EMP TOS OR / NAVY PEOPLE-PSP EMP POL (MULTIUSER))

e. **Processing.** On receipt, the appropriate Competent Authority, shown at Annex 54A and acting with the delegated authority of the Naval Secretary, will consider the individual merits of the request, with particular emphasis given to the criteria set out at Para 5413. Ratings and other ranks will be informed of the decision via their CO, with a copy going to the Career Manager for information, as follows:

(1) If approval is granted, service transfer requests apart, a formal Early Termination application can then be made on JPA, effective from the date on which the permission was given (this will be communicated in the letter). As a result, an individual will be able to leave 12 months later unless an earlier release date is agreed by a Competent Authority (see Annex 54A) in consultation with the unit. As at Para 5413, ratings and other ranks wishing to take up civilian employment on leaving the Service should not rely on being released early within the standard 12-month notice period. It should be noted that a ROS waiver (release before the end of a ROS period) will, if granted, not negate an individual's obligation to repay any financial liability if appropriate e.g. a FRI (see para 5305).

(2) If approval is given for a request from a rating or other rank who wishes to leave the Royal Navy before the end of their MTS period or a ROS period with a view to joining the Army or RAF (see para 5205), the Terms of Service team will initiate action to process the 'transfer' application form submitted with the paperwork. Branch and Career Managers will be consulted to establish the individual's earliest possible discharge date prior to the information being sent to the appropriate Personnel Management Authority in the Army or RAF.

(3) If the request is rejected, advice will be given on alternative options that might be pursued by the chain of command.

5416. Officers - Requests for Non-Standard Early Termination

a. Officers who have passed their PTCT point (see Para 5402) but remain on the Untrained Strength have the opportunity to apply to Navy Command Headquarters for exceptional voluntary withdrawal from training (VWFT). Similarly, officers who are on the trained strength but are ineligible to submit notice as a result of an outstanding need to provide a return of service (ROS) for their initial training, further training or receipt of financial remuneration, have the opportunity to apply for a ROS waiver which, if approved, will allow officers to submit an Early Termination application in turn. Early release from a ROS commitment is not a right and is not guaranteed - see Para 5413. As such, officers should not rely on receiving a positive decision if they are considering an application for civilian employment.

b. **Early Release Criteria.** Approval of a non-standard Early Termination request (whether it is an exceptional VWFT or ROS waiver) will only be granted in exceptional circumstances - see Para 5413 for more information.

c. **Applications.** Officers who are ineligible to apply for Early Termination but wish to leave are to apply, in the first instance, in writing to their CO, providing reasons in support of the request to leave early. In turn, COs are to provide a covering submission, offering their view on whether the application is supported or not and providing any background information about the individual which is considered relevant (e.g. are there any compassionate grounds, have other authorities been consulted (RN FPS, pastoral), is the individual motivated or are there any disciplinary issues?) There is no need for COs to submit a 'Special' SJAR as part of their submission and, likewise, individuals do not need to be given the opportunity to make a representation given that they are already required to make an application in writing to their CO to leave early. On completion, the CO is to send the paperwork to the appropriate address:

(1) If an officer is still under training – to the Officer Terms of Service Manager, NCHQ, Whale Island, PORTSMOUTH PO2 8DX (email: NAVY PEOPLE_PSP EMP TOS OF / NAVY PEOPLE-PSP EMP POL (MULTIUSER)).

(2) If an officer is on the trained strength – to the appropriate Career Manager.

d. **Processing.** On receipt, the appropriate Competent Authority, shown at Annex 54A and acting with the delegated authority of the Naval Secretary, will consider the individual merits of the request, with particular emphasis given to the criteria set out at Para 5413. Officers will be informed of the decision via their CO.

(1) If approval is granted for exceptional VWFT, arrangements will be made for the officer's release at the earliest mutually convenient date (normally within three weeks of the approval).

(2) If approval is granted for a ROS waiver, a formal Early Termination application can then be made on JPA, effective from the date on which the permission was given (this will be communicated in the letter). As a result, an individual will be able to leave 12 months later unless an earlier release date is agreed by a Competent Authority (see Annex 54A) in consultation with the unit. As at Para 5413, officers wishing to take up civilian employment on leaving the Service should not rely on being released early within the standard 12-month notice period. It should be noted that a ROS waiver will, if granted, not negate an individual's obligation to repay any financial liability if appropriate, e.g. a FRI.

(3) If the request is rejected, advice will be given on alternative options that might be pursued by the chain of command.

SECTION 3

MEDICAL DISCHARGE

5417. Officers, Ratings and Other Ranks - Medical Discharge (including Temperamental Unsuitability)

a. In common with the detailed instruction in BR 1991, Royal Navy personnel found to be permanently unfit for full naval service will be brought before a Royal Navy Medical Board of Survey (RNMBOS) to determine their correct medical category in accordance with BR 1750A, JSP 950 Part 6 Chapter 7 and JSP 346 Chapter 5. The Board's remit is to set the highest safe JMES and it may recommend downgrading and either medical discharge from the Service or retention in a permanently reduced medical category. Guidelines where medical discharge is proposed in an individual's last year of service are available in BR 1991 Para 0809.

b. **Temperamental Unsuitability.** Royal Navy personnel may be considered for Discharge on grounds of Temperamental Unsuitability. Detailed instructions and procedures for this form of Discharge may be found at Annex 54D.

5418. Medical Discharge - Not Finally Approved (Medical)

a. **Eligibility.** Notwithstanding para 5417, Officers, Ratings and other ranks who, during Phase 1 Training, are found to be unfit under the terms of BR 1750A are to be discharged from the Service on medical grounds under the Not Finally Approved (Medical) (NFA (Med)) category. Full details may be found in BR 1750A, Chapter 3, Para 0308.

b. **Other Discharge Categories.** Recruits who are considered to be unfit for service, but who do not meet the NFA (Med) criteria should be subject to a full investigation and, if necessary, brought forward for surveying and medical discharge (Para 5419). In other circumstances, it may be more appropriate to consider Discharge SHORE routes such as 'Unsuitable' or 'Fraudulent Entry' (Para 5443).

5419. Royal Navy Medical Employability Board

The Royal Navy Medical Employability Board (RNMEB) considers, on paper, every case where a RNMBOS has awarded an individual a permanent JMES and decides if an individual should be retained or discharged from the Royal Navy. Its task is to ensure that personnel whose medical category falls below the standard normally expected (i.e. Medically Fully Deployable (MFD) without caveats) have sufficient employability within their medical limitations, to be given the opportunity to complete their chosen career. The Board is composed of NAVY PEOPLE-PSP Hd as President, the RNMBOS President to provide medical advice as required, representatives of Navy People WFPT Hd (Strategic Planning Officers and Ratings) and a legal adviser. The factors considered by the RNMEB, and the policy regarding the Boarding process are set out in BRd 1991, Chapter 8,

5420. Spare.

5421. Refunds and Return of Service

Liability for refunds in accordance with Para 5405 sub para b and fulfilment of ROS (Chapter 53) will be waived.

5422. Invaliding Benefits

a. Service Invaliding Retired Pay (SIRP) and a tax-free terminal grant of three times the annual rate of SIRP may be awarded to officers who have given two years' service over age 18. SIRP at enhanced rates is payable to officers with at least five years' service over age 18, of which two years have been served over the age of 21. If the cause of invaliding is found by Veterans UK to be directly attributable to service, the individual may be entitled to additional benefits from the DOH, Veterans UK and MOD, the amount being related to rank and degree of disability. The MOD award is known as Service Attributable Retired Pay (SARP) and both SIRP and SARP are index-linked.

b. SCC and IC officers on gratuity-earning commissions are not eligible for non-attributable invaliding benefits but may qualify for attributable benefits.

5423. Discretionary Awards Panel

Service invaliding benefits are at the discretion of the Secretary of State. Although they are normally awarded in full cases occur when, although invaliding may be the appropriate form of discharge, it would be wrong to award full invaliding benefits or, exceptionally, any invaliding benefits at all. Responsibility for considering cases where full invaliding benefits may not be appropriate is vested in the Discretionary Awards Panel (DAP), which is normally composed of representatives of the Second Sea Lord (2SL) and 2nd PUS. Referral to the DAP is rare. Each case is considered on its merits but, in practice, any reduction in invaliding benefits is restricted to those cases where the individual has contributed to their medical condition e.g. through excessive drinking or refusing treatment. The DAP award will not affect any decision on Service attributable benefits, which are determined by the Department for Work and Pensions.

SECTION 4

COMPLETION OF COMMISSIONS (OFFICERS)

5424. Introduction

Officers completing the period of service required by their respective commissions will retire in accordance with the following regulations. The Defence Council or Admiralty Board also have discretion to retire officers found medically unfit for further service at any age (see Para 5417 to Para 5423) and to remove officers from the Active List if they are found unfit for further service due to incapacity, unsuitability or misconduct (See Para 5436).

5425. Extensions of Service

Extensions of service beyond retirement age may be granted to meet Service requirements (see Chapter 49).

5426. Commission Transfers

Regulations for transfer of commission are contained in Chapter 49.

5427. End of Commissions for Non-Medical, Dental and QARNNS Officers

a. **Initial Commission Stage (ICS) (and Equivalent Commissions).** The retirement date for officers serving on an ICS or equivalent is determined by the length of that commission, subject to the regulations on Normal Retirement Age (NRA) or rank related retirement - the latter is appropriate to officers with military service prior to 1 Apr 99 and who had not opted for transfer to RA55 when offered in 2018 (see Table 54-2).

b. **Career Commission Stage (CCS) (and Equivalent Commissions).**

(1) Officers who entered before 6 Apr 05 and are serving on a CC will retire on completion of 16 years' reckonable service from age of 21 or the date of entry, whichever is later, subject to NRA55 or rank related retirement.

(2) Officers who entered post 6 Apr 05 (or entered before and subsequently elected to transfer to AFPS05) and were selected for a CC before 1 Nov 13 will retire on completion of 18 years' service from the date of entry or at age 40, whichever is later, subject to NRA55 and rank related retirement.

(3) Officers who entered post 6 Apr 05 and have been selected for a CC with an effective date of transfer between 1 Nov 13 and 31 Mar 15 will retire on completion of 20 years' service from the date of entry or at age 40, whichever is later, subject to NRA55 and rank related retirement.

(4) Officers who enter after 1 Apr 15, or are selected for a CCS after the same date, will retire on completion of 20 years' service from their date of entry or at age 40, whichever is later, subject to NRA55. Rank related retirement age policy will not apply to this group.

c. **Full Commission Stage (FCS) (and Equivalent Commissions).**

(1) For officers on a FCS or equivalent, termination of commission is on retirement. The retirement date for officers serving prior to 1 Apr 99 and transferring to the longest commission pre-1 Apr 15 is determined by the substantive rank held by the officer as shown at Table 54-2, unless the officer opted-in for transfer to RA55 in 2018, in which case their retirement age is 55 (unless promoted to OF5 post 1 Apr 20).

(2) The alignment of RM OF4/5 and 6 retirement ages (RA) with their RN counterparts and the transitional arrangements is detailed at Table 54-3.

(3) The NRA for officers joining after 1 Apr 99 and reaching a Full Term Commission before 31 Mar 15 is age 55, with the exception of OF5s who are subject to Senior Officers' Compulsory Retirement (SOCR) terms.

(4) Officers who enter after 1 Apr 15, or have been selected for a FCS after the same date, will retire at age 55 with the exception of OF5s who are subject to Senior Officers' Compulsory Retirement (SOCR) terms. Rank related retirement age policy will not apply to this group.

d. **Full Commission Stage (Aviator).** Officers serving on the FCS(A) scheme will retire at age 55, regardless of whether they have military service prior to 1 Apr 99.

5428. End of Commissions for Medical, Dental and QARNNS Officers

a. **Officers in-Service Prior to 1 Apr 03.**

(1) **Medium Career Commission (MCC).** Medical, Dental and QARNNS officers serving prior to 1 Apr 03 who did not elect to transfer to the new Common Terms of Service (CTOS) commission structure and have not been selected for transfer to a Full Commission (FC) will remain on their existing MCC until its completion or until their appropriate rank related retirement (see Table 54-2).

(2) **Full Career Commission (FCC).** Medical, Dental and QARNNS officers serving prior to 1 Apr 03, who did not elect to transfer to the new CTOS commission, will remain on their existing FCC until their appropriate rank related retirement age as shown in Table 54-2.

b. **Officers Entering On, or Transferring To, CTOS from 1 Apr 03 to 31 Mar 15.**

(1) **Short Commission (SC).** The SC for Medical Officers is six years reckonable service from full registration with the General Medical Council; for Dental Officers, the SC is seven years from full registration with the General Dental Council; for QARNNS Officers, the SC is six years from date of entry.

(2) **Medium Commission (MC).** The length of the MC is 18 years' reckonable service from date of commissioning or age 21 - whichever is the later - subject to NRA58. For QARNNS officers, completion of the MC is upon attaining 16 years' reckonable service from date of initial entry or age of 21 - whichever is the later - subject to NRA55.

(3) **Full Commission (FC).** For Medical and Dental officers, the FC ends upon reaching 58. For QARNNS officers, the FC ends upon reaching age 55.

c. **Officers Entering from 1 Apr 15, or Existing Officers Transferring to a Longer Commission from 1 Apr 15.**

(1) The retirement date for officers serving on an ICS or equivalent is determined by the length of that commission, subject to the regulations on NRA or rank related retirement - the latter is appropriate to officers with military service prior to 1 Apr 99 (see Table 54-2 and Table 54-3).

(2) Officers who enter after 1 Apr 15, or have been selected for a CCS after the same date, will retire on completion of 20 years' service from date of entry or at age 40, whichever is later, subject to NRA60.

(3) Officers who enter after 1 Apr 15, or have been selected for a FCS after the same date, will retire at age 60.

5429. Retirement Ages for Officers with Military Service prior to 1 Apr 99

All officers with legacy Rank Related Retirement Ages (RRRA) were given the opportunity to transfer to Retirement Age 55 (RA55) in 2018. Those non-volunteers for RA55 remain on the legacy retirement ages in Table 54-2 and Table 54-3. Officers on legacy RRRA who wish to transfer to RA55 may apply via their CM and each case will be considered on its merits, taking into account service need. Additionally, they can apply for CE60 (see para 4920) which will take their retirement age to 60, if selected.

5430. Senior Officer Compulsory Retirement

a. **Senior Officers (OF6 and above).** Compulsory retirement, either compensated or uncompensated, may be applied to senior officers (OF6 and above). The terms and conditions of when this might apply are detailed in the Terms and Conditions of Service letters that are issued by the Naval Assistant on promotion to OF6 and OF7 rank and/or acceptance of assignment. Details of compensated compulsory retirement, known as Directed Early Retirement, may be found in JSP 764 Part 6 Chap 1.

b. All Officers substantively promoted on appointment to OF6, OF7, OF8 or OF9 positions, or subsequently re-appointed in their current rank, will be employed on SOCR terms aligned to the duration of the appointment or a minimum of two years in rank, whichever is greater. Occasionally, shorter appointments are required, for example to fill an interim or temporary position. In these exceptional cases, the minimum duration of the appointment will be 12 months, which will be advertised or offered on this basis and made clear in the associated SOCR terms. Operational tours of 12 months duration or longer will be advertised as an appointment in the corresponding rank, attracting substantive promotion and SOCR terms of 2 years in total, commencing on arrival in appointment. The SOCR terms will encompass the period deployed, post operational leave (POL) and, if a follow-on appointment has not been secured in the intervening period, uninterrupted delivery of their career transition activity. Regardless of the planned duration of an appointment, the final period of employment may be increased to encompass a person's terminal benefits, allowing them to complete their appointment before concluding their career transition activity.

c. Unless selected for a further assignment or promotion during this period, uncompensated early retirement will follow on completion of the appointment. In the event of selection for a further assignment or promotion, the expected duration of the new appointment and the SOCR terms will be agreed before assignment action is taken. As there is no guarantee of Service beyond the initial appointment, whilst retirement ages are laid down in Table 54-2, it may be that individuals do not qualify for the maximum permissible pension (i.e. 34 years' service from age 21 or date of entry, whichever is the later).

d. Officers must note that each subsequent OF6/OF7 assignment represents a commitment by the Service to employ that officer for the declared duration of the appointment, but also a commitment by the officer to serve for that same period. As with the initial assignment, early release inside a 12-month notice period should therefore not be assumed unless it suits the Service interest.

e. **Senior Officers (OF5).** Officers who promoted substantively to OF5 from 1 Apr 20 are subject to compulsory retirement at the point of six years seniority in rank, or at their existing retirement age (whichever is the earlier), unless the Service need determines a requirement for further service, or the Officer promotes before 6 years' seniority. This policy also applies to OF4s who have been selected for Commission Extension to Retirement Age 60 and subsequently promote to OF5, i.e. they serve 6 years in rank or to their CE60 terminal date, whichever is the earlier.

(1) Those Officers selected for promotion, whose date of promotion is on or after 1 Apr 20, will be provided with a letter setting out the Terms and Conditions of Service (TACOS) by the Naval Assistant's office. Promotion will only be confirmed upon acceptance of the TACOS. Officers who do not accept these TACOS will remain on their extant TACOS as an OF4.

(2) An OF5 can continue to serve after 6 years' seniority provided there is a Service need.

(3) The introduction of SOCR does not affect an officer's ability to submit notice for early termination (PVR) or OEP application for submariners.

(4) Those accepting promotion to OF5 and thereby agreeing to compulsory retirement terms as above will not be eligible for the Directed Early Retirement (DER) Scheme and Special Capital Payment (SCP) (see JSP 764) as this is applicable to 1* only and above. This is primarily because employment at OF5 will be provided for the full 6 years or to existing retirement age (subject to any future redundancy programme). Conversely,1* appointments are managed on an assignment by assignment basis; SCP may be granted when an individual is forced to retire because their post is removed or regraded, and this could not have been foreseen or prevented at the time of the appointment, or an unplanned reduction is made in the number of posts available to the Service.

(5) As AFPS 15 is a Career Average Revalued Earnings (CARE) scheme, the introduction of SOCR has the potential to impact on the pension that officers are able to achieve in the future. It may also have an effect on those who claim, or may claim, CEA and those in receipt of Recruitment and Retention Pay. Those affected by this policy change are strongly advised to take independent advice, from an appropriate source, before accepting promotion on these terms.

Table 54-2. Rank Related Retirement Ages for Officers with Military Service Prior to 1 Apr 99

Rank	Retirement Age
Lieutenant (FTC50)	50
Captain RM (FTC50)	50
Lieutenant (Family Services)	50
Lieutenant Commander (FTC50)	50
Major RM (FTC50)	50
Surgeon Lieutenant Commander	48 or on completion of 16 years' full pay service, to maximum age of 60
Surgeon Lieutenant Commander (D)	48 or on completion of 16 years' full pay service, to maximum age of 55
Surgeon Lieutenant Commander(D) (FC)	58
Lieutenant Commander (FNS)	50 but with option to retire at 48
Lieutenant Commander QARNNS	53
Commander (FTC53) (former GL and SD)	53
Commander (FTC50) (former SL)	50
Lieutenant Colonel RM (FTC50)	50 - See Table 54-3
Surgeon Commander	60
Surgeon Commander (D)	55
Chaplain	55
Colonel RM (FTC51)	51 - See Table 54-3
Commander QARNNS	53
Captain (FTC55)	55 (or promotion date plus 3 years if on CE60 as an OF4, whichever is the longer)
Surgeon Captain	60
Surgeon Captain (D)	57
Principal Chaplain	55, or on ceasing to hold the assignment, whichever is earlier
Captain QARNNS	55, or on completion of assignment
Commodore (FTC55)	55, or on completion of assignment
Brigadier RM (FTC51)	51, or on completion of assignment, - See Table 54-3
Surgeon Commodore (D)	57 or on ceasing to hold the assignment
Chaplain of the Fleet	60 or on ceasing to hold the assignment, whichever is earlier
Commandant Nursing Officer Director of Defence Nursing Service	55 or on ceasing to hold the assignment, whichever is earlier
Rear Admiral	55 or until it is decided that the officer will no longer be employed

(Continued)

Table 54-2. Rank Related Retirement Ages for Officers with Military Service Prior to 1 Apr 99 (Continued)

Rank	Retirement Age
Major General RM	55 or until it is decided that the officer will no longer be employed
Surgeon Rear Admiral Medical Director General (Navy)	60 or on ceasing to hold the assignment, whichever is earlier
Surgeon Rear Admiral (D) CE/Director Dental Agency	60 or on ceasing to hold the assignment
Vice Admiral	55 or until it is decided that the officer will no longer be employed
Lieutenant General RM	55 or until it is decided that the officer will no longer be employed
Surgeon Vice Admiral Surgeon General	65 or on ceasing to hold the assignment
Admiral	55 or until it is decided that the officer will no longer be employed
Admiral of the Fleet	Borne on the Active List for life

Notes:

1. Except where otherwise indicated, officers will retire on the date that they reach their retirement age e.g. Lt Cdrs (FTC50) will retire on the day before their 50th birthday.

2. In Jul 01, with the exception of Medical and Dental officers, NRA55 was introduced for all Flag and General officers in the Royal Navy.

Table 54-3. RM Alignment of Retirement Ages - Transitional Arrangements

If TX date is	Lt Col	Lt Col Retained Rights	Colonel	Colonel Retained Rights	Brigadier	Brigadier Retained Rights
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1/7/10 to 30/6/14	53	50	54	51	54	51
1/7/14 onwards	53	50	55	51	55	51

Note. *All RM OF4/5 and 6 will have their Retirement Ages (RA) extended by 1-4 years depending on their Termination date/RA [column (a)] and rank [columns (b), (d) and (f)], unless they choose to retain their reserved rights. This applies to officers in their substantive rank (GL, SO(LE) and Band Service).*

5431. Retirement Ages for SUY/SCC Officers with Military Service Prior to 1 Apr 99

a. **SUY/SCC Officers Promoted Prior to 1 Apr 99.** To maintain an equitable career opportunity for all officers serving before the introduction of the 3TC, SUY/SCC candidates promoted to the Officers Corps prior to 1 Apr 99 will serve to their existing officer rank related retirement age (RRRA) unless it is specifically extended for a particular rank. In this event, individuals so affected will retain the right to leave at the existing rank related retirement age if they so wish. Officers will also have had the opportunity to opt in for RA55 in 2018: if they did so their NRA is 55.

b. **SUY/SCC Officers Promoted from 1 Apr 99 to 31 Mar 15.** SUY and SCC officers who have insufficient time to complete an IC before their RRRA will retire on their officer rank related retirement date or on the day that their former rating engagement was due to end, whichever is the later. RM OF4 SO(LE) officers RA will align with their FTC(50)/(53) equivalent at Table 54-3. SUY/SCC officers who are able to complete an IC in full before their rank related retirement age will leave at the end of the IC unless they are selected for a longer commission. SUY/SCC officers will retire at their RRRA if they are serving on a CC or FTC at this point. Officers also had the opportunity to opt in for RA55 in 2018, if they did so their NRA is 55.

c. **SUY/SCC Officers Promoted Since 1 Apr 15.** Officers promoted from the ranks after 1 Apr 15 are no longer subject to RRRA policy if they have military service pre-1 Apr 99 and will retire at the end of their commission stage, subject to the normal retirement age.

SECTION 5

RESIGNATION BY OFFICERS

5432. Applications to Resign Commission by Officers

a. Early Termination option is the normal way of leaving the Service prematurely. In civilian life, the term ‘resignation’ is often used but resignation has a special meaning within the Royal Navy. Officers have no absolute right to resign their commission; however, they may be permitted to do so, in exceptional circumstances. Up to and including the rank of OF6, authority to accept resignation is delegated to the Naval Secretary. For officers of OF7 rank and above, acceptance of resignation is at the Admiralty Board's discretion. Resignation is appropriate when an officer wishes to sever all connection with the Service. Circumstances that would warrant resignation rather than the other types of discharge are where an individual holds actions or beliefs/attitudes that fundamentally conflict with the concept of military service. The primary consideration in acceptance of resignation is the best interests of the Service.

b. Resignation is only applicable to officers on the trained strength.

c. An application from an individual to resign their commission should be submitted through their CO to the Regional Legal Office (see Annex 1E).

5433. Waiting Period

Officers will not be allowed to resign until the appropriate authority has approved their application. If the application is approved, release is normally with immediate effect i.e. as soon as the administrative process allows. Whilst any outstanding ROS may be waived in these circumstances, it will be a condition of release that the officer must agree to repay any costs for which they may be liable (see Chapter 53).

5434. Consideration of Applications

a. Resignation applications, which should include a detailed statement of the grounds on which the officer is applying, are to be passed through the individual’s chain of command to the appropriate Career Manager and thence to the Regional Legal Office. Each case will be examined prior to submission to the decision maker to ensure the applicant is not confusing resignation with Early Termination and that there is no avoidance, inadvertent or otherwise, of administrative discharge procedures. Applications are then considered and decided upon by the appropriate authority. If the resignation is approved, release is with immediate effect. If, however, there is considered to be no case for allowing the officer to resign on the grounds submitted, the officer will be free to apply for Early Termination in accordance with Section 1.

b. Where officers make a prima facie case for resignation, they may be removed from their current assignment/course and re-assigned. If they are in or near the zone for promotion, they may not be considered further for promotion and they may not be eligible for redundancy.

5435. Withdrawal of Resignation Application

Officers have no right to withdraw an application to resign once it has been approved, however, they may be permitted to do so if the Naval Secretary determines that this will be in the best interests of the Service.

5436. Applications from Officers Subject to Disciplinary/Administrative Process

Officers are not normally allowed to resign when subject to disciplinary or administrative considerations, including Quarterly Reporting or discharge. Exceptionally, however, resignation may be accepted in these circumstances if it is considered that the interests of the Service will best be met by the early release of an officer.

5437. Consequences of Resignation

As with Early Termination, before requesting to resign, officers should make themselves aware of the possible implications of this type of release on matters such as retired pay, LSAP, resettlement grant (JSP 752 and JSP 754); annual and terminal leave (JSP 760) and graduated resettlement time (JSP 534).

5438. Optional Exit Points

Officers in receipt of RRP(SM) and serving on FTC/FCS engagements (but not serving on a subsequent EoS) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details may be found in Annex 54K.

5439. Reserve Liability

Officers who are permitted to resign will be removed from the Active List and will not be placed on the Retired or Emergency Lists. They totally sever their connection with the Service and will no longer hold any form of Royal Navy commission and will have no further entitlement to the use of their naval rank or to wear naval uniform. This does not, however, exempt them from any statutory liability that they may have under the National Service Acts and related legislation.

SECTION 6

OTHER DISCHARGES - OFFICERS

5440. Compulsory Withdrawal from Training - Officers on the Untrained Strength

a. **RN Officers - Phase 1 Training.** The CO BRNC has delegated authority for the management of compulsory withdrawal from training (CWFT) applications for all Young Officers (YOs) during the period up to passing out of BRNC on completion of Phase 1 Training (Initial Naval Training (Officer)).

b. When an officer's performance (professional or character and leadership) falls below the standard required and the appropriate warnings have been applied (see Chapter 57 Section 5) but they have still failed to achieve the standard required, Director of Training BRNC and COs during IFT may submit an application to the CO BRNC for their CWFT.

c. Where transfer is being recommended as an alternative to CWFT, the CO is to submit the transfer request to the Officer Terms of Service Manager for consideration under the YO transfer regulations (see Para 5104).

d. All YOs being considered for CWFT are to be interviewed by the establishment's Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated and informed of the following:

(1) Naval policy on Diversity and Inclusion (see Chapter 30).

(2) Definition of discrimination, harassment and bullying (JSP 763).

(3) Complaints procedure (see Chapter 23).

On completion of this interview, YOs are required to sign a 'Statement of D&I Advice' to confirm that they have received such advice.

e. Whilst a CWFT request is being considered, the CO BRNC must decide whether the officer should be sent home on leave or retained in the ship/establishment (if they are not considered to be a disruptive element to other YOs) until the decision of the CWFT application is known.

f. The CO BRNC is responsible for informing the YO in writing of the outcome of the CWFT decision. The letter must include details of any financial liability (see Para 5405 sub para b).

g. **RN Officers - Phase 2 Training (except Aircrew and ATC officers during Professional Training).** Where an officer's performance falls below the required standard on professional, character and leadership or temperament grounds (see Para 5731 to Para 5733 and Annex 54D) and the appropriate warnings have been applied, COs in the Fleet and Commodores and COs of Shore Establishments may submit a request for the officer's CWFT to Terms of Service Team in Navy People - People Strategy and Policy (PSP), the approving authority (on behalf of the Naval Secretary) for the CWFT of all officers during Phase 2 Training. In these cases, the request must be submitted with a recently completed SRF together with the YO's E190/Training Record and the contemporaneous record. In considering the request, the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS) and appropriate Career Manager will be consulted, and, in some cases, the YO may be called forward for interview by a Naval Advisory Board before a decision is made (see Para 5743).

h. Where transfer is being recommended as an alternative to CWFT, approval is subject to the YO transfer regulations (see Para 5107).

i. Before a CWFT request and accompanying paperwork is forwarded, the CO should decide in conjunction with the Career Manager whether the officer should be sent home on leave or retained in the ship/establishment (if they are not considered to be a disruptive element to other YOs) until the outcome of the CWFT decision.

j. The Terms of Service Team will inform the YO in writing of the Service's decision through their CO (notifying the YO direct if at home). All officers withdrawn from training will have their final day on Naval pay calculated by their release office and entitlement to terminal leave calculated in accordance with JSP 760.

k. **RN Officers - Aircrew and ATC Officers During Professional Training.** Following suspension from flying duties, similar procedures to those shown in Para 5402 sub para h and sub para i apply to Aircrew and ATC officers who are recommended for withdrawal from training and termination of commission. If an inter-FAA transfer is approved by DDIR NAVN as an alternative to CWFT, the Chair of the NAAB will ask the Terms of Service Team to determine the terms and conditions of the transfer. In the case of a branch/specialisation transfer outside the FAA, Navy Command/DDIR NAVN will recommend transfer to the Officer Terms of Service Manager.

l. **RM Officers.** The Commandant CTCRM has delegated authority for the management of CWFT applications for all YOs during the period up to the end of Phase 1 Training (Week 36).

m. All YOs undertaking Phase 1 Training who are being considered for CWFT are to be interviewed by the establishment's Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated, and informed of the following:

(1) Naval policy on Diversity and Inclusion (see Chapter 30).

(2) Definition of discrimination, harassment and bullying (JSP 763).

(3) Complaints procedure (see Chapter 23).

On completion of this interview, YOs are required to sign a 'Statement of D&I Advice' to confirm that they have received such advice.

n. For those in Phase 2 Training, the Commandant CTCRM may submit a recommendation to the Terms of Service Team in Navy People - People Strategy and Policy (PSP) for the CWFT of a RM officer whose performance has not met the required professional, character and leadership or temperament standards required of a RM officer following the issue of appropriate warnings (see Chapter 57 and Annex 54D). Where a Service transfer is being sought as an alternative to CWFT, approval is subject to the YO transfer regulations (see Para 5107).

o. Before a CWFT request and accompanying paperwork is forwarded, CTCRM should decide, in conjunction with the Career Manager, whether the officer should be sent home on leave or retained in the unit (if they are not considered to be a disruptive element to other YOs) until the outcome of the CWFT decision.

p. The Terms of Service Team will inform RM YOs in writing of the Services' decision through their CO (notifying the YO direct if at home). RM officers withdrawn from training will have their final day on pay calculated by their release office and entitlement to terminal leave calculated in accordance with JSP 760.

q. **Officer Candidates Promoted from the Lower Deck - Failure to Complete Initial Training.** See Para 5010.

r. **Representation.** Individuals who are being considered for CWFT must be given full disclosure of ALL paperwork related to their application. Subjects should be given a hard copy of the draft application and all supporting evidence. There may be exceptional circumstances where this is not possible; such circumstances must be discussed with and approved by the Navy Command Headquarters Terms of Service Team. This forms the case against them and allows them to properly represent their position. They should be given 24 hours to decide whether to make a representation against the application, or such longer period as is considered by the CO to be appropriate and necessary. Should the individual decide to make a representation, they should be given a further 48 hours to prepare that representation or such longer time as considered reasonable in the circumstances. In addition, the CO must ensure that the individual is afforded the services of an Assisting Officer. Those officers who choose not to submit a representation are to sign a waiver to this effect (an example is at Annex 54J). If the person decides to submit a representation, the CO should take this into account before finalising the application to the Terms of Service Team, acknowledging this formally in the application letter. In all cases COs must ensure that the points above are fully detailed and recorded. For Phase 2 Training cases, the application and all supporting evidence, including the finalised SPEC report, should be forwarded to the Terms of Service Team.

s. **Automatic Termination of Commission.** Any officer who leaves the RN or RM, whether voluntarily or involuntarily, whilst they are on the untrained strength will have their commission terminated automatically and will not be liable for reserve service or be entitled to wear Naval uniform after leaving.

5441. Administrative Discharge - Officers on the Trained Strength

a. **Introduction.** An officer whose performance or conduct falls short of the standards required may be discharged from the Active List. All applications for discharge of any officer of OF6 and below will be considered by the Naval Secretary. It is of paramount importance that correct procedures are followed. COs and Career Managers are therefore to seek the advice of the relevant RLO at an early stage in all cases where the outcome is likely to be administrative discharge.

b. **Types of Discharge.** An application for discharge may be made under the following categories:

(1) **Incapacity Due to Causes beyond an Officer's Control.** Incapacity due to causes beyond an officer's control may include, but are not limited to, an officer's inability to reach the required professional standards, temperamental unsuitability, and medical reasons not leading to MBOS.

(2) **Unsuitability Due to Causes within an Officer's Control.** Unsuitability due to causes within an officer's control may include inefficiency, unsatisfactory performance of duties including financial irresponsibility, failure to uphold Royal Navy core values and standards including a poor attitude towards the required standards of physical fitness, or other poor performance not warranting discharge for misconduct.

(3) **Misconduct.** Misconduct includes, but is not limited to, the commission of an offence, drugs misuse including CDT failure, continued inappropriate, malicious or vexatious correspondence with senior officers, or a succession of actions that demonstrate a failure to uphold the high standards expected of an officer and the traditions of the Royal Navy, rendering the officer unfit or unworthy of further employment. There is a rebuttable presumption of discharge (misconduct) when a Service Person who holds powers of punishment, as a Commanding Officer or Subordinate Commander, is charged with an offence listed in Schedule 2 of the Armed Forces Act 2006.

For specific information relating to the administrative discharge of officers on the grounds of Temperamental Unsuitability, see Para 5418 and Annex 54D.

c. **Procedure for Discharge.** An officer who is recommended for discharge due to incapacity or unsuitability will normally have been placed under quarterly reporting to provide for fair warning and monitoring with a view to recovering their professional or personal standing. A recommendation for discharge for misconduct may be without recourse to quarterly report procedures e.g. after a single act of serious misconduct.

(1) The application should be addressed to the RLO and should follow the general procedure and format for administrative applications detailed at Annex 1E and Annex 54F.

(2) In addition, other than in exceptional circumstances determined after liaison with the RLO, an application for administrative discharge must demonstrate the following:

(a) **Incapacity or Unsuitability.** For Incapacity or Unsuitability to be demonstrated, an individual must have had their failures clearly identified to them, have been afforded a reasonable time period to rectify their shortcomings and, having been afforded that opportunity, have failed to improve sufficiently to render their position in the Service tenable. It must be clearly explained why other measures, such as Removal from Assignment or seeking a branch transfer, are not appropriate in the circumstances.

(b) **Misconduct.** For Misconduct to be demonstrated, an individual's conduct must have fallen so far short of the standard expected of an officer as to have rendered their position in the Royal Navy to be untenable.

(3) Assessment must be made on whether the individual should retain their commission (Para 5436) and a recommendation made accordingly.

d. **Staffing Process.** The staffing process is both comprehensive and rigorous and is necessary to ensure the application is well founded, complies with the rules of disclosure and meets with the requirements of Administrative Law:

(1) **Individual's Unit.** The individual's CO is responsible for the submission of the application for discharge, fully detailing the reasons for applying and ensuring all the relevant paperwork is disclosed to the individual.

(2) **Regional Legal Office.** The RLO staffs the application, ensure it is procedurally correct and prepare a brief for the Deciding Authority (The Naval Secretary or the Admiralty Board). Legal advice is also provided by a Naval Barrister.

(3) **DDPD.** DDPD, in conjunction with the Career Manager, is to provide a brief to the Deciding Authority stating they have considered the application and outline whether or not they support it. This step is not required where discharge on the basis of misconduct is sought. In the brief, they must consider whether the individual is suitable for a branch transfer or an internal trade transfer e.g. a move to General Service from Submarine Service.

(4) **Naval Secretary's Office.** Where the subject of the application holds a substantive rank not exceeding OF6, the Naval Secretary will be the Deciding Authority. Discharges of officers of Flag rank will be forwarded to the Admiralty Board for consideration; the Naval Secretary will provide a brief stating that they have considered the application and whether or not they support it.

e. **Informing the Individual.** Once a decision has been made on the application, the individual's Commanding Officer will be notified in writing by the Naval Secretary and guidance will be provided on how to progress the outcome of the decision letter.

5442. Entitlements Following Administrative Discharge - Officers

a. **Termination of Commission on Administrative Discharge.**

(1) When officers are administratively discharged, consideration may be given to terminating their commission. If they retain the latter, they will be entitled to use their rank and wear uniform on state and certain ceremonial occasions (see Part 6).

(2) Officers administratively discharged who retain their commission may be placed on the Retired List or the Emergency List (the regulations are contained within BR 61). The letter notifying them of discharge will inform them of whether they will be placed on such a List. If placed on a List, they will be liable for recall in an emergency.

(3) Where an officer is administratively discharged for misconduct or for reasons within their control, it would usually be inappropriate for officers to continue to be associated with the Royal Navy. As such, their commission will normally be terminated unless there are exceptional circumstances justifying retention. In cases where officers are discharged for reasons outside their control, their commission will usually be retained, unless there are compelling reasons why it should not be. These might include un-officer like conduct or disregard for Naval core values and standards.

(4) Officers whose commission has been terminated are not entitled to wear uniform or to use their rank. They will not be listed in the Retired or Emergency Lists and will not be liable to recall in an emergency. This does not, however, provide exemption from any statutory liability under the National Service Acts and related legislation.

(5) Termination of commission of itself does not entail financial or other penalties besides the loss of those privileges accorded to an officer retained on the Retired or Emergency Lists, although other such penalties may flow from the reasons for discharge.

(6) An officer's liability for refunds of sponsorship or education costs (see Para 5405 sub para b) will normally be waived only in the event of discharge for incapacity (see Para 5437 a sub para (1)) whereas a ROS will be waived when an officer is administratively discharged under any of the categories in Para 5439 sub para a.

b. **Benefits.** Officers discharged due to causes beyond their control will be awarded the benefits appropriate to compulsory retirement. If discharged for causes within their control, any benefits admissible will be those which would have been awarded on voluntary retirement. Where discharge is for misconduct, the maximum award will be that admissible on voluntary retirement, but a lower award may be made where the Deciding Authority (the Admiralty Board or Naval Secretary) judges the offence to be particularly serious.

c. **Terminal Leave.** Where officers are discharged for incapacity or unsuitability, a recommendation will be made as to whether they should receive terminal leave. Officers discharged for misconduct or any other reason not amounting to misconduct, but of such a nature as may be deemed to render the grant of leave unjustified, will not be eligible for terminal leave.

5443. Dismissal

a. Officers charged with an offence under Military Discipline Legislation can be dealt with either by Summary Hearing or trial by Court Martial. In some cases, trial by court martial could result in dismissal or, exceptionally, dismissal with disgrace.

b. Officers dismissed by sentence of court martial are not eligible for terminal leave. Where appropriate, refunds will normally be required.

SECTION 7

DISCHARGES - RATINGS AND OTHER RANKS

5444. Discharges - General

a. **RN Ratings.** Discharges (except Invaliding) of ratings serving in the UK or in ships in home waters e.g. compassionate discharge, Discharge SHORE or SNLR, may be carried out as follows:

(1) For those serving in shore establishments (including RN Air Stations) or in self-accounting ships - direct from such establishment or ship.

(2) For those serving in non-self-accounting ships - through the parent ship or establishment bearing their accounts or, in urgent cases, through the nearest self-accounting ship or establishment.

(3) However, where it is at all practical, it is to the advantage of both the Royal Navy and the rating for the discharge procedure to be carried out at a Release Centre so that the rating receives the maximum benefit of discharge and resettlement information.

b. **Ratings' Documentation.** Ships and establishments are to ensure that ratings assigned to Release Centres for discharge are in possession of all necessary documentation (see Para 5442 sub para c). For appraisal reporting requirements see Para 5449, Para 5723 and Para 5724. Care is to be taken that all request action due e.g. award of Good Conduct Badges, has been completed. Service documents of ratings sentenced to dismissal and detention/imprisonment are to be forwarded to HMS NELSON Release Office. Medical documents, including completed Form F Med, 1 and 2, are to be forwarded in sufficient time to reach the Release Centre before the arrival of the rating.

c. **Ratings' Discharge Procedures.** Release Centres (or units carrying out the discharge of ratings in accordance with Para 5440 sub para a) are to ensure that discharge procedures are correctly followed, namely:

(1) Enrolment of eligible people into the Regular Reserve (see Section 9).

(2) Recording of cause of discharge and other notations.

(3) Rendering of pay-related documentation (JSP 754).

(4) Disposal of Service Documents.

(5) Issue of Form S1300 where appropriate.

(6) Issue of Discharge Certificate (Form S1560 or R111).

d. **Service Family Accommodation (SFA) and Hirings.** All discharges of ratings paying for SFA or hiring charges are to be reported by the unit via signal to DBS JPAC and the appropriate Defence Housing Executive Officer.

e. **RM Other Ranks Serving Under the Armed Forces Act.** Individuals whose discharge is approved or becomes due while they are serving under the Armed Forces Act (except those invalided from the Service while inpatients in Services Hospitals) will be discharged as follows:

(1) If serving in the Plymouth area - by Commando Logistic Regiment RM.

(2) If serving elsewhere - by RM Poole.

(3) At any other RM home unit with the approval of the Career Manager.

f. **Ratings and Other Ranks Serving Abroad.** Ratings and other ranks are to be sent home from abroad in time for discharge on completion of their career or engagement unless their service is being extended or prolonged (see Para 5811) or they have applied for discharge abroad (see Para 5407).

g. **Service in the Regular Reserves.** The liability and eligibility of individuals for service in the Royal Fleet Reserve (RFR) is to be assessed as part of the procedure to complete their release from the Active Service. Assessment and, where applicable, enrolment in the RFR is to be completed before individuals are dispersed to terminal leave in accordance with Para 5466.

h. **Parliamentary Correspondence.** When the question of an individual's discharge becomes the subject of Parliamentary Enquiry or correspondence, the case should be forwarded, with the full-Service Documents and other relevant papers, to the NAVY NPS-STRATPOL EMPLOY POL SO1 before any decision is taken (see Para 5444 sub para b).

i. **Postponement of Discharge and Transfer to the Reserve.** (See JSP 830 (Manual of Service Law) Vol 1 Chap 18 para 20). Members of the regular forces may be retained beyond their discharge date or transfer to the reserve date. The maximum extension period that can be authorised for an individual who would have transferred to the reserve is the same as that they could have been required to serve if called out as part of their regular reserve liability (under RFA 96 s.53(6), national danger etc. – 3 years; s.55(6), warlike operations – 12 months; s.57(6), certain operations – 9 months). For those who would have been discharged, the period for retention is a maximum of 12 months. This period accords with the time that a member of the reserve forces could be retained beyond the end of their current term if call out was authorised under RFA 96, section 52[2]. Individuals retained may be transferred to the reserve or discharged by the competent authority when services are no longer required. A person entitled to be transferred to the reserve or discharged may, by declaration to their CO[3], (see JSP 830 Chapter 18 Annexes C and D), remain in the Service if warlike operations exist and a call-out order is in force under RFA 96, section 54.

[2] In accordance with the powers under RFA 96, section 17(2).
[3] The Armed Forces (Discharge and Transfer to the Reserve Forces) (No.2) Regulations 2009/1091, regulation 8.

They are entitled to give three months' notice of this extension to their CO. Periods of extended service count towards reserve service. Individuals on extended service outside the UK are entitled to be discharged or transferred to the reserve in the UK, according with the provisions for individuals serving overseas under normal conditions of engagement.

j. JSP 830 (Manual of Service Law) Vol 1 Chapter 18 Annex A lists the competent authorities who may authorise a transfer to the Reserve.

k. **Discharge of Fraudulent Entrants.** When individuals are found to have made false statements, whether as to fitness (physical or mental) or as to previous service in the Forces or Reserves, in the documents signed on entry, the authorities in Para 5444 sub para b are authorised to approve their discharge, subject to any action required by Para 5442 k sub para (2) and having regard to their response to training and their future usefulness to the Service.

(1) If personnel are found to have enlisted while belonging to the Army, Army Reserve, RAF or RAF Reserve, reference should first be made to the Officer Commanding of the unit to which the individual belonged to ascertain whether it is desired to claim them under their original engagement. If they are not claimed, the question of retention or discharge will then be decided.

(2) In cases where discharge is authorised locally, the details of the discharge are to be recorded on JPA.

(3) **Royal Marines.** When an RM other rank is discovered either to have enlisted without having been discharged from a previous enlistment or to have made a false statement on enlisting in the RM, a report of the circumstances is to be forwarded to the RM Career Manager for instructions.

l. **Outstanding Disciplinary Action.** When an individual faces charges under the Armed Forces Act, the release procedure for the various types of Discharge SHORE categories should not normally be delayed. If in doubt, units should seek legal advice. If application is being made for an individual to be discharged SNLR (Unruly) or SNLR (CDT), legal advice should be sought if there are outstanding disciplinary matters.

m. **Right of Warrant Officers to Discharge after Reduction in Rank.** A Warrant Officer who has been reduced to the lowest rank or rate as a result of a sentence in Service proceedings has a right to claim discharge unless warlike operations exist, or a call-out order is in force under RFA 96 sections 52, 54 or 56. A claim for discharge should be made within one month of the reduction in rank and discharge must take place as soon as reasonably practicable. This allows former Warrant Officers to leave the Service promptly following conviction or administrative reduction in rank or rate if they do not wish to remain in the Service. Further details are at JSP 830 Chapter 18 Annex B.

n. **Types of Discharge.** Annex 54E outlines the minimum required documentation for each type of discharge. It can be used in conjunction with Annex 54F which sets out a step-by-step CO's guide to the discharge process.

o. **LGBT Restorative Action.** The MOD have accepted the LGBT Veterans Independent Review's recommendations to make retrospective changes to the service records of those impacted by the Ban on LGBT personnel serving in the Armed Forces between 1967 and 2000 (the Ban). In accordance with Implementation Order MOD/LGBTRestorativeAction/IO/001 dated 1 May 2024, Defence will enable those administratively discharged and/or demoted pursuant to the Ban, to apply to have their administrative discharge amended or annotated with the wording, 'Discharge was pursuant to a policy subsequently held by the European Court of Human Rights to be unlawful' and/or rank or commission restored to what it was immediately prior to discharge/dismissal.

p. The sS are to interrogate the Service records and make recommendations to Decision Makers on eligibility for Restorative Measures of qualification of administrative discharge and/or restoration of rank/commission based on eligibility criteria and reverse burden of proof on a balance of probabilities basis. Decision Makers for the Royal Navy will be the Naval Secretary (or their delegates) for applicants/deceased veterans of OF6 rank and below. For applications for veterans above OF6, the Defence Council shall be the Decision Maker who may delegate the decision-making function to the Admiralty Board, Air Force Board or Army Board.

5445. Discharge SHORE - General Instructions

a. Discharge SHORE is not a punishment. It is the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of unsuitability or possibly for reasons largely beyond their control, but whose discharge cannot appropriately be affected by any of the methods prescribed elsewhere in the regulations. It may be recommended in the circumstances set out in Para 5444 or where discharge is in the best interests of the Service.

b. **Authority Required.** Annex 54A details those personnel who are delegated authority to approve Discharge SHORE. Administrative action should be taken in accordance with Annex 54F and Annex 1E, advice should be sought from regional legal advisors as required. Where the case is subject to Parliamentary correspondence or enquiry, the Navy Command Policy Secretariat should be informed at the earliest opportunity and the RLO should be notified on receiving the application. If the CO has the authority to approve the discharge, the individual must still be given full disclosure of all documents and the opportunity to make representation in accordance with Annex 1E; in such cases copies of disclosure paperwork, any representation and the letter informing the individual of the CO's decision are to be forwarded to RLO(E) for archive.

c. **Warnings.** Full detail and explanation of the Warnings process is covered in Chapter 57 and should be read in full before any application for Discharge SHORE is made.

d. **Documentation Required.** If applicable, a specialist's report should be obtained to inform the decision to apply for discharge e.g. Psychologists/INM; see Annex 54E for further details of relevant documentation.

e. **Reporting Approval of Discharge SHORE.** When Discharge SHORE is approved, the Career Manager must be notified as an addressee on the decision letter and JPA is to be annotated accordingly (see JSP 760).

f. **Date of Discharge.** The operative date of Discharge SHORE should be the earliest date on which discharge formalities can be completed after the decision to discharge has been taken. Those discharged on grounds of inadequacy who have over 20 (ES2), 18 (FC) or 22 (OE) years' service will be given two months' notice, not including terminal leave. For such individuals serving abroad, the two months' notice should date from time of arrival in the UK (see JSP 760 for full details).

g. **Discharge of Personnel Serving Beyond their Initial Pensionable Engagement.** The Administrative Authority ordering discharge of any individual with 20 (ES2), 18 (FC), 22 (OE) or more years reckonable service is to send a copy to DBS JPAC. Individuals are to be told to seek advice from the JPAC regarding the calculation of their pension.

h. **Procedure.** Applications which cannot be approved locally should be addressed to the appropriate deciding officer or RLO as identified in Annex 54A and be in accordance with the general procedure and format for administrative applications detailed at Annex 1E.

i. Where a rating or other rank has been informed of the grounds for application for their discharge but the reason for discharge is subsequently amended, the subject must be advised of the change and given the opportunity to state further representation before any action is taken by the approving authority.

j. Individuals discharged should be reminded of their right to make a Service complaint in accordance with JSP 831.

k. Advice on pensions, terminal grants, terminal leave and resettlement entitlement can be sought by the individual from the relevant SMEs including JPAC, Resettlement Team, UPO, Career Manager and the individual's own JPA account.

l. Where discharge SHORE is deemed appropriate any outstanding ROS will be waived, but financial liabilities will only be waived at the discretion of the deciding officer following consultation with the Terms of Service Team/RLO.

5446. Circumstances In Which Discharge SHORE May Be Appropriate

The following are the different circumstances where Discharge SHORE may be appropriate. When placed on warnings, an individual is to be specifically informed which circumstance they are being warned for. An individual may be on more than one warning concurrently e.g. Inadequacy and Alcohol or Inadequacy and Discharge SNLR (Unruly):

a. **Discharge SHORE (Fraudulent Entry).**

(1) When individuals are found to have made false statements on any information elicited, for example, whether as to fitness (physical or mental) or as to previous service in the Forces or Reserves, in the documents signed on entry, the authorities in Annex 54A are authorised to approve their discharge, subject to any action required by Para 5445.a (1) sub para (c) and having regard to their response to training and their future usefulness to the Service.

(2) If personnel are found to have enlisted while belonging to the Army, Army Reserve, RAF or RAF Reserve, reference should first be made to the Officer Commanding of the unit to which the individual belonged to ascertain whether it is desired to claim them under their original engagement. If they are not claimed, the question of retention or discharge will then be decided.

(3) In cases where discharge is authorised locally, the details of the discharge are to be recorded on JPA.

(4) **Royal Marines.** When an RM other rank is discovered either to have enlisted without having been discharged from a previous enlistment or to have made a false statement on enlisting in the RM, a report of the circumstances is to be forwarded to the RM Career Manager for instructions.

b. **Discharge SHORE (Deemed Unsuitable During Training) (DUDT).**

(1) In establishments carrying out initial (Phase 1, 2 or 3) training, a rating or other rank who is reported to be unsuitable for retention for causes other than medical unfitness (but including enuresis) maybe discharged SHORE. Ratings in the Initial Training Pipeline (ITP) are effectively under probation and, should they fail to meet the required standard in accordance with Annex 54A, the Naval Secretary has delegated authority to certain officers within training establishments authorising them to end a rating's service on the grounds of Discharge SHORE 'Deemed Unsuitable During Training' (DUDT). Before doing so, the CO may consider whether the individual might prove suitable for another branch and/or specialisation dependent on the Service requirement.

(2) Discharge may be authorized only by those officers detailed in Annex 54A carrying out initial (Phase 1, 2 or 3) training in the case of Able Rates Branch Designator 2 (BD2) of the following branches: Warfare, Medical, Weapons Engineering, Marine Engineering, Air Engineering, Logistics and RM other ranks during their initial training. This authority cannot be sub delegated within the unit.

(3) The exception is in Phase 1 where the Deputy Stream Leader (normally CO HMS RALEIGH) Naval Core Training Stream has devolved authority from the Commodore Core Stream to approve Discharge SHORE DUDT. While COs of Training Establishments (of Capt RN rank or above in command) may approve such discharges without application to higher authority, it is important to maintain a clear audit trail of events leading to this decision.

(4) Chapter 57 articulates the warning procedures that are to be followed for all Naval ratings on the untrained strength (UTS). Training establishments should therefore refer to this Chapter in full. There are four distinct DUDT categories which can be applied:

(a) **DUDT Academic.** Encompasses all trainees who are unable to complete the academic requirements of their UTS training.

(b) **DUDT NGT.** For trainees who are unable to complete the requirement in the ARFSA RPS (All Ratings First Sea Assignment Role Performance Statement) and Training Performance Statement (TPS).

(c) **DUDT Contributory.** This will be applicable to any trainee who has failed to achieve the required standard on their professional course or is deemed by the Training School to be unsuitable for further training or unable to conduct their branch training and refuses any branch transfer which is offered by the Pipeline Manager.

(d) **DUDT Administrative.** Suitable for any trainee who leaves the Service due to an administrative issue.

(5) It is important that COs give unequivocal guidance on whether individuals who have been dismissed on the grounds of DUDT should be allowed to re-enter and, if so, the period of time that should be allowed to elapse between discharge and re-entry. Each of the four categories has a recommended guideline for re-applying to join the RN of:

(a) **DUDT Academic.** - 12-60 months.

(b) **DUDT NGT.** 18-60 months.

(c) **DUDT Contributory.** 18-36 months.

(d) **DUDT Administrative.** 3-60 months.

(6) All trainees being considered for Discharge SHORE DUDT are to be interviewed by the establishment's Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated, and informed of the following:

(a) Naval policy on Diversity and Inclusion (see Chapter 30).

(b) Definition of discrimination, harassment and bullying (JSP 763).

(c) Complaints procedure (see Chapter 23).

On completion of this interview, trainees are required to sign a 'Statement of D&I Advice' to confirm that they have received such advice.

c. **Discharge SHORE (Inadequacy).**

(1) It should be noted that ratings and other ranks that hold the rate of Leading Hand (or equivalent) and above and who are unable to perform their duties due to inadequacy must first be warned for reversion following the normal warning process and reverted in accordance with the relative rates table at Annex 65A. If ratings and other ranks are still unable to perform the duties of the lowest rank/rate to which they can be reverted because of physical or mental incapacity (not of a nature to warrant invaliding) or incompetence or they may be discharged SHORE. Proof of inadequacy should normally be given by individuals' SJAR, warning reports and Annex 57D (formal warning proforma). These documents catalogue their failing and show that they have been ineffective for a period long enough to rule out any possibility of improvement. In appropriate cases, individuals may volunteer for transfer to another branch (dependent upon the Service requirement) or be recommended for reversion to their original branch and/or specialisation, as an alternative to Discharge SHORE.

(2) Invariably if an individual is unable to perform their duties satisfactorily, this would be manifested in an inability to perform in their professional branch specialisation. An individual who is not currently employed in their core professional specialisation but is nonetheless failing to meet their Terms of Reference, however, may be warned for inadequacy at any given time. An example being when an individual assigned to the Recovery Cell/Waterfront organisation is given specific tasks to perform which are outside their core specialisation and fail to perform these to the required standard. In this instance they may be warned for inadequacy. Another example would be repeated incidents which demonstrate an individual's inability to comply with Naval Core Values and Standards. A possible example may be where despite repeated remedial instruction an individual is unable to comply with the most basic requirements of Service life such as cleanliness, presentation, punctuality etc. These examples are not exhaustive, and units should engage with the RLO if they consider they have a situation of this nature.

(3) **Discharge SHORE (Inadequacy - Attitude to Fitness).** The warning procedure for a poor attitude to the required levels of fitness is detailed in BR 51 Volume 2, Chapter 2 - (RNFT Policy, Protocols, Instructions and Guidance). Persistent poor attitude to fitness may result in Discharge SHORE on the grounds of inadequacy (see Para 5443.a(3) sub para (a)). Applications forwarded to the RLO for this reason should be accompanied by the relevant completed warning certificates, and relevant reports by INM, as appropriate and as detailed in BR 51 Volume 2.

(4) **Inadequacy of Individuals who have Completed more than 20 years (on an ES2), 18 years (on an FC) or 22 years (on an OE1) Pensionable Service.** The provisions of Para 5445 a (3) sub para (a) are not considered appropriate for individuals whose effectiveness deteriorates unduly after they have completed time for pension. The following procedure is to be followed therefore when ratings and other ranks who have completed more than 20 (ES2)/18 (FC)/22 (OE) years' pensionable service become so ineffective in the discharge of their duties that, if they had less service, the question of reversion would have to be considered:

(a) Individuals are first to be interviewed by their Head of Department and informed of their shortcomings. They are also to be warned in accordance with Chapter 57 (Level 2 warning) that, if no improvement takes place, their case will be reported to the CO with a view to early discharge from their engagement.

(b) If still dissatisfied, the Head of Department will report the case to the CO who will investigate it personally. Individuals are to be allowed to state their case with the assistance, if they wish, of an officer who need not be a Divisional Officer.

(c) If not satisfied, the CO is to warn such individuals in accordance with Chapter 57 (Level 3 warning) that an application will be made to the higher authority with a view to their discharge if a satisfactory improvement has not taken place at the end of one month.

(d) If, at the end of one month, the CO is still not satisfied, an application on the case, including the CO's opinion whether or not such person's ineffectiveness is within their own control, should be forwarded with the supporting evidence for decision to the administrative authority in accordance with Para 5442 sub para b above.

d. **Discharge SHORE (Failure of Naval Annual Personnel Weapons Test) (NAPWT**). After an appropriate warning period, persistent failure of a mandatory NAPWT may result in Discharge SHORE under this Para if the rating or other rank is on the trained strength or, in the case of New Entry ratings and other ranks, Discharge SHORE under Para 5447 a sub para (2) (DUDT). The NAPWT failure policy is detailed in BR 8988 Chapter 12.

e. **Discharge SHORE (Financial Irresponsibility).** Ratings and other ranks may be discharged SHORE for financial irresponsibility in accordance with QRRN Chapter 36.

f. **Discharge SHORE (Obesity).** Ratings and other ranks who are unable to perform their duties satisfactorily due to obesity may be discharged SHORE - see BR 1750A (Handbook of Naval Medical Standards).

g. **Discharge SHORE (Alcohol).** Addiction to alcohol is not compatible with service in the Armed Forces. Under circumstances where an individual's efficiency, physical condition or value to the Service becomes materially impaired, Discharge SHORE may be recommended. See Para 5769 for more information. JSP 835 contains guidance for those with alcohol issues. Any application should normally demonstrate that the full range of treatments available to the individual within the RN has been utilised prior to submission.

h. **Discharge SHORE (Medical Reasons).**

(1) Discharge SHORE of ratings and other ranks may be recommended on medical grounds, even where they may still be capable of performing satisfactorily the duties of the lowest rate/rank to which they can be reverted. These grounds include:

(a) Sea sickness.

(b) Enuresis, provided that it is not a symptom of a more serious illness.

(c) RM other ranks who have appeared before the Naval Service Medical Board of Survey (NSMBOS) and are assessed as being Physically Unsuitable for Commando Service or training.

(d) Discharge SHORE is not to be recommended for those who can more properly be dealt with by invaliding - see BR 1991 (Instructions for the RN Medical Service). Applications for discharge on medical grounds must be accompanied by appropriate supporting medical evidence.

(2) Recommendations for Discharge in relation to Para 5445 a (8) (a) sub para (iii) and sub para (iv) above are to be referred to the NSMBOS and NSMEB. A medical recommendation for Discharge SHORE for seasickness or enuresis is to be brought to the immediate attention of the CO of the ship or establishment to which individuals are sent after medical examination (see BR 1991). Unless, exceptionally, the Commodore, Captain RN or CO considers that the medical recommendation cannot be supported, discharge may be authorised in accordance with Para 5444 and Para 5445. The individual should remain with the establishment until a decision is communicated.

i. **Discharge SHORE (Temperamental Unsuitability).** Discharge SHORE of ratings and other ranks may be recommended for unsuitability of temperament, even where they may still be capable of satisfactorily performing the duties of the lowest rate/rank to which they can be reverted. Discharge SHORE on these grounds is an Executive responsibility but does require an assessment of the individual by a Medical Officer/Civilian Medical Practitioner in order to exclude any medical problem and to assess the severity of any degree of temperamental unsuitability. When a discharge is considered due to temperamental unsuitability, the application must be accompanied by supporting medical evidence. See Annex 54D for specific instructions.

(1) **Discharge of Ratings Approaching Pension.** Consideration of whether to discharge a rating approaching pension must take full account of the great financial consequences in loss of terminal grant and immediate pension. If an individual is within three years of pension, the case must be forwarded to the RLO for a decision. When a warning is appropriate under Chapter 57 Section 8, a record of the warning must be recorded on a Special SJAR and included in any submission for discharge.

(2) **Authority.** Discharge SHORE may be authorised as set out in Annex 54A.

j. **Discharge SHORE (Best Interests of the Service).** Although the above types of Discharge SHORE are the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of their unsuitability, it is not possible for the regulations to cover every eventuality. Where Command is unable to determine an appropriate method as detailed above, then an application may be considered on the basis of the Best Interests of the Service. This method of discharge will only be available in wholly exceptional circumstances. For example, a rating who won the National Lottery but who was behaving inappropriately, such as paying colleagues to cover their duties. This method is not to be used to capture a number of minor transgressions which are covered by other methods of discharge or to amalgamate them into sufficient reason to discharge an individual. Each instance must be considered on a case-by-case basis and advice should be sought in the first instance from the RLO or regional legal adviser

5447. Discharge Services No Longer Required (SNLR) - General Instructions

a. Discharge Services No Longer Required (SNLR) is not a punishment but neither is it an honourable release and it can impair a rating or other rank's prospects of employment on return to civil life. It will also normally prevent re-enlistment (see Para 1208).

b. Discharge SNLR is the appropriate method of dispensing with the services of personnel who have tested positive for prohibited/non-prescribed drugs, personnel who have involved themselves in the misuse of drugs (including the possession of drugs paraphernalia), personnel who are subject to administrative action for serious breaches of behavioural standards, or unruly or undisciplined individuals whose retention would be to the detriment of the Service but who have not committed an offence which, either in itself or in association with their past record, would justify a sentence of dismissal.

c. Discharge SNLR is not only appropriate to ratings and other ranks whose service conduct merits discharge but also when a conviction by the civil power makes their retention undesirable (see QRRN 3906.4). In the case of the latter, application for Discharge SNLR would be in the form of a Service Penalty (C57). Discharge SHORE may be considered as an alternative to Discharge SNLR in accordance with QRRN 3906.4.3.

d. It should not normally follow immediately after a sentence of detention but may do so exceptionally when it is obvious that the sentence has had no reformatory effect. In such a case, if it is considered that a rating should not return to the Fleet on completion of their sentence, even for a short time, a recommendation for a rating's discharge should be submitted. The exception to this is those individuals who have been sentenced to a period of detention following their conviction for a drugs related offence where application for their discharge would be the normal course of action. In all such cases, the advice of the RLO or regional legal advisor must be sought prior to any action being taken.

e. **Procedure.** A Discharge SNLR should be in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Additional documents relevant to the circumstances, such as CDT paperwork, police report or toxicology reports should be sourced and relied upon as required.

f. Where a rating or other rank has been informed of the grounds for consideration of their discharge, but the reason for discharge is subsequently amended, the subject must be advised of the change and given the opportunity to state further representation before any action is taken by the approving authority.

g. **Authority Required.** Annex 54A details those personnel who are delegated authority to approve Discharge SNLR. Action should be taken in accordance with the general instructions at Annex 1E. If the case is subject to Parliamentary correspondence or enquiry, it should be brought to the attention of the Navy Command Policy Secretariat at the earliest opportunity and the relevant Regional Legal Office on initial consideration of discharge.

h. **Warnings.** Full detail and explanation of the Warnings process is covered in Chapter 57 and should be read in full before any application for Discharge SNLR is made. In all cases (with the exceptions of CDT and drug abuse), it is expected that individuals will normally have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to reform as in Para 5444 sub para c (also see Chapter 57 Section 7) before an application is made for discharge. Para 5445 is to apply to warnings if the individual is approaching pension. This warning may be dispensed with in cases in which it would not be appropriate, for example after a serious civil conviction.

i. **Documentation Required.** As a minimum, prior to discharge the CO must prepare a letter either to higher authority or to the individual concerned (where the CO has authority to approve discharge) outlining the reasons for the proposed discharge and the relevant policy references. If applicable, any other documents relied on should be attached to this letter e.g. CDT report, warnings, discipline history (see Annex 54E). The individual should then provide either a signed Representation against discharge or a waiver of the right to submit a Representation (an example is at Annex 54J). This, together with the 'Special' SJAR, should be provided to the officer delegated to approve the potential discharge. They should then decide whether or not to approve discharge and write either to the applying CO or, where the CO is making the decision, to the individual, explaining what their decision is and the reasons why they have come to it.

j. **Reporting Approval of Discharge SNLR.** When Discharge SNLR is approved, the Career Manager must be advised and JPA is to be annotated accordingly (see JSP 760).

k. **Date of Discharge.** The operative date of Discharge SNLR should be the earliest date on which discharge formalities can be completed after the decision to discharge has been taken and notified. When a rating or other rank is approaching pension, the provisions of Para 5446 are to be applied. All individuals serving abroad will be returned to the UK for discharge formalities except those who are to be discharged on the station at own request (Para 5407) and those to be discharged as a Naval penalty who will complete their career or engagement whilst undergoing a sentence of imprisonment. Individuals who cannot carry out the normal discharge routine - i.e. those at home who have not returned to duty following civil conviction by the time approval is received to discharge them as a Naval Penalty, and those abroad who are to be discharged as a Naval Penalty and are not to return to the UK for discharge formalities - will be discharged while serving their civil sentence.

l. Individuals discharged should be reminded of their right of complaint against discharge in accordance with JSP 831.

m. Advice on pensions, terminal grants, terminal leave and resettlement entitlement can be sought by the individual from the relevant SMEs including JPAC, Resettlement Team, UPO, Career Manager and the individual's own JPA account.

n. **Forfeiture of Long Service and Good Conduct Medal.** Forfeiture of the Long Service and Good Conduct Medal is a consequential effect of Discharge SNLR (see QRRN Para 3906.5 and JSP 830 (Manual of Service Law)).

o. Where Discharge SNLR is deemed appropriate any outstanding ROS will be waived, but financial liabilities will only be waived in exceptional circumstances at the discretion of the deciding officer following consultation with the Terms of Service Team/RLO.

5448. Circumstances in which Discharge Services No Longer Required (SNLR) may be Appropriate

The following are the different circumstances where Discharge SNLR may be appropriate. When placed on warnings, an individual is to be specifically informed which circumstance they are being warned for. An individual may be on more than one warning concurrently e.g. Discharge SNLR (Unruly) and Discharge SHORE (Inadequacy).

a. **Discharge SNLR (Unruly).** When considering a decision to apply for Discharge SNLR in cases of unruliness, COs should be mindful that there should usually be evidence that the individual is on warnings for Discharge SNLR (Unruly) and has received either a sentence of detention or multiple lesser sentences in the past but has re-offended, thus demonstrating that the punishment(s) has not had the desired reformatory effect. Offences that have rehabilitated cannot be taken into account when considering administrative discharge.

b. **Discharge SNLR (Compulsory Drugs Test) (CDT) or (Drugs Misuse).** The unique position of the Armed Forces is such that misuse of drugs is incompatible with the Service. Positive results from CDT will result in Discharge SNLR in all but the most exceptional cases. COs are advised to consult tri-Service policy on a positive CDT result or drug misuse in JSP 835 and at Chapter 21 Section 4 (ethos, values, standards and personal matters).

c. **Discharge SNLR (Misconduct).** Individuals who have behaved in a way that is incompatible with Service values and standards and/or have been found to be in serious breach of Service policy may be discharged SNLR where appropriate. Situations that may give rise to discharge under this section may include, but are not limited to, bullying and harassment, serious social misconduct and behaviour demonstrating hostility to a person or group based on a protected characteristic.

5449. Complaints Against Discharge SHORE/SNLR

a. Ratings and other ranks who complain against a decision to discharge them authorised under the provisions of this Chapter will not be retained in the Service pending a decision on their complaint.

b. Service personnel due to be discharged are to be reminded of their right to submit a Service Complaint in accordance with JSP 831.

c. Guidelines on handling complaints are as follows:

(1) The Career Manager is to be advised without delay, where discharge is associated with a complaint under action.

(2) The MOD has no jurisdiction to restrict the movements of a discharged rating or other rank pending resolution of the individual's complaint.

(3) At the time an individual states a complaint, they should be informed that there may be some delay in finalising their pay and any monetary adjustments pending resolution of the complaint. Whilst immediate pension payments will be made at the appropriate date and recovered if the complaint is upheld, any lump sums due will be withheld pending resolution of the complaint.

(4) If the complainant is reinstated, individuals are to be paid as if they had not been discharged. The period between discharge and reinstatement, if attracting full salary, will count as reckonable service. Any Special Pay or other forms of additional pay, as specified in JSP 754, to which the individual was entitled during the period missed will be paid retrospectively.

(5) If the complainant is reinstated but disrated/reduced in rank, unless specified otherwise (e.g. in a decision on a Service Complaint), they are to receive back pay and special pay or additional pay to which they were entitled for the period between discharge and reinstatement at the lower rate/rank. For the purpose of re-advancement or re-promotion, time is to be counted from the day they re-enlist in the Service.

(6) The Career Manager will advise the Defence Housing Executive of any cases where the complainant is the occupant of Service Families Accommodation (SFA). Provided that the complaint is resolved within the 93-day notice to quit period, there should be no difficulty for entitled persons occupying married quarters whose complaint is subsequently upheld.

(7) Release Centres will hold documentation until the complaint has been resolved. The Service records need not be closed, and no record of discharge need appear if subsequently the complaint is upheld. At the time they state their complaints, individuals should be informed that their final documentation will be delayed pending the resolution of the complaint.

(8) Release Centres are to retain the complainant's kit until their discharge has been confirmed.

(9) Where a complaint is upheld, and the complainant does not wish to return to the Service, their release should be annotated as discharge as of right on notice with the notice period being waived, unless stipulated otherwise in the final decision.

5450. Assessment and Recommendations for Further Naval Service

a. All Naval officers, ratings and other ranks about to be discharged are to receive an appraisal report (Occasion: Prior to Retirement) from the final employing unit prior to joining the nominated Release Centre.

b. Those who leave the Service before normal retirement age, except for those for whom the reason for discharge precludes consideration for further service (officers administratively discharged; or ratings/other ranks discharged 'Deserted', 'Dismissed', 'SNLR', or 'SHORE', are to be assessed and a recommendation made as to their suitability for further Naval Service. The statement 'Recommended for further Naval Service' or 'Not recommended for further Naval Service' is to be included in the 2RO potential narrative.

c. Further detail may be found in Chapter 57 (Appraisal and Warnings) and Para 1211.

SECTION 8

RELEASE PROCEDURES AND PAYMENTS ON RETIREMENT

5451. Retirement Advice

A retirement package containing advice on future employment, civil and Service benefits, transition into civilian life and Naval Associations is provided to every officer leaving the Service by Veterans UK.

5452. Release Procedure

a. Officers placed on the Retired List, Emergency list or who are otherwise discharged from the Service will normally be assigned to HMS DRAKE, HMS NELSON or CTCRM for release procedures. Attendance at these Release Centres by the individual officer is not usually necessary.

b. **Ratings and Other Ranks Serving in the UK.** The discharge of individuals on completion of a Career or Engagement or on 12 months' notice is to be undertaken by Unit Release Centres. Ratings will be assigned to appropriate Unit Release Centres by their Career Manager, with a copy of the Assignment Order being sent to the Release Centre concerned.

5453. Release Actions

The following actions need to be completed:

a. **Medical Examination.** All personnel are to be given a final release medical examination before leaving the Service in accordance with BRd 1750A Para 0121.

b. **Personal Loan Items.** Personal loan items (e.g. respirators) are to be returned on release to the nearest Naval ship or establishment or to the Base Logistics Commander.

c. **Documentation.** Under current arrangements, all Service Leavers will receive a Service Leaver's Pack from the Termination Cell, Veterans UK(G), about 9 months prior to their termination date.

d. On release, personnel are to surrender MOD Form 90 (Service Identity Card), all Service rail and coach cards and other forms of security pass to their ship or establishment's administration office or Base Supply Officer.

e. Two copies of MOD Form 135 (Official Secrets Act) are included in the current termination packs and must be signed by all officers on release from the Service. Release Centres are to verify this or ensure that a copy of MOD Form 135 is signed in their presence and one copy forwarded to DBS JPAC (the other copy is to be retained by the officer).

5454. Promulgation of Release

The details of officers completing active service are promulgated in the Officers' Assignment List, which is the authority for release and gives the final date for pay. An entry in the London Gazette is made for officers leaving the Service on completion of commission, at a break point, on voluntary retirement, on invaliding, or on redundancy.

5455. Terminal Leave

Terminal leave is granted so that, entitled personnel may use their last weeks in the Service to seek employment and make appropriate domestic arrangements. Regulations concerning an individual's entitlement are contained in JSP 760.



Note. *Paras 5456-5464 should be read in conjunction with JSPs 764 and 905 and may be subject to significant change following publication of the McCloud Review in 2021.*

5456. Payments on Retirement

The detailed regulations for retired pay, gratuities and terminal grants are incorporated in JSP 754. Individual enquiries from personnel concerning entitlement should be addressed to Veterans UK, Kentigern House, 65, Brown Street, GLASGOW, G2 8EX.

5457. Retired Pay

a. An officer must have completed at least 16 years' reckonable service over the age of 21 to be awarded immediate retired pay. Awards are governed by rank and length of service with specific adjustments dependent upon the period of time substantive, higher and acting rank may have been held.

b. Retired pay is not normally index-linked until age 55 when interim and subsequent pension increases are applied.

5458. Terminal Grants

When immediate retired pay is awarded, a tax-free terminal grant is paid equal to three times the annual rate of basic retired pay.

5459. Commutation

Commutation is a method of raising a lump sum in addition to the terminal grant by agreeing to receive a lower rate of retired pay. Commutation is subject to medical fitness and MOD approval. Specific regulations are applied to the amount of resettlement and life commutation that may be paid.

5460. Preserved Pension

A preserved pension and, in certain circumstances, a preserved terminal grant, is awarded to those on pensionable terms who do not qualify for an immediate pension but have completed two years' service. A preserved terminal grant of three times the annual value of the pension may be payable in certain circumstances. The preserved pension and preserved terminal grant are payable at age 60, increased in value to restore the purchasing power which they had on first award and maintained at that level through annual pension increases. The preserved pension and preserved terminal grant are not awarded to officers on gratuity earning short career commissions.

5461. Resettlement Grant

Officers who leave the Service with the award of a preserved pension may be awarded a resettlement grant provided they have completed at least nine years' reckonable service.

5462. Death Benefits

On the death of a Service person, payment of their pay or pension, or proportions thereof, to the widow/widower and entitled children is dependent upon specific factors. Details are included in JSP 754.

5463. Premature Discharge Within Three Months of Completing Service and Pension Entitlement

a. **Eligibility (Armed Forces Pension Scheme 1975 (AFPS 75)).**

(1) Ratings and other ranks who are serving on an Open Engagement (OE1) and are members of AFPS 75 are eligible to apply for premature discharge under this rule. Such individuals may apply to their CO for permission to take premature discharge not more than 91 days before the discharge date for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the OE1 discharge date. Individuals who are serving on OE1 (and have not accepted Second Open Engagement (2OE) or Extended Career (EC)) must have completed at least 21 years 274 days' reckonable service before leaving in order to qualify for an immediate pension. Pension benefits will be calculated on the basis of reckonable service earned up until the actual date of leaving.

(2) Individuals who are serving on a 2OE/EC and are members of the AFPS 75 may also apply for premature discharge not more than 91 days before the discharge date for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the 2OE/EC discharge date. Individuals in this circumstance should have already fulfilled the reckonable service requirement for an immediate pension by having completed OE1[4].

b. **Eligibility (Armed Forces Pension Scheme 2005 (AFPS 05)).**

(1) Ordinarily under this pension scheme, any individual who applies for premature discharge before their Normal Retirement Age (NRA) of 55 will qualify for a tax-free Early Departure Payment (EDP) lump sum, equivalent to three times their annual preserved pension, and a monthly taxable EDP income worth not less than 50% of their annual preserved pension. This will increase to 75% of their preserved pension at age 55. Once they reach age 65, the monthly EDP income ceases and at this point the individual will receive their preserved pension and pension lump sum.

[4] The Naval and Marines Pensions (Armed Forces Pension Scheme 1975 and Attributable Benefits Scheme) Order 2010 effective 6 Apr 10 refers.

(2) Since 6 Apr 10, however, all officers, ratings and other ranks who are members of the AFPS 05 are also eligible to apply for premature discharge under 'the 91-day rule' as long as they are serving on a commission, career or engagement that will give them a NRA of 55. These individuals may apply to their CO for permission to take premature discharge not more than 91 days before their 55th birthday for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the discharge date. The period between their actual date of leaving and age 55 will be recognised as qualifying service but not reckonable service for pension purposes. That means that the calculation of their pension and pension lump sum will be based on reckonable service earned up until their actual date of leaving and paid when an individual reaches age 55 (JSP 764 Para 0301 refers).

c. **Ineligibility.** The following personnel cannot apply for premature discharge under this rule:

(1) Officers who are members of AFPS 75.

(2) Ratings and other ranks who are members of AFPS 75, are serving on an OE1 and have already accepted and signed up to a period of 2OE/EC, since their discharge date will already have been amended to reflect the end date of the 2OE/EC.

(3) Individuals who are members of AFPS 05 whose NRA is before age 55 or who applies for premature discharge to leave before age 55 (except where permitted under the 91-day rule).

d. **Authority for Premature Release.** COs may authorise premature discharge, subject to verification of the reasons why the offer could not be held open until the normal date of discharge and clarification of the individual's pension position. The appropriate Career/Branch Manager should be advised of the change in date of discharge, whereupon the necessary JPA action will be taken.

e. **Effects on Conditions of Service.**

(1) Individuals are strongly recommended to seek clarification of the effects that any early release may have on their pension entitlement from the Veterans UK (Pension Division), noting that generic printed advice and in particular the online Pensions Calculator are not sophisticated enough to incorporate the 91-day dispensation by design.

(2) The length of service requirement for 91-day rule applicability dictates that eligible individuals will necessarily qualify for maximum Graduated Resettlement Time (GRT) and Terminal Leave (TL). GRT is designed to be taken in the period 2 years prior to discharge whereas TL is granted on completion of service. It follows that circumstances will arise when all, some or no GRT has been taken at the time early discharge under the 91-day rule is approved.

In turn, the ability to take GRT during foreshortened service will depend on time remaining, the opportunity and permission to undertake specific GRT activity. It may be possible to take GRT in lieu of TL (JSP 534 Article 0356 applies), with the effect that the service leaver is 'on duty' and entitled to duty travel and subsistence. GRT cannot be used to defer an individual's discharge date (exceptionally allowed elsewhere where GRT entitlement cannot be utilised). Eligible personnel on Terminal Leave may undertake concurrent paid civilian employment in accordance with JSP 534 Article 0357.

(3) In all cases, individual circumstances should be discussed and agreed with Line Managers, COs and Branch/Career Managers at the earliest opportunity.

5464. Other Pension Arrangements

Detailed advice concerning the transfer of pension rights and the purchase of added years and other Additional Voluntary Contributions may be obtained from Veterans UK.

5465. Discharge - Additional Procedures to be Adopted for Foreign and Commonwealth Members of the Royal Navy

Non-British recruits who do not hold British citizenship and are granted 'Exempt from UK Immigration Control'[5][6]status on joining the Royal Navy lose this status at the point they are discharged from the RN or RM. In order to fulfil the MOD's duties as a responsible employer, the Home Office's UK Visa and Immigration Team must be notified of non-British personnel who are discharged, or about to be discharged, from the Royal Navy so that appropriate arrangements can be made to regularise their immigration status in the UK, post-discharge. Commanding Officers, Career Managers, Release Centres[7] and any other units that have responsibility for the release of non-British personnel must be aware of the legal and important need to ensure that the actions outlined below are being carried out.

a. Actions to be taken:

(1) **Inform Home Office in Advance of Discharge.** Where the date of an individual's discharge is known in advance, the proforma at Annex 54H is to be completed by the unit and emailed to the Home Office to enable them to prepare any paperwork necessary.

(a) In order to assist the individual with a smooth transition to civilian life, this action should be taken, wherever possible, up to **18 weeks before the actual discharge date**.

(b) The names of any spouse/civil partner or dependent children should be included. The name and address, email, and contact number of the discharging unit must also be added. The discharging unit is to retain the original proforma within the individual's discharge file.

[5] At the point that a F&C citizen enlists into the Armed Forces, they automatically become exempt from UK immigration control under Section 8(4)(a) of the Immigration Act 1971; any existing UK visa restrictions are suspended whilst serving.
[6] This is not required in the case of Irish or Malta/Cyprus (EU) nationals, all of whom have freedom of access to the UK and do not need a vignette.
[7] Where Naval personnel are discharged from MCTC, the MCTC is to liaise with the individual's former unit to ensure that their responsibility for briefing the individual and notifying the Home Office has been carried out. If it has not, then MCTC is to assume this responsibility.

(2) **Provide Advice to non-British members of the Royal Navy in Advance of their Discharge Date.** At least five months prior to discharge Commanding Officers, Career Managers and Release Centres are to ensure that officers, ratings or other ranks are informed of the following:

(a) That if they have not sought British citizenship and wish to apply for settlement, their applications for Indefinite Leave to Remain (ILR) may be submitted on **Form SET(AF)** or for Limited Leave to Remain on **Form FLR AF** to the Home Office up to 18 weeks prior to the date of discharge (see Para 5465 sub para b). If they apply at this point their transition to civilian life will be eased as the Home Office will provide them with an 'indicative' letter to assist them in making appropriate arrangements for employment after discharge and for liaising with the relevant authorities for housing, healthcare and benefits during transition to civilian life, and be able to grant them ILR the day after their discharge providing they meet the requirements of the Immigration Rules (immigration law does not permit Service personnel to be granted ILR whilst still serving and exempt from control).

(b) It is the service person's responsibility to regularise their immigration status and that of their dependants if they wish to remain in the UK[8] and seek work after their discharge. Units must provide officers, ratings or other ranks seeking discharge with the Home Office contact details at Para 5466 sub para i and assist them in obtaining the appropriate application forms and any further information they require.

(c) Those who have served for a period of four years or more in the RN/RM will have this time taken into account by the Home Office if they, their spouse/civil partner and their dependants apply for ILR/settlement in the UK (i.e. permission to reside and work in the UK for an indefinite period). Where an individual is being medically discharged with less than four years' Service directly due to injuries sustained on operations, special arrangements are in place for either **Limited leave to Remain or Indefinite Leave to Remain** applications; additional detail is provided at Para 5466 sub para g.

(3) **At the Time of Discharge.** Commanding Officers of Release Centres are to ensure that the following actions area taken:

(a) On the final day of service, or immediately if an officer, rating or other rank refuses to release their passport, and preferably on the same page as the "Exempt from immigration control" stamp or vignette (introduced in February 2010), the individual's passport should be endorsed with the cessation stamp (see below) plus the date of discharge stamp which should appear immediately below the cessation stamp.

[8] Individuals who have not already sought UK citizenship and who have completed 4 years' service with HM Forces may apply for settlement (also known as Indefinite Leave to Remain) up to 10 weeks prior to discharge – see sub-para b.

Neutral date stamps must be used: unit stamps that identify the individual as a current or former member of the Naval Service must not be used and the 'Exempt from immigration control' stamp must not be struck through. The format and wording to be used for the cessation stamp is as follows:

Reason for exemption from immigration control ceased on [Date]



Note. *In the absence of an available stamp, this wording and the date may be written in the passport in black ink on the same page (or on the page opposite) with the 'Exempt from immigration control' endorsement.*

(b) Prior to the individual's last day of discharge or on the actual last day, the Home Office will send a letter to the unit for the officer, rating or other rank (and separately for any spouse/civil partner and dependants). The letters will normally grant the individual and any dependants 28 days 'Leave to Remain' in the UK. During these 28 days, the spouse/civil partner or dependants may continue to work but all are required to apply for **Indefinite or Limited Leave to Remain** (as appropriate) or to leave the country before this period of leave expires. Once the individual and their dependants have lodged applications for Indefinite or Limited Leave to Remain, they are able to remain in the UK legally whilst their applications are processed. Where units are aware of individuals seeking employment immediately after discharge, who need advice about working legally and their immigration status, they should refer them to the Home Office for advice. Note: Discharged Foreign and Commonwealth (F&C) individuals are not permitted to seek or engage in employment after the 28 days have expired whilst the application is pending. They do not have a continuation of leave pursuant to Section 3 (C) of the 1971 Immigration Act. It is for this reason that it is prudent to submit **an application 10 weeks prior to discharge.**

(c) If the unit does not receive the letter(s) from Home Office on the day of discharge, they should contact the Home Office Armed Forces Team; contact details are at Para 5465 sub para i. One copy of the letter(s) should be handed directly to the officer, rating or other rank who should be asked to confirm receipt by signing the letter. If the individual is not present, or if they refuse to provide a signature of receipt, the discharging officer should sign and endorse the letter accordingly. The unit is to email a copy of the signed letter(s), together with a copy of the completed Annex 54H proforma (after updating column B), to the Home Office.

b. **Further Advice to be Given on Discharge.** When the officer, rating or other rank is in receipt of the letter(s) from Home Office, they should again be reminded by the Discharging Officer that a person discharged from the Armed Forces after 4 years' service or more may apply for settlement under the HM Forces rule. The individual must be made to understand that they are personally responsible for contacting the Home Office and for applying for **Indefinite** Leave to Remain or, otherwise, to leave the country before any leave to remain they may have been granted expires. Applications for ILR should be made on form **SET(AF)** and sent, with the appropriate fee, to the address given on the form. Individuals should make it clear on the **SET(AF)** application form, which is unique to those serving in HM Forces and their family members, that they are applying on discharge and tick the category within the AF Forms **'A Former Member of HM Forces on Discharge under Appendix Armed Forces'** and provide documentary evidence of time spent in the Armed Forces. Discharging units should assist by providing individuals with a unit letter confirming the period of service.

c. **Cases Where it is not Possible to Give the Home Office Advance Notification.** Discharging units should make every effort to give the Home Office advance warning of the date of discharge from the Naval Service, even if this is only possible on the day of discharge itself. There may be occasions, however, where this does not prove possible. In such cases, discharging units should at the very least attempt to endorse the individual's passport with the cessation stamp and ensure that a copy of Annex 54H proforma giving the individual's details (and those of any dependants), including their post-discharge UK address and column B details, is sent to the Home Office. The individual should also be given the advice detailed in Para 5465 sub para a and sub para b, plus the Home Office contact details.

d. **Imprisonment Leading to Discharge.** In cases where a non-British officer, rating or other rank has committed a criminal offence and is discharged from the Naval Service and sent to a UK prison, the officer, rating or other rank's passport is to be endorsed as above and notification provided to the Home Office along with details of the sentence. There is no specific authority entitling members of HM Forces to hold the passport of a non-British citizen and **therefore** it may be helpful (for instance at courts-martial) if the Judge Advocate directs that the individual is to surrender their passport for the appropriate action to be taken. The Home Office is responsible for any subsequent administrative action. Units should seek advice from the Home Office Armed Forces Team if required. Service support to families in such cases is provided in the same way as for British Citizens in respect of continued entitlement to Service Families Accommodation or Families Maintenance Grants and advice should be sought from the appropriate JSP.

e. **Advice for Units Administering Medical Dischargees with Serious Conditions.** Current Royal Navy medical discharge procedures apply (BR1991, Chapter 18, Royal Naval Medical Service, Medical Boards). Individuals with serious medical conditions who have served for 4 years and are eligible for ILR may apply up to 10 weeks prior to their actual discharge date along with any immediate family (spouse/civil partner and dependent children under the age of 18) citing any permanent need for medical care as the reason for this. Unit letters and medical evidence should support such applications.

The Home Office will consider such cases under the normal rules. If the officer, rating or other rank is eligible for ILR, the Home Office will provide the unit with an 'indicative' letter in advance of the discharge date confirming that ILR will be granted and that the individual and their dependants will be eligible to apply for public funds. This will enable the unit, in conjunction with the individual concerned, to arrange private accommodation or to facilitate an application to an appropriate UK Local Authority (LA) for accommodation and or specialist care. Individuals seeking support from a LA normally have to demonstrate recent residency or family ties. Support and aftercare is normally provided in the UK in accordance with current Service regulations and can include assistance through the Divisional System, NS FPS, JSHAO, Veterans UK and various Naval Service charities (e.g. RNBT) and the individual's own disability/legal representatives in conjunction with any local authority support.

f. It should be noted that the current legal position is that the Home Office is unable to grant settlement/ILR until the day an individual is actually discharged from HM Forces.

g. **Medical Discharge as a Direct Result of Injuries Sustained on Operations where Less than Four Years has been Served.** Where a non-British member of the Naval Service is medically discharged as a direct result of injury sustained in an operational theatre, the requirement for them to have completed at least 4 years' service before they can qualify for a grant of ILR will generally be waived. This means that individuals discharged in these circumstances will normally qualify for ILR even if they have not completed four years' RN/RM service. Where settlement is granted, the accompanying spouse/civil partner and dependent children will normally also qualify for ILR at the same time. Commanding Officers are to ensure that individuals are briefed that they will need to submit supporting medical evidence with their application.

h. **Other Forms of Discharge with Less than 4 Years' HM Forces Service.** Prior to deciding whether to submit an application for **Limited** or **Indefinite** Leave to Remain, individuals are advised to consult the rules and guidance published on the Home Office website in order to decide what type of application may be appropriate. All applications will be considered by the Home Office in accordance with the immigration rules and the relevant guidance. The Home Office has confirmed that each case will be decided on its merits, taking account of all factors, including misconduct or criminal behaviour, and any supporting evidence submitted by the applicant e.g. concerning the source and details of any injury or medical condition. Where discharge results from injury sustained during initial training or is due to a medical condition not attributable to Naval Service, it would not normally be appropriate to waive the requirement to have completed 4 years' service prior to discharge for the purpose of considering an application for settlement. Where a substantial part of the minimum four years' service requirement has been served prior to discharge, however, discretion may be exercised by the Home Office to allow settlement. These conditions would also apply if an application was raised for settlement from an individual medically discharged as a result of a pre-existing medical condition being exposed after enlistment.

i. **Further Information.** Further information on visa/citizenship eligibility, leave to remain, fees etc, refer to the following websites:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488255/Armed_Forces_apps_discharge_V3.0.pdf

https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-armed-forces and https://www.gov.uk/government/collections/armed-forces-modernised-guidance.

For the specified application form FLF AF and guidance notes:

https://www.gov.uk/government/publications/application-to-extend-stay-in-uk-hm-forces-form-flraf

For the specified application form SET AF and guidance notes:

https://www.gov.uk/government/publications/application-to-settle-in-uk-as-former-member-of-hm-forces-setaf

Navy Command Headquarters Terms of Service Team

Email: NAVY PEOPLE-PSP EMP POL (Multiuser)

Home Office

Email: armedforcesdischarge@homeoffice.gov.uk

Postal Address: Visits UK (SHU)
Armed Forces/FCDO Team
Visa, Status and Information Services- UKVI
L4, 2 Ruskin Square
Dingwall Road
Croydon
CR0 2WF

SECTION 9

RESERVE LIABILITY

5467. Reserve Liability under the Reserve Forces Act 1996

a. **Background.** An ex-Regular currently has a defined period in the Royal Fleet Reserve (RFR) on leaving Service[9]. Those in the RFR can be called out for permanent service. The Reserve Forces Act 1996 sets out the occasions on which someone can be called out (national danger, great emergency, attack on UK, warlike operations, certain other purposes as stated by the Secretary of State) and sets a maximum duration (12 months).

b. Once RFR liability has expired, individuals may still be subject to recall. This is not a Reserve Force itself, (albeit it is referred to as the Recall Reserve (RR)) rather a collective term for those liable to recall. There are far fewer reasons when an individual can be recalled, making it essentially, the final opportunity to recall a former Service Person (SP). Recall can only be for national danger, great emergency or attack on the UK[10]. Currently:

(1) A rating/other rank cannot be recalled after the age of 55, or after a period of 6 years from the date discharged and transferred to the RFR.

(2) An officer can be recalled for as long as they hold a commission (which will be until death), unless they have resigned their commission, or had their commission terminated.

c. **Informing Service Leavers of their Reserve Liability.** Part of the leave well process includes signposting reserve liability and opportunities in wider Defence. Every officer and rating/other rank leaving Regular Service, receives a letter from Staff Officer Mobilisation (SO2 MOB), explaining their RFR and Recall liability.

d. **Annual Reporting Letter.** Once an individual has left regular Service, Defence Business Service (DBS) send an annual reporting letter, as both a reminder to the individual of their liability and to update contact details held**.**

e. **Records RFR and RR.** Records are maintained of all officers, ratings/ other ranks in the RFR and RR, by CM RES RFR ADMIN, for the duration of their liability. These records can be used by Career Managers (CM) for intelligent selection or mass mobilisation in the event that Call Out and/or Recall of the RFR and RR, respectively, has been authorised.

[9] Subject to a small number of exceptions stated in Annex 54I e.g. discharge for misconduct.
[10] Reserve Forces Act 1996 Section 68.

f. **Re-joiners.** If a re-joiner has had a period of Reserve Liability at the end of their previous service, each fresh period attracts the Reserve Liability commensurate with that length of service, noting that for a rating the age at which liability ends is currently maximum is currently age 55. Once an officer has aggregated 20 years of regular service, whether continuous or broken, RFR liability to age 60 will then apply. For those who have aggregated less than 20 years, the liability will be 6 years. Due to the meaning of the phrase of 'Regular Service' those joining with former Army or RAF regular Service will have that service counted for the calculation of any RN Reserve Liability – noting that when an individual joins a different Service, they relinquish all liability from their former service. Those who become UY/SUYs, fall under the liability for officers, those who do not complete UY/SUY training will have liability as a Rating/OR.

g. **Current Reserve Liability.** When an individual is being released from Service, their reserve liability is entered into JPA by the individual's CM in all situations. For details on Reserve Liability, see Annex 54I.

ANNEX 54A

DELEGATIONS OF POWERS TO APPROVE DISCHARGES AND OTHER ADMINISTRATIVE ACTIONS

1. Discharges

Service Person	Discharge Type			Competent Authority	Delegated Authority – see Note 10	Others
RN Ratings and RM Other Ranks	Discharge SNLR	CDT	BRd 3(1) Para 5448.b.	Defence Council, Admiralty Board, Naval Secretary or any person authorised by the Naval Secretary.	Yes	See also Note 1
		Drug Misuse	BRd 3(1) Para 5448.b.		Yes	See also Note 1
		Unruly	BRd 3(1) Para 5448.a.		Yes	See also Note 2
		Misconduct	BRd 3(1) Para 5448.c.		Yes	See also Note 2
	Discharge SHORE	Fraudulent Entry	BRd 3(1) Para 5446.a.		Yes	See also Note 3
		DUDT	BRd 3(1) Para 5446.b.		Yes	See also Note 4
		Inadequacy	BRd 3(1) Para 5446.c.(1)		Yes	See also Note 2
		Inadequacy – Attitude to fitness	BRd 3(1) Para 5446.c.(3)		Yes	See also Note 2
		NAPWT Failure	BRd 3(1) Para 5446.d.		Yes	See also Note 3
		Financial Irresponsibility	BRd 3(1) Para 5446.e.		Yes	See also Note 2
		Obesity	BRd 3(1) Para 5446.f.		Yes	See also Note 2
		Alcohol	BRd 3(1) Para 5446.g.		Yes	See also Note 2
		Medical Reasons	BRd 3(1) Para 5446.h.		Yes	See also Note 2
		TU(I)	BRd 3(1) Para 5446.i. and Annex 54D		Yes	See also Note 5
		TU(R)			Yes	See also Note 5
		Best Interests of the Service	BRd 3(1) Para 5446.j.		Yes	See also Note 2
Officers	Administrative Discharge (Trained Strength)	Reasons within their control	BRd 3(1) Para 5441.b.(2)	Defence Council/ Admiralty Board/ NavSec (see Note 6)		
		Reasons out with their control	BRd 3(1) Para 5441.b.(1)			
		Misconduct	BRd 3(1) Para 5441.b.(3)			
	Administrative Discharge (UTS)	Compulsory/Voluntary Withdrawal from Training	BRd 3(1) Para 5440			See also Note 7
	Requests for non-standard Early Termination		BRd 3(1) Para 5416			Career Manager (trained strength) Terms of Service Manager (untrained strength)
All	Conscientious Objection		BRd 3(1) Para 5408	DC/AB	Dir P&T/NAVSEC	See also Note 8

2. Other Administrative Actions

Service Person	Administrative Action Type			Competent Authority	Delegations From Competent Authority			
					Dpty Dir People Del	Hd CM	Hd WFP&T	Others
RN Ratings and RM Other Ranks	Reversion		BRd 3(1) Para 7003-7005	S332 AFA 06				See also Note 11
	Re-Promotion or Re-Advancement following Reversion		BRd 3(1) Para 7007	Dir P&T /NAVSEC				
	Re-Promotion or Re-Advancement following Disrating		BRd 3(1) Para 7001/2					
	Withholding Promotion		BRd 3(1) Para 6710		Yes	Yes	Yes	See also Note 2
	Service Penalty (C57)	Career Check	BRd 2 Para 3906.4 and BRd 3(1) Chap 20 Section 19	Dir P&T /NAVSEC	Yes	Yes	Yes	See also Note 3
		Reversion		S332 AFA 06				See also Note 11
		Discharge SHORE		DCAB/NAVSEC or delegated authority	Yes			See also Note 2
		Discharge SNLR			Yes			
	Requests for non-standard Early Termination (untrained strength) – Ratings		BRd 3(1) Para 5415					Comdt TMG, TMG SO1 Plans SWPR SO1
	Requests for non-standard Early Termination (untrained strength) – Other Ranks							Comdt CTCRM, CO CTW CTCRM
	Requests for non-standard Early Termination (trained strength)						Yes	SO1 Branch Manager
	Requests for training or financial Return of Service waivers		BRd 3(1) Para 5305 and Para 5414				Yes	See also Note 12
	Approve/inform final day of service when Accelerated Transfer to the Reserve provisions are in place		BRd 3(1) Para 5404.c(.2)			Yes	Yes	SO1 Profession and Career Manager
	Request to leave at less than 12-month notice period		BRd 3(1) Para 5414			Yes	Yes	SO1 Profession and Career Manager
Officers	Censure	Admiralty Board's Severe Displeasure	BRd 2 Para 3804 and BRd 3(1) Chap 20 Section 7 Para 2032 – 2033	Individual to whom Application is being Submitted				
		Fleet Commander/2SL Severe Displeasure						
		FC/2SL/Other 2* Higher Authority's Displeasure						
		CO's Logging		COs				
	Resignation of Commission		BRd 3(1) Para 5432	Dir P&T / NAVSEC				
	Requests for training or financial Return of Service waivers		BRd 3(1) Para 5305 and Para 5414	Dir P&T / NAVSEC			Yes	See also Note 12
All	Removal or suspension From Assignment (Fault/No fault/ Without Prejudice)		BRd 3(1) Para 6006/7	NAVSEC	Yes	Yes	Yes	See also Note 9

Notes:

Discharges and other administrative actions are a Full Command issue. <u>THESE DELEGATIONS ARE TO RN AND RM COMMANDING OFFICERS ONLY</u>. Army or RAF Commanding Officers who have RN/RM personnel under their Command MUST refer any discharge or other administrative actions to the appropriate single service (i.e. the RN) for advice and action. For RNR/RMR personnel refer to BRd 3(2).

1. Discharge may be authorised by the individual's CO (as defined for the purposes of Discipline in accordance with AFA 06), or for an individual in custody in MCTC the CO of the parent unit, provided the CO is OF4 rank or above. Where the individual's CO is OF3 or below, they must apply for discharge to the first superior officer in their discipline Chain of Command of OF4 rank or above. In the event that a CO of OF4 rank or above is unavailable, the action can pass to the first superior officer in their discipline Chain of Command. Where any CO considers that an individual is not culpable for their positive CDT result, application for retention must be made to the CO's 1 higher authority (for the purposes of AFA 06) or Dir P&T/NAVSEC where the 1* HA is not a member of the Naval Service. Any application for exceptional retention in cases concerning drugs misuse must be made to Dir P&T/NAVSEC. All Deciding Officers MUST take legal advice from the Regional Legal Office prior to disclosure AND prior to issuing a decision letter.*

2. Discharges and administrative actions annotated with "see also Note 2" always require an application. Where the CO is OF4 or below, these actions must be approved by the first OF5 in the individual's discipline Chain of Command (as defined for the purposes of discipline in accordance with AFA 06), or for an individual in custody in MCTC the discipline Chain of Command of the parent unit. Where the individual's or parent unit's CO is an OF5 or above, the action must pass to the 'immediate superior'. The deciding OF5 or above MUST take legal advice from the Regional Legal Office prior to disclosure AND prior to issuing a decision letter.

3. Discharges and Administrative actions annotated with "see also Note 3" may be approved by the individual's CO (as defined for the purposes of discipline in accordance with AFA 06), or for an individual in custody in MCTC the CO of the parent unit, unless the CO is OF3 rank or below in which case they must refer the matter to a first superior officer in the CO's discipline Chain of Command of OF4 rank or above. All Deciding Officers MUST take legal advice from Regional Legal Office prior to disclosure AND prior to issuing a decision letter.

(Continued)

Notes: (Continued)

4. **Discharge SHORE (DUDT).** Delegated post holders are:

HMS RALEIGH	Phase 1 Trainees	CO, Cdr INT and The Commander/XO
HMS RALEIGH	Phase 2 Trainees	CO, OC RNSMS, The Commander/XO and Cdr INT
DCLPA	Phase 2 Trainees	Head of Navy Training (CO FSTW)
CTCRM	Phase 1 & 2 Trainees	CO CTW and Commandant CTCRM
Royal Marines Band	Phase 1 & 2 Trainees	Commandant CTCRM and CO Specialist Wing
HMS COLLINGWOOD	Phase 2 Trainees	CO, OC Victory Sqn (OC VS) and The Commander/XO
HMTU	Phase 2 Trainees	CO CWD
HMS SULTAN	Phase 2 Trainees	XO HMS SULTAN, Cdr T, Cdr ME and OC RNAESS
RNAS CULDROSE	Phase 2 Trainees	Cdr A&T
RNAS YEOVILTON	Phase 2 Trainees	Cdr AE and Cdr A&T
CO Training Clyde	Phase 2 Trainees	CO Trg Clyde and OC SMTG
DMA	Phase 2 Trainees	CO Defence School of Healthcare Training (DSHT)

(Continued)

Notes: (Continued)

5. ***Discharge SHORE (TU).*** *Where a Senior Medical Officer or Civilian Medical Practitioner classifies the rating as having an irremediable degree of Temperamental Unsuitability, discharge may be approved by the first RN OF5 in the individual's discipline Chain of Command, or for an individual in custody in MCTC the discipline Chain of Command of the parent unit. For those who are assessed as having a potentially remedial degree of Temperamental Unsuitability, a minimum of 3 months' warning period applies; discharge may then be approved as above. Officers on the untrained strength who are considered to be Temperamentally Unsuitable will be Compulsory Withdrawn From Training.*

6. *Dir P&T/NAVSEC is authorised to approve discharge from the Service of officers on the trained strength up to and including OF6. Dir P&T/NAVSEC is authorised to remove an officer's commission for officers up to and including OF6. For officers of OF7 rank and above, approval for discharge / acceptance of resignation of commission is at the Admiralty Board's discretion.*



7. ***Officer Withdrawal from Training.*** *CO BRNC, CO HMS Raleigh and Cmdt CTCRM respectively are authorised to approve Compulsory Withdrawal from Training (CWFT) cases involving RN and RM officers undertaking Phase 1 training. Navy People Hd PSP and Navy People PSP Emp Pol SO1 are authorised to approve CWFT for all Phase 2 cases and Exceptional Voluntary Withdrawal from Training cases.*

8. ***Conscientious Objection.*** *Dir P&T/NAVSEC is authorised to approve early termination and resignation of commission for officers who have completed Phase 1 training as well as compassionate discharge for ratings and other ranks on the grounds of conscientious objection. Since resignation of commission is only applicable to officers who have completed Phase 1 training, officers under Phase 1 training may request to withdraw voluntarily from training for any reason prior to reaching their Premature Termination of Career Training (PTCT) point which will normally be accepted; it is not necessary for Dir P&T/NAVSEC to approve where a voluntary withdrawal from training request is appropriate.*

9. ***Removal from Assignment.*** *Dir P&T/NAVSEC has the authority to remove from assignment any member of the Naval Service below OF7, including those in Command assignments (Command assignments are those as stated in BRd 3(1) Ch 59 Appendix 1 to Annex A). Dpty Dir People Del has delegated authority to approve Removal from Assignment of OF3s and below providing they are not in Command. Hd CM, Hd WFP&T, Hd People Ops and Hd Policy, Strategy & Plans and Dpty Dir People Strat have delegated authority to approve the removal of ratings or other ranks from assignments.*

(Continued)

Notes: (Continued)

10. *The following have delegated authority to discharge a rating or other rank SHORE, SNLR or Compassionate in accordance with Chapter 54: Dpty Dir People Del, Dpty Dir People Strat, Hd Policy, Strategy & Plans, Hd CM, Hd WFP&T, Hd People Ops.*



11. *Administrative actions annotated with "see also Note 11" may only be approved by COs of 2* Rank - S332 AFA 06 refers. Otherwise, COs must apply to a superior officer in their discipline Chain of Command (as defined in BRd 3(1) Table 20-1) who is an OF5 or above. The deciding OF5, or above, MUST take legal advice from the Regional Legal Office prior to disclosure AND prior to issuing a decision letter.*

12. *Requests for a RoS waiver will be considered on a case-by-case basis by a RoS Board which for OF4 and below will consist of Navy People-PSP Emp Pol SO1 and the relevant Branch Manager (or WFPT Head) with advice from Navy Legal. For OF5 and above the Board will consist of Navy People SOCTM NA, Navy People-SOCTM Head and WFPT Head. The Board will also consider the recovery of any costs for Training or other RoS.*

ANNEX 54B

APPLICATION FORMAT FOR THE ADVISORY COMMITTEE ON CONSCIENTIOUS OBJECTORS

1. Applicant's Name: .....

Number: .....

Rank/Rate: .....

Unit/Ship: .....

2. I declare that I have a conscientious objection to performing military service and I hereby apply to have my case considered by the Advisory Committee on Conscientious Objectors.

Signature: .....

Date: .....

3. Do you intend to be represented before the Advisory Committee?

If so, please state the name, address, profession and/or relationship to you of the representative,

.....

.....

4. Do you intend to be accompanied by a witness?

If so, please state the name, address and relationship to you, if any, of the witness.

.....

.....

5. The space below may be used for any written statement that you may wish to make. Such a statement should be signed by you.

Signature: .....

Date: .....

ANNEX 54C

FORMAT FOR STATEMENT CONCERNING APPLICANT TO BE COMPLETED BY COMMANDING OFFICER FOR INFORMATION OF THE ADVISORY COMMITTEE

1. Service Number: .....

2. Rank/Rate: .....

3. Full Names (Block letters – surname first): .....

4. Ship/unit: .....

5. Date of birth: .....

6. Date of enlistment/joining on current engagement: .....

7. Nature of commission/engagement and date of completion:

.....

8. Amount of service on previous engagements (if any):

.....

9. Length of service in present unit/ship and where stationed:

.....

10. If warned for overseas service or sea service when due to depart and/or destination:

.....

11. Date of arrival overseas on current tour: .....

12. Civilian occupation: .....

13. Branch/trade: .....

14. Home address before enlistment: .....

.....

.....

15. Present home address: .....

.....

.....

16. Marital status:.....

17. If married, date of marriage: .....

18. State ages and sex of children (if any), and give details of any other relatives or dependants living at applicants address:

.....

.....

19. Conduct of applicant: .....

20. Brief particulars of relevant past offences and punishments awarded:

.....

.....

.....

21. A brief summary of the facts of the case:

.....

.....

.....

22. Any further information which the Commanding Officer considers should be brought to the notice of the Advisory Committee:

.....

.....

.....

.....

Name and Rank: .....

Signature: .....

Date: .....

ANNEX 54D

DISCHARGE ON THE GROUNDS OF TEMPERAMENTAL UNSUITABILITY

Points of Contact: CA Psych to MDG(N) and NAVY LEGAL-EMPLOYMENT LAW SO1

SECTION 1 - INTRODUCTION

1. Discharge Temperamentally Unsuitable - Policy

Service persons (both officers and ratings) may be discharged on the grounds of temperamental unsuitability (TU). The grounds for the compulsory withdrawal from training (untrained strength) or administrative discharge (trained strength) for officers is set out in Para 5440 and Para 5441 respectively; the discharge SHORE of ratings and other ranks is shown in Para 5445. Discharge on the grounds of TU is an executive action and not a form of medical discharge. Each application must be supported by a medical report. This Annex describes the referral and assessment process, which is the same for all personnel. The delegated powers to approve such discharges, are as detailed in Annex 54A.

2. Discharge TU Authorities

The CO should be involved in the instigation of a referral for assessment of TU. The Unit Medical Officer (MO)/Civilian Medical Practitioner (CMP) is responsible for distinguishing those who have mental health problems that are remediable or require medical discharge from those who need to be solely managed by the Executive. The MO/CMP, in cases considered to display TU (whether potentially remediable or irremediable – see below), will classify the degree of TU and will also indicate, in cases of Irremediable TU, the degree of urgency with regard to application for discharge. The CO is responsible for consideration of an application for discharge or any further administrative action recommended.

3. Explanation of TU Terms

The following paragraphs outline the meaning of terms with regard to TU.

4. Temperamental Unsuitability (TU)

Temperamental Unsuitability means a persistent[1] and obvious[2] failure by the individual to adapt to the basic, but unique demands of Service life. These demands include toleration of:

a. Separation from family.

b. Naval discipline and military hierarchy.

c. The need for self-discipline.

d. Close quarter living.

Although entry screening and initial training will identify most individuals who are unable to adapt to the requirements of the front line, in some individuals it will only become apparent after this period.

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[1] Persistent - similar maladaptive behaviour or symptoms manifest in different service situations over a reasonable period of time, i.e. some months.
[2] Obvious - maladaptive behaviour or symptoms that are not trivial and that come to the attention of medical, welfare or executive authorities and that do not respond to appropriate management.

5. Temperamental Unsuitability - Potentially Remediable (TU(R))

This person presents with difficulties adapting to Service life, but there are reasonable grounds to believe that they might adapt with support.

6. Temperamental Unsuitability - Irremediable (TU(I))

This person's temperament is such that, in all probability, they will be incapable of making the necessary adaptation to Service life.

SECTION 2 - PROCESS FOR REFERRAL, ASSESSMENT AND APPLICATION FOR DISCHARGE

7. Procedure

a. Responsibilities for referral and assessment of personnel considered potentially TU are laid out below, starting at Para 10. In those personnel considered to display:

(1) **TU(R)** - the MO/CMP will use the following wording in their report:

"In accordance with Annex 54D, it is considered that [rank and name] displays Potentially Remediable Temperamental Unsuitability."

It is recommended that such individuals should be placed on a three-month CO's warning during which time they should receive appropriate medical, divisional or welfare support and administrative action to assist them in settling within the Service environment. If at the end of that period there is no indication of any improvement, consideration should be given to discharge action or a further period of warning. Further assessment by a MO/CMP would not normally be required for a discharge application to proceed.

(2) **TU(I)** - the MO/CMP will use the following wording in their report:

'In accordance with Annex 54D, it is considered that [rank and name] displays Irremediable Temperamental Unsuitability and it is recommended that [they] be (urgently) considered for [compulsory withdrawal from training/administrative discharge/discharge SHORE]."

It is normal in this case that action should be taken to apply for discharge unless there are other overriding Service considerations. Refusal to act on the recommendation would therefore be exceptional and may raise risk management issues. In such cases further discussion should occur between the CO and the recommending MO/CMP via a case conference[3]. In cases where an urgent consideration is recommended, discharge action should be considered immediately.

b. Cases referred for assessment, but considered not to display TU may be more appropriately managed in accordance with Para 10 sub para f. This also applies to those displaying some features of TU, but clearly motivated to remain in the Service.

8. Recommendations and Approval

a. Approval for discharge is IAW Annex 54A. The following rules will apply:

(1) Recommendations for officers (trained strength), ratings or other ranks administrative discharge or discharge SHORE on the grounds of TU, under the terms of this instruction, are to be forwarded to the relevant Regional Legal Office (see Annex 1E) for legal advice prior to consideration by the relevant Deciding Officer.

[3] It is recommended that this includes representatives from Medical/Welfare/Chaplaincy/Executive and the patient and their DO.

(2) Recommendations for the compulsory withdrawal from training of officers on the untrained strength on TU grounds are to be forwarded to the Navy Command Headquarters Terms of Service team.

9. Re-entry of those Discharged Temperamentally Unsuitable

If individuals who have previously been discharged as TU apply to re-enter the Service, the following mandatory guidelines will be applied:

a. If they have previously been assessed as displaying a Severe or Irremediable degree of TU, they will not be allowed to re-enter unless a specific caveat has been made at the time of their recommendation for discharge.

b. If they have previously been assessed as displaying a Mild, Moderate or Potentially Remediable degree of TU, but now appear to have matured significantly or undergone a change of circumstances, they may be considered for re-entry but must be referred to the office of the Senior Medical Officer (Service Entry) (SMO(SE)). Where there is doubt about re-entry , they will be referred to the Consultant Adviser in Psychiatry for formal psychiatric assessment by a Consultant Psychiatrist.

10. Responsibilities of the Executive

a. When it comes to either executive, medical or welfare attention that a person is failing to adapt to Service life, the first action is for the Divisional Officer to address the matter. Whilst TU is not a mental illness, behaviour can manifest as:

(1) Subjective symptoms of anxiety or depression specifically related to being in the Service, or some specific aspect of Service life.

(2) Poor motivation to remain in the Service.

(3) Maladaptive coping mechanisms such as deliberate self-harm[4], use of alcohol[5] or other substances to manage distress or disciplinary problems.

(4) Immaturity.

b. Sensitive enquiry into aspects of their performance should be conducted and simple adjustments to their environment considered. This may include:

(1) Divisional counselling and support.

(2) Compassionate action or other welfare support.

(3) A job change or new assignment.

(4) A branch change (which may include a Service arm change).

[4] See Para 2417 for advice on management of Deliberate Self Harm.
[5] Para 2138 and QRRN Chapter 36 give advice on the management of Alcohol problems.

(5) Psychological support from Primary Care or Mental Health services.

(6) Simply the passage of time.

c. Should this support be ineffective, the CO should consider, with medical staff, an assessment for TU.

d. COs have a responsibility to ensure that the MO/CMP is provided with as much information on the person referred as possible. For a valid assessment to be given, the person must be accompanied at assessment by full Medical and Service documentation, including an up-to-date and comprehensive F Med 1041 report from the ship, establishment or unit in which the individual has been serving. Any other relevant information should also be provided. The more information available to the MO/CMP, the more accurate and helpful will be the recommendations made. It is essential that the F Med 1041 on any individual for whom a discharge recommendation has been signed by the Commanding or Executive Officer of the ship, establishment or unit in which the individual is serving, in order to ensure that all other appropriate avenues of support or discharge have been properly considered. Individuals landed for assessment should be accompanied by F Med 1041 from the ship in addition to any report raised in their subsequent shore establishment. No recommendation for discharge will be made on an individual accompanied by F Med 1041 signed only by a Divisional Officer. Failure to provide necessary documentation may result in delay in any recommendation being made.

e. If a branch or arm change is recommended and the CO agrees, administrative action should be considered to test the individual's aptitude for different employment. Such a recommendation under the terms of this Annex should not lead to circumvention of usual procedures and requirements of a branch or arm change request. Should such a change prove not possible then administrative discharge should be considered. It should be noted that, as every branch involves sea-going liability, an individual's ability to live and work at sea should be the pre-eminent consideration.

f. If it is clear after medical assessment that the individual has the ability to adapt, but does not wish or try to do so, other executive forms of administrative discharge may be more appropriate. A warning for discharge under another category (e.g. Inadequacy or Character and Leadership) might be more appropriate.

g. Where an individual is considered to display a severe degree of TU and a recommendation is made for discharge, irrespective of their medical category, the person will be deemed unfit for their primary role in their current assignment.

h. Where a Service Person remains in service after a TU assessment and then adapts to the Service, as evidenced by an annual report, the paperwork within their personal files relating to their assessment should be destroyed.

11. Responsibilities of the Primary Care Medical Officer/Civilian Medical Practitioner

a. On occasion the Service Person will present to a MO/CMP before the Executive are aware of any problem. The MO/CMP, if satisfied that there is no formal psychiatric illness, should in the first instance refer the person back to their Divisional Officer for management as outlined in Para 1. In all cases, should a referral to a Psychiatrist be considered necessary for assessment of psychiatric illness, the MO/CMP should arrange for full medical documentation to be available to the Psychiatrist and assist the Executive with their responsibilities where required[6]. An appointment will not normally be allocated until this documentation is available.

b. Careful consideration should be given to medical downgrading of personnel awaiting assessment of TU or during a period of executive management of TU(R). Downgrading a person medically confers a powerful message that they have a medical problem and assistance to a person in adaptation is hindered if the person cannot work in a sea-going unit. Branch or arm changes can only proceed if the person is in a medical category of P2 (MFD) or another permanent medical category that allows deployment. If the Primary Care MO/CMP is in doubt as to most appropriate medical category to apply, then they should liaise with their Principal Medical Officer (PMO) or nearest Department of Community Mental Health.

c. In order to make an assessment of TU the Medical Officer or Civilian Medical Practitioner must be a qualified General Medical Practitioner registered with the GMC and have a minimum of three years military primary healthcare delivery experience.

d. In assessing an individual's temperamental suitability for continued service, sufficient time should be allocated by the MO/CMP to make a detailed and informed assessment. Consideration will be given to the person's pre-Service, Medical and Divisional records, personality traits and cultural factors with regard to the individual's ability to provide reliable service in their primary military task. The presence of potentially maladaptive personality traits does not in itself indicate that an individual is unable to adapt and may not necessarily lead to a discharge recommendation. Evidence of TU would normally become clear within the first 2-3 years of service, but occasionally individuals may not present until specific circumstances reveal their maladaptive traits. In cases where TU(I) may be in doubt the opinion of a Consultant Psychiatrist or Senior Psychiatrist should be sought.

e. The medical report is not a clinical assessment for medical treatment but an employment recommendation. Reports should be detailed enough to allow the executive authority responsible for considering discharge to appreciate the facts leading to the medical opinion. Nevertheless, although reports should carry the caveat OFFICIAL-SENSITIVE PERSONAL, attention should be paid to medical confidentiality. Good practice is to achieve written consent from the subject of the report for information to be passed to the CO. The report should usually include: brief circumstances of the referral; an outline of the performance problems emerging as evidence of poor service adaptation; and predisposing factors to poor service adaptation.

[6] Guidance for the Executive in compiling the F Med 1041 is available in Para 2813 Referral of a Service Person to Mental Health Services.

The medical report should be signed by the examining MO/CMP and countersigned/ratified by the Principal Medical Officer (PMO), Senior Medical Officer (SMO) or a senior CMP. Where only one doctor is available within a medical centre the medical report should be signed by the referring MO/CMP and a countersigning PMO/SMO/senior CMP from another medical centre or the Regional Clinical Director (RCD). An example medical report is available at Appendix 1 which may be used as a template.

f. The medical opinion should cover:

(1) A view on whether treatment or other environmental adjustment is likely to lead to improvement.

(2) A recommended medical category, which may be a reduced category even though formal psychiatric illness is absent.

(3) A recommendation for discharge using the proscribed format in Para 7 sub para a.

(4) A recommended medical category should discharge be recommended by the executive.

(5) Clarification, where possible, of the risk of any future maladaptive behaviour.

(6) Finally, the report should state that executive held copies should be destroyed once the service person has proved they have adapted to Service life.

g. In complex cases it may be appropriate to seek a second opinion from a Service Psychiatrist.

APPENDIX 1 TO ANNEX 54D

TEMPERAMENTAL UNSUITABILITY MEDICAL REPORT EXAMPLE/TEMPLATE



Temperamental Unsuitability Medical Report Example/Template can be found in the Forms area of the Homepage.

ANNEX 54E

TYPES OF DISCHARGE AND SUPPORTING DOCUMENTATION

Type of Discharge	Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)	Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)	SPEC Report in support. (if App for discharge, then must state if recommended for further service or not)	Evidence of warning process (Warning forms/SJARs/quarterly reports)	C57 or report of civil conviction	Attitude to Fitness Warnings iaw RNFT Policy and Protocols Documents	Appropriate medical supporting documents	May be authorised by COs of OF5 and above	References / Comments
Officers									
Incapacity - Causes Beyond the Officer's Control	X	X	X	X					BR 3(1) 5437, 5438
Unsuitability - Causes within the Officer's Control	X	X	X	X		X*	X*		BR 3(1) 5437, 5438, BR2 3803
Misconduct (civil conviction)	X	X	X		X				BR 3(1) 5437, 5438, BR 2 3803
Misconduct (other)	X	X	X						BR 3(1) 5437, 5438 (other docs will be determined on the facts of the case)
Applications to Resign Commission									BR 3(1) 5429

* Where Appropriate

Type of Discharge	Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)	Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)	SPEC Report in support. (if App for discharge, then must state if recommended for further service or not)	Evidence of warning process (Warning forms/SJARs /quarterly reports)	C57 or report of civil conviction	Attitude to Fitness Warnings iaw RNFT Policy and Protocols Documents	Appropriate medical supporting documents	May be authorised by COs of OF5 and above	References / Comments
SHORE									
Fraudulent Entry	X	X	X						BR 3(1) 5443
Inadequacy	X	X	X	X					Individual must have been reverted to lowest rate BR 3(1) 5443
Inadequacy - more than 20/18/22 Years pensionable service on an ES2/ FC/OE1 respectively	X	X	X	X					BR 3(1) 5443
Failure of Naval Annual Personal Weapons Test (NAPWT).	X	X	X	X					BR 3(1) 5443
Financial Irresponsibility	X	X	X	X					BR 3(1) 5443 See rqmts of BR 2 3616, BR 3(1) 2162 and Annex 21J
Obesity	X	X	X	X			X		BR 3(1) 5443
Medical Reasons	X	X	X	X			X		BR 3(1) 5443
Alcohol	X	X	X	X			X		BR 2 3624 and BR 3(1) 2138 Evidence of 1 day alcohol course
Best Interests of Service	X	X	X	X*			X		BR 3(1) 5443
Temperamental Unsuitability (I)	X	X	X	X*			X	X	BR 3(1) 5443
Temperamental Unsuitability (R)	X	X	X	X*			X		BR 3(1) 5443

* Where Applicable

Type of Discharge	Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)	Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)	SPEC Report in support. (if App for discharge, then must state if recommended for further service or not)	Evidence of warning process (Warning forms/SJARs/quarterly reports)	C57 or report of civil conviction	Attitude to Fitness Warnings iaw RNFT Policy and Protocols Documents	Appropriate medical supporting documents	May be authorised by COs of OF5 and above	References / Comments
SNLR									
Unruly	X	X	X	X					BR 3(1) 5445
CDT Failure	X	X	X						JSP 835 2133 – 2137, BR3 5447, 2136, 2137 Notification of Failure, Record of Interview, toxicology report where result disputed, Service Police Referral where spiking alleged.
Drugs Misuse	X	X	X						BR 3(1) 5445 JSP 835 2133 – 2137, BR 3(1) 5447
Civil Conviction	X	X	X	X	X				

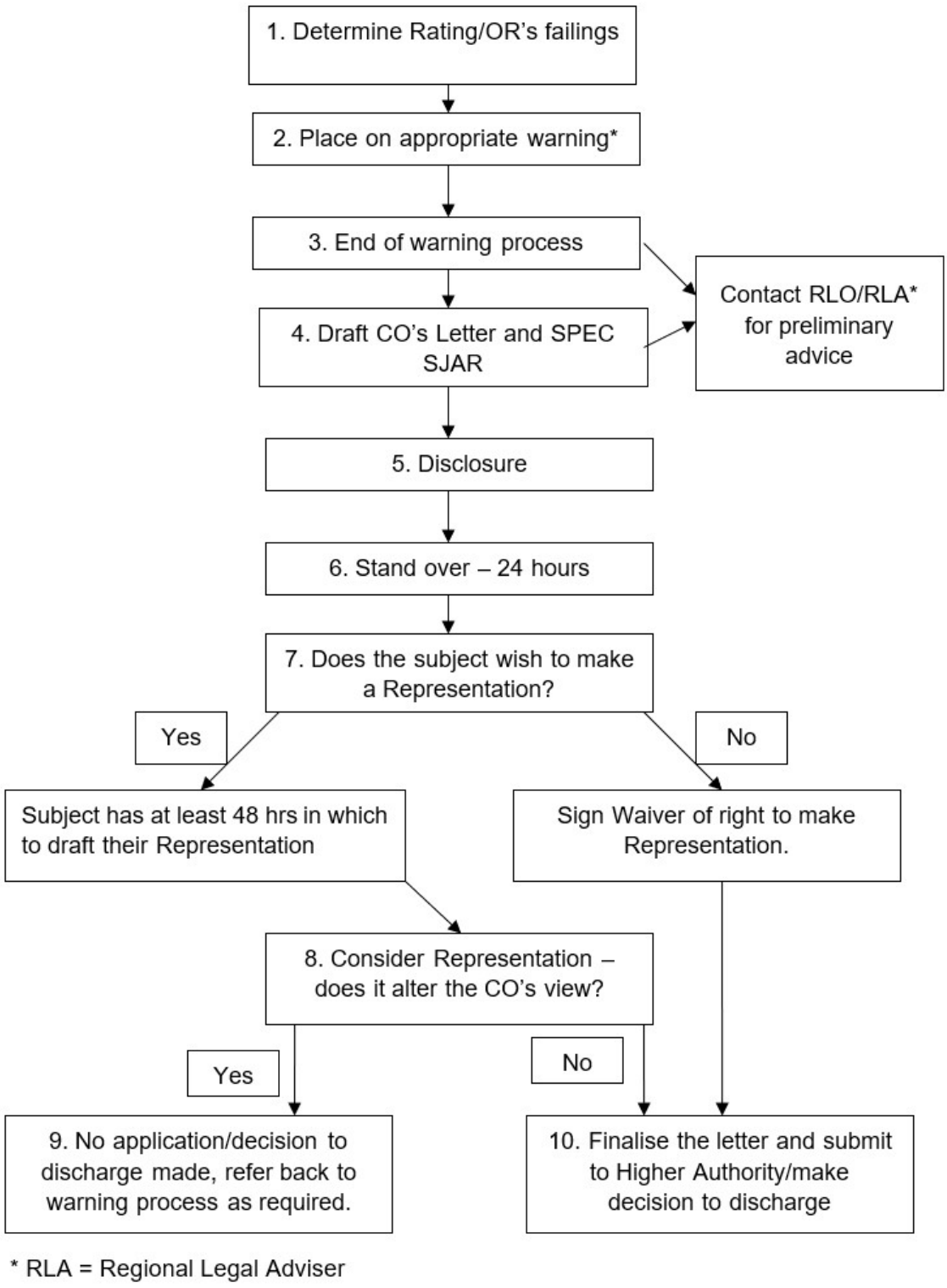
* Where Appropriate.

ANNEX 54F

COMMANDING OFFICER'S STEP BY STEP GUIDE TO THE DISCHARGE PROCESS

The following is intended as a guide to aid the Commanding Officer (CO) and must be used with reference to the relevant parts of Chapter 54.

Figure 54H-1. Discharge Process



* RLA = Regional Legal Adviser

* In cases of discharge for Drug misuse/CDT, compassionate, Temperamental Unsuitability, Best Interests of the Service or medical reasons, it is accepted that there is no necessity for previous warnings (Para 5442).

Explanatory Notes.

1. The subject's failings should be identified by their Line Manager or any alternative method which can be formally documented and called upon as evidence as required.

2. The subject should be placed on an appropriate warning (see Para 5443 and Para 5444).

3. The warning process must be followed in accordance with Chapter 57. At the end of the warning process, the CO must determine which course of action is most appropriate. If the CO decides that an application for the subjects discharge is the correct course of action, then the flow diagram is to be followed to completion.

4. A CO's letter is to be drafted in addition to a SPEC SJAR. The letter should be addressed to higher authority as required, or to the individual where the CO has power to authorise discharge. It should explain and contain all supporting evidence that justifies the CO's decision to consider discharge. Further guidance on the contents of this letter is at BRd 3(1) Annex 1E. Advice must be sought from the Navy Command Headquarters Casework Cell or appropriate Regional Legal Adviser prior to disclosure to the subject.

5. The CO's letter and supporting evidence must be disclosed to the subject. This ensures that the discharge, if approved, adheres to the Rules of Natural Justice and cannot provide recourse against the RN if the discharge is later challenged by the subject.

6. The subject must be given a period of at least 24 hours (or such longer period as considered/deemed reasonable in the circumstances) in which to read through the draft application.

7. If the subject decides to make a Representation, they are allowed a further 48 hours (or such longer period as considered reasonable in the circumstances) in which to complete their written comments (they should be provided with support by an assisting officer as required) and sign and date the Representation. If the subject decides against making a Representation, then they are to sign and date a waiver of their right to make a Representation against their discharge.

8. The CO must consider any Representation and determine whether any of the subject's comments alter the decision to consider their discharge.

9. If the CO's view is changed by the subject's comments, then no application is to be made and the subject is to be reviewed in accordance with the warnings process as required.

10. If the CO's view is unchanged by the subject's comments, then the application is to be finalised. The CO must make reference to the subject's Representation (or absence of a Representation) and state the reason why they do not consider them sufficient to deter the CO from continuing with the discharge.

11. If the CO is the officer authorised to approve discharge, they should seek legal advice before making his decision. The CO should then notify the individual of their decision in writing, giving full reasons for it and reminding the individual of their right to state a Service Complaint against discharge where appropriate. A full copy of all documents must then be sent to the Casework Cell for archive.

12. If the CO is applying to higher authority, the following must be submitted to the Deciding Officer:

a. Finalised application for the subject's discharge. It must be signed and dated by the CO (unsigned e-copies may be provided in the first instance but originals should be provided before the case will be presented to the Deciding Officer).

b. Signed and dated Subject's Representation or signed waiver (unsigned e-copies are unacceptable).

c. The documents listed in the table at Annex 54E.

d. Any other documents/evidence the CO considers relevant in support of the application and which have been disclosed to the individual.

13. The officer authorised to approve discharge should make their decision. The approving officer should then notify the CO of their decision in writing, giving full reasons for it and direct that the Subject be reminded of their right to state a Service Complaint against discharge where appropriate. A full copy of all documents must then be sent to the Casework Cell for archive.

14. Copy Addressees

a. The following copy addressees should be included on decision letters:

b. Drugs related matters - NAVY PEOPLE-TRG-HQ N9 EXEC SO1
WO1 NAVY NPS-EXEC CDT WO1

c. Decisions authorising discharge - UKSV-Exceptions-Grp (MULTIUSER)
NAVY PSYA-PERSONNEL SECURITY GRP (MULTIUSER)
NAVY PCAP-CM MAILBOX (MULTIUSER)
NAVY LEGAL-RLO MAILBOX (MULTIUSER)

15. The relevant Head of Fighting Arm is to be informed by the CO in all cases that have not led to the individual's discharge but where concerns are raised over an individual's suitability to perform their professional duties to a satisfactory standard that cannot be adequately addressed through the normal warnings process. For example, concern arises that a medical branch rating/officer may be misusing drugs/alcohol which does not lead to their discharge. This should be raised to ACOS Med.

ANNEX 54G

SPARE

ANNEX 54H

HM FORCES/HOME OFFICE DISCHARGE PROFORMA

HM Forces/Home Office Discharge Proforma *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 54I

RESERVE LIABILITY/ELIGIBILITY GUIDE

(Ratings and Other Ranks are hereinafter referred to as RANKS)

1. Introduction

The Reserve liability of every individual who leaves the Service must be addressed and the basic details recorded into JPA, which is used to populate their Certificate of Service upon termination; in all situations recording these details into JPA is the responsibility of the Career Manager (CM).

2. To which Reserve Forces Act (RFA) is the Service Person (SP) Subject?

There is no field on JPA that indicates whether a Service Person (SP) is subject to Reserve Forces Act 1996 or 1996(12) 3. To arrive at that decision, the CM must look at the SP's record and determine which RFA it is. So, in each individual case, the CM is required to look back at the SP's record and decide to which Act they are subject. The RFA the SP is subject to is defined as follows:

a. If the SP joined the Service before or has re-engaged before 1 Apr 15, they have a RFA 96 liability.

b. If the SP joined on or re-engaged after 1 Apr 15 then they will have a RFA 96(12) liability.

3. Eligibility

Other parameters must also be considered for eligibility. An SP is not eligible for Reserve service, irrespective of whether they're RFA 96 or RFA 96(12) and are not to be enrolled in the Reserves. If any of the following criteria applies:

a. **Officers.**

(1) Has not completed a minimum of 2 years in the Royal Navy.

(2) Has been discharged with a JMES that includes L6 or M6[1].

(3) Has been discharged for misconduct or is "Not recommended for further Naval Service" in their final OJAR.

(4) Has resigned their Commission or has had their Commission terminated.

(5) Is a female who joined the service before 1 Apr 97 (and has not volunteered for Reserve liability.

b. **Ranks.**

(1) Has not completed a minimum of 2 years in the Royal Navy.

[1] Joint Medical Employment Standard of L6 "Unfit for service in the land environment" and M6 "Unfit for any duties in the maritime environment".

(2) Has been discharged with a JMES that includes L6 or M6.

(3) Has been discharged SNLR or is "Not recommended for further Naval Service" in their final SJAR.

(4) Is a female who joined the service before 1 Apr 97 (and has not volunteered for reserve liability).

4. What Types of Reserve and their Liability

All eligible leavers will initially join the Royal Fleet Reserve (RFR). Officers, who have served less than 20 years, will transfer over to the Recall Reserve (RR) after 6 years' service in the RFR, as per the table below:

	20 years or more as a member of the regular forces	Type of Reserve	Liability
Officer	Yes	Royal Fleet Reserve	To age 60.
	No	Royal Fleet Reserve	6 years or until age 60 (whichever is sooner) in the RFR. Thereafter, Recall Reserve[2].
Rank	N/A	Royal Fleet Reserve	6 years or until age 55, whichever is the sooner.

5. Career Manager Actions

For all Service Leavers, the Career Manager (CM) is to carry out the following actions, detailed guidance can be found in the JPA user guide:

a. **Populating the Reserve Liability Supplementary Roles Field in JPA.** Using the guide above, the SP's CM, should be easily able to identify whether a SP has Reserve liability and complete the Supplementary Roles field in JPA. If the SP is not eligible (see para 3 above) then this field is annotated with 'No Reserve Liability'.

b. **Ensuring current contact details are correct.** It is important that the contact details of the SP are checked and correctly entered in JPA, by the CM, notably their personal email address, mobile telephone number, and permanent home address. These details are to be assured by Release Desks when processing a Service leaver and that the details are recorded in JPA.

c. **Transfer of Career Manager at termination.** The current CM is to transfer the individual to their new CM, on their SP's termination date, by amending their new CM tag in JPA to 'NCMRESRFR', who thereafter is responsible for managing their records after leaving the Service.

6. Queries

Any queries can be made to Royal Fleet Reserves,1-Deck, Henry Leach Building, Whale Island (NAVYPEOPLE-CMRESRFRMAILBOX@mod.gov.uk).

[2] Officers under RFA 96, are liable for recall for as long as they hold a commission, but it is unlikely that they will be recalled after the age of 60.

ANNEX 54J

TEMPLATE - WAIVER OF RIGHT TO SUBMIT A REPRESENTATION



Navy Command

HMS …….
BFPO……

Your Ref:

Telephone: xxxxx
Military Net: xxxxx
Email: xxxxx

CNLS Casework Cell
Navy Command Headquarters
MP 4-2
Leach Building
Whale Island
PORTSMOUTH
PO2 8BY

Date:

WAIVER OF RIGHT TO SUBMIT A REPRESENTATION

1. On [*Date*], I was seen by *Cdr A A Smith RN, Commanding Officer HMS CERES*. I was informed by *them* that application was being made to the Higher Authority for my *Discharge SHORE (Inadequacy - RNFT)* in accordance with *BRd 3(1) Para 5445 (3)c.*

2. I was reminded of my right to submit a Representation against this application in accordance with BR 3(1) Para 5449 sub para b. In order to aid my decision, I was given a copy of *Cdr Smith's* application letter and a copy of all associated paperwork that *they intend* to submit to the Higher Authority to support the application.

3. I was given a minimum of 24 hours to decide whether I wished to submit a Representation, however, I have waived this right and have chosen not to submit one.

4. I am aware that, if this application is approved, I will have the right to submit a Service Complaint in accordance with JSP831 against the decision.

Signed:

[Name]
[Rank/Rate]

Witnessed by:

[Name]
[Rank][Position]

ANNEX 54K

OPTIONAL EXIT POINTS FOR SUBMARINE SERVICE PERSONNEL

1. Introduction

JSP 754 provides single Services with the ability to implement Optional Exit Points[1] (OEP) as one of the workforce mechanisms aimed at promoting retention.

2. Optional Exits Points Structure

The OEP structure for all submariners came into force on 1 Feb 15 and is as follows (for clarity, examples are provided at Para 7):

a. Two fixed points in each calendar year: 31 May and 30 Nov.

b. Minimum notice for a particular OEP is 18 calendar months. This means that the latest date for application for a 31 May OEP is 30 Nov, 2 calendar years prior and for a 30 Nov OEP is 31 May in the preceding calendar year. Applications may be made at greater than 18 months' notice once an individual meets the eligibility criteria at Para 3 below.

c. There is no option to accelerate exit via OEP - see Para 6.b below.

d. Once an OEP application has been approved, this sets the earliest exit date by the OEP route. Therefore, there is no recourse to withdraw an OEP application and then submit another for an earlier date.

3. Eligibility

a. OEPs are available to personnel in the following categories, providing that they have sufficient time left to serve to fulfil the notice requirements at Para 2:

(1) Ratings serving on an EC who do not have preserved rights under the previous OEP structure detailed in Para 4 below. In effect, this encompasses personnel who accepted an EC/ES3 offer after 1 Mar 14.

(2) Ratings serving on an EC(15) who have preserved rights as detailed in Para 4 below, but who have passed the 32 years' reckonable service point[2].

(3) Officers serving beyond their Immediate Pension Point (IPP) or Early Departure Payment point (EDP)[3].

[1] Each Service operates manning mechanisms with the aim of 'pulling' personnel through to a certain period of service thus aiding retention.
[2] The distinction is provided because personnel on EC15 beyond 32 years' reckonable service have no opportunity to access the new OEP structure, whereas other individuals can access the structure detailed here by accepting a new EC offer.
[3] AFPS 75 IPP - 16 years' service beyond the age of 21. AFPS 05 EDP - 18 years from date of entry or age 40, whichever is later. AFPS 15 EDP - 20 years from date of entry or age 40, whichever is later. For individuals with preserved rights under AFPS 75 or AFPS 05, the IPP/EDP definition pertaining to the relevant legacy scheme will remain extant under AFPS 15.

(4) Ratings in the Submarine Service serving on an EC that was accepted during the period when OEPs were previously available (before 28 Feb 14) may apply with greater than 12 months' notice to leave at a pre-determined exit point as detailed below:

(a) 22 years reckonable service[4] (i.e. completion of the Open Engagement (OE)).

(b) 26 years reckonable service (i.e. completion of the OE and 4 years of an EC).

(c) 29 years reckonable service (i.e. completion of the OE and 7 years of an EC).

(d) 32 years reckonable service (i.e. completion of the OE and 10 years of an EC) (for those personnel serving on EC(15)).

b. To facilitate compatibility with New Employment Model (NEM) terminology, the terms 'Extended Career' and 'beyond the IPP/EDP' align with Employment Stage (ES) 3 under NEM. OEPs are only available to ratings on 2OE/EC/ES3 engagements, but not serving on a subsequent EoS, and to officers on FTC/FCS engagements, but not serving on a subsequent EoS. For individuals undertaking Tailored Careers, eligibility for OEPs is a matter for individual negotiation.

c. Only ratings holding the ranks of OR2–OF4 who draw RRP(SM) on a Continuous Career Basis will be entitled to the Reserve Band. Officers of OF5 draw RRP(SM) on a Non-Continuous Basis and have no entitlement to the Reserve Band therefore RRP(SM) will cease when the individual is assigned out of a RRP(SM) tagged PID whether an OEP has been submitted or not. OF6 and above have no entitlement to RRP(SM)[5].

4. Promotion Eligibility having Opted for an Optional Exit Point

a. The following promotion eligibility rules are in place for those personnel who opt for an OEP:

(1) Ratings who have had an OEP approved will remain eligible for selection for promotion, provided that their revised Termination Date is later than the CPD for that particular board. Subsequent promotion will be conditional on the individual applying to withdraw their OEP and that application being approved.

(2) Officers who have had an OEP approved will have their Termination Date revised. This will adjust their promotion zone exit point, as described in Annex 66B, and may result in them not being eligible for selection for promotion.

(3) Officers and ratings who submit an OEP after being selected for promotion will be considered to have submitted their notice as detailed in Para 6712.(e) and will automatically be presumed to have refused promotion and will have their selection cancelled.

[4] Reckonable service being that which counts for engagement purposes, i.e. from age 18 for those on the OE.
[5] The authority for the payment, and payment basis, of RRP(SM) is JSP 754 Chap 5 Sect 3.

b. Any rating who has submitted an OEP prior to 5 Mar 18 will retain legacy rights to the rules in RNTM 251/15 Para 10.

5. Application Process

a. Applications to leave at a pre-determined exit point must be made by completing the form at Appendix 1 to Annex 54K and forwarding it to the appropriate Career Manager. Applicants must not apply for Early Termination via JPA, as this will result in the removal of RRP(SM) and, where appropriate, RRP(NP). Career Managers are to retain a hard copy of all applications made.

b. OEP applications must be signed and dated by the Commanding Officer no later than the latest application date described in Para 2 above. Applications for a particular OEP must be received by the Career Manager within 14 days of latest application date, otherwise they will be automatically adjusted to reflect the next available OEP, and the applicant informed.

c. The first date for an individual to make a valid application is as follows:

(1) For ratings on an EC accepted after 1 Mar 14, the day after their termination date before accepting the current EC offer. In effect, this means that a minimum of 18 months' service on EC will be required to access an OEP.

(2) For ratings on EC15 accepted before 1 Mar 14, the day after the 32 year reckonable service point.

(3) For officers, the day after the IPP/EDP is reached.

6. Implementation

a. Following a successful application from an eligible individual, the Career Manager will enact the OEP by adjusting the individual's Termination Date on the JPA system to the appropriate OEP date[6]. A record of all OEPs enacted in this manner is to be retained and included in Management Information as adjusted Voluntary Outflow (VO) figures.

b. There is no option for earlier release than the OEP date made on the application. The nature of OEPs is that they are fixed, inflexible points in time once implemented and it is this characteristic that allows the benefits associated with SM Service to be retained. In particular, personnel who leave by Early Termination have their Recruiting and Retention Pay (RRP) removed in accordance with JSP 754 Art 05.0203.l. By leaving at a pre-determined exit point, as detailed above, an individual may continue to draw their full entitlement of RRP (Submarine) and, where appropriate, RRP (Nuclear Propulsion) over the remainder of their service (including the last 12 months).

[6] For clarity, an OEP remains a form of early release and this should be reflected in individual pension applications by ticking the 'Early Release' box in Part A of AFPS Pen Form 1 (M), or the equivalent option on any future editions of this form.

c. Any individual who wishes to leave outside of the OEP structure and before completion of their engagement/service should apply for Early Termination via the JPA system. This includes individuals who have submitted an OEP application who then wish to leave the Service more quickly. In such cases, release time scales will be in accordance with extant policy, noting that there is no entitlement to notice of less than 12 months.

d. Where an individual wishes to withdraw an OEP application, they should apply in writing to their Career Manager (as detailed on the original application form). The request will be considered by the Career and Branch Manager, in line with extant policy for the Withdrawal of an Application for Early Termination and, if approved, the Termination Date will be reset by the Career Manager to the original date. A note will be made on the individual's JPA record of their original OEP application and its withdrawal. Any subsequent OEP application may be made only for a point on or after any former application i.e. an individual may not withdraw an OEP and then apply for an earlier date than the previous application(s) in an attempt to shorten their notice period.

e. Should the needs of the Service preclude completion of resettlement activities before the OEP terminal date, then the provisions of Para 5916 apply.

7. Examples

The following examples are provided for guidance:

a. An individual who accepted EC10 in 2014 wishes to leave by OEP on 30 Nov 18. They must apply (application signed by CO) by 31 May 17 and the application must be received by the CM by 14 Jun 17. In this case, they make their application in Dec 15, at greater than the minimum 18 months' notice.

b. In Jun 16, the individual above applies to remove their OEP application and the request is approved. Any subsequent reapplication for OEP may not have a Termination Date earlier than was approved in the original application i.e. 30 Nov 18.

c. An individual on EC15 awarded before 1 Mar 14, but is beyond the 32 year reckonable service point and with more than 18 months to serve, wishes to leave by OEP on 31 May 17. Their application must be dated no later than 30 Nov 15 and received by the CM by 14 Dec 15.

d. Having applied for a 31 May 17 OEP, the individual above wishes to leave sooner. Their only option is to submit a request for Early Termination on JPA, accepting the extant terms associated with notice giving in terms of RRP. They may then negotiate for earlier release with their employer and CM, in accordance with BRd 3(1), noting that there is no entitlement to a notice period of less than 12 months.

e. An officer will reach the IPP/EDP on 1 Jun 18. The earliest application date is therefore 2 Jun 18, meaning that the first available OEP is 31 May 20.

f. An individual serving on EC15, accepted before 1 Mar 14, has completed 30 years' reckonable service. The earliest date for an OEP application is the day after completion of 32 years' reckonable service i.e. when preserved OEP rights no longer give access to any further OEPs.

APPENDIX 1 TO ANNEX 54K

APPLICATION TO LEAVE THE SERVICE AT AN OPTIONAL EXIT POINT

Name: ..... Initials: ..... Service Number: .....

Rank/Rate: ..... Main Trade: .....

Current Unit: .....

I confirm I am: (delete as appropriate):

a. Serving in the Submarine Service.

b. A rating serving on an Extended Career accepted after 1 Mar 14. My Tx date before accepting EC was: .....

c. A rating serving on EC(15) accepted before 1 Mar 14. I achieved 32 years reckonable service on: .....

d. An officer serving beyond the Immediate Pension Point/Early Departure Payment point, which fell on: .....

e. Serving on Employment Stage 3 under the New Employment Model.

I wish to apply to leave the Service using an Optional Exit Point on:.....
(dd/mm/yyyy)

I will be required to serve the entirety of this notice period.

Signed(by applicant).....Date.....

By Commanding Officer

I certify that this person has **not applied** for Early Termination on JPA.

Name: ..... Initials: .....

Rank: ..... Date: .....

Signed: .....

This form should be forwarded as follows:

For MESM/WESM Ratings:	For MESM/WESM Officers:	For Warfare SM Ratings:
NAVY PCAP-CM OR ENG SMSO2 Navy Command Headquarters Room 211 MP 2.1 West Battery Whale Island Portsmouth Hampshire PO2 8DX	NAVY PCAP-CM OF ENG SM SO1 Navy Command Headquarters Room 219 (thereafter as in Column 1)	NAVY PCAP-CM OR WAR UWSO2 Navy Command Headquarters Room 242 MP 2.2 (thereafter as in Column 1)
For Warfare SM Officers:	**For Logistics SM Ratings:**	**For Logistics SM Officers:**
NAVY PCAP-CM OF WAR SMSO2 Navy Command Headquarters Room 212 MP 2.2 West Battery Whale Island Portsmouth Hampshire PO2 8DX	NAVY PCAP-CM OR LOGS SO2 Navy Command Headquarters Room 141 MP 1.1 (thereafter as in Column 1)	NAVY PCAP-CM OF LOGS SO2 Navy Command Headquarters Room 143 MP 1.1 (thereafter as in Column 1)
For Medical SM Ratings:	**For Medical SM Officers:**	
NAVY PCAP-CM OF MED NAHPSO1 Navy Command Headquarters Room 129 MP 1.1 West Battery Whale Island Portsmouth Hampshire PO2 8DX	NAVY PCAP-CM OF MED SO1 Navy Command Headquarters Room 143 (thereafter as in Column 1)	

Career Managers are to retain a hard copy of all completed forms.

CHAPTER 55

HOLISTIC TRANSITION, LEAVE WELL & VETERANS

(Sponsor: NAVY PEOPLE-PSP-HT Vet Pol SO1)

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References:

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B. JSP 534: Tri-service Resettlement & Employment Support Manual
C. JSP 760: Tri-Service Regulations for Leave and Other Types of Absence

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CHAPTER 55

HOLISTIC TRANSITION, LEAVE WELL AND VETERANS

SECTION 1

HOLISTIC TRANSITION AND LEAVE WELL

5501. Introduction

a. The ten-year vision of the *Strategy for our Veterans* is that those who have served in the UK Armed Forces, and their families, should transition smoothly back into civilian life and contribute fully to a society that understands and values what they have done and what they have to offer. The Armed Forces Covenant and Chief of Defence Peoples' *Veterans Strategy* and *Families Strategy* ensures MOD discharges its responsibility to help Service Personnel (SP) and their families to make suitable preparation in-Service and beyond. JSP 534 - The Tri-Service Resettlement & Employment Support Manual prepares Service Leavers (SL) in resettlement for civilian employment. JSP 100 – The Defence Holistic Transition (HT) Policy, sets the single service (sS) policy to deliver wider transition activity, including through-career Life Skills and Veteran Services (formerly Defence Transition Service) referrals.

b. The Royal Navy's (RN) focus in delivering the requirements of JSP 100 is through the promotion of Holistic Transition support for SP and families, from Basic Training through to Resettlement. Uniquely, HT recognises the importance of empowering families to secure the 'home base' and support their SP's continued service.

5502. Context

a. Serving in the RN requires commitment, sacrifice, and dedication from SP and equally the dedicated support of their family members. In return the RN has a moral duty of care to support and sustain its greatest asset, its people. In recognition of the unique demands of Service life, Defence and the RN support its people through a range of policies, procedures, and support to sustain the RN community from joining, through their military careers, to the point of discharge, and when necessary, beyond. The intent of the People and Training Directorate is to support all SP, bringing significant benefits to the individual and their family as well as the RN.

b. **The Lived Experience.** The values, standards and ethos, as outlined in the Culture Blueprint[1] and the 'Lived Experience' of an SP is markedly different to the public in society. All SP (and their families) will leave the RN at some point. Over half leave sooner than expected and some leave at short or very short notice.

[1]https://modgovuk.sharepoint.com/sites/IntranetNavy/Documents/Forms/AllItems.aspx?id=%2Fsites%2FIntranetNavy%2FDocuments%2FCulture%5FBlueprint%2Epdf&parent=%2Fsites%2FIntranetNavy%2FDocuments

c. **Transition.** This is the process of practical, physical, and emotional adjustments that the RN community must make when leaving military service to re-integrate into civilian society. It is about ensuring that those who have served in the RN, and their families, can use their experience to live positive and fulfilling lives.

d. **The Chain of Command.** The Chain of Command (CoC) leadership function includes the facilitation of whole life personal and professional development. The CoC (the Divisional and Regimental system) has an obligation and duty of care to offer Holistic Transition, through-career support, advice, and personal and professional development, to promote and provide opportunities for SP (and their families) to plan both for a successful military career, prepare for their inevitable return to civilian life and to 'Leave Well'[2].

e. **Leaving Well and beyond.** This is best achieved throughout a SP's career including personal development, planning, preparation, and informed decision making. It risks being compromised or undermined if left until the final period before a SP's discharge date, where the focus must be on specific resettlement activity. 'Leave Well' aims to go beyond a simple career path model by taking a more holistic view of family life and involving them in planning for their future.

5503. Holistic Transition

In order that the term 'transition' is understood and viewed positively throughout a career, it is important to use a different term for earlier in-career 'transition' support, which is termed 'Life Skills'[3]. Life Skills are part of the Moral Component of Operational Capability. It builds emotional and social resilience to enable our SP (and their families) to reduce the impact of everyday challenges in Service life. For the SP, this means improving their Individual Operational Effectiveness, a critical component of military readiness and capability, ensuring that each member of the Armed Forces can contribute effectively to the overall mission success. This can be achieved by understanding the individual challenges SP will face and mitigating them (whether knowledge gaps, health issues, culture change) and by building upon the positive aspects of Service. This extends to activity for the CoC to promote and provide opportunities to improve their SP's Life Skills.

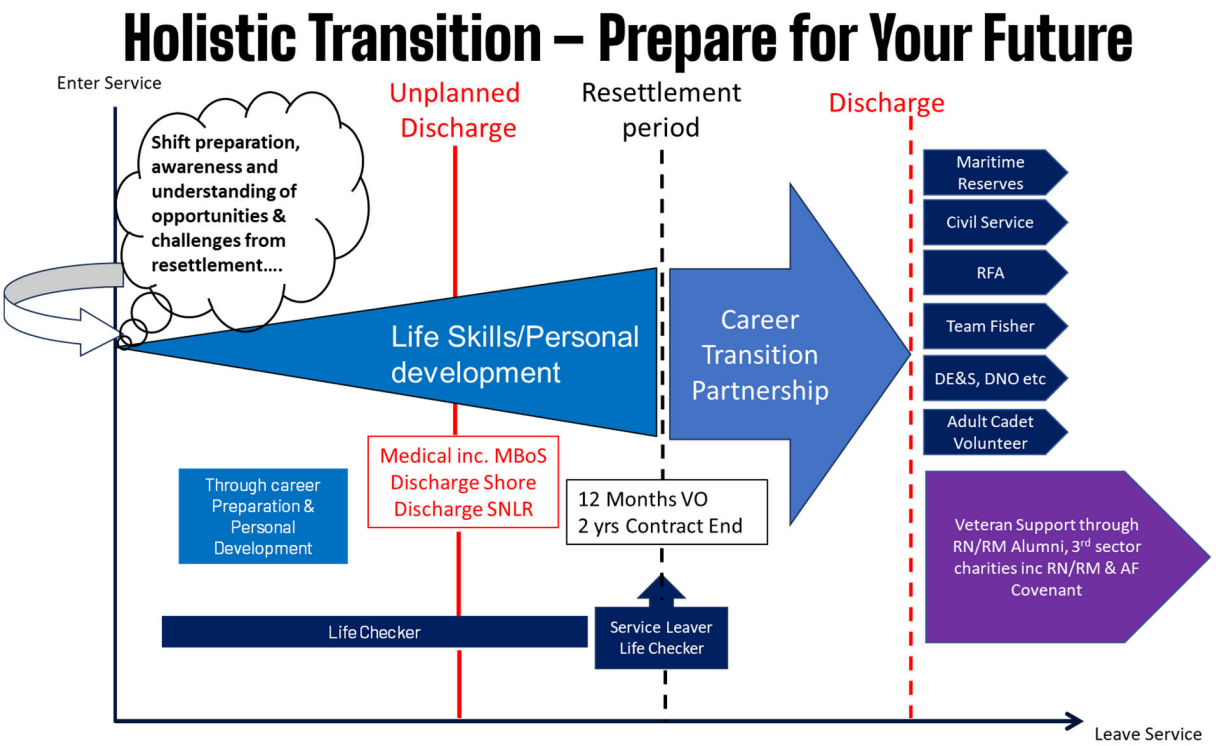
[2] JSP 100 defines 'Leave Well' as 'a Service Leaver that understands, and is well prepared for, the challenges faced with transitioning to civilian life'.
[3] Through-Career Advice, Information and Guidance on the core topics Finance, Education, Housing and, health and Wellbeing.

5504. Life Skills

a. Life Skills are those behaviours that underpin successful personal, social, work, and civic outcomes. The accumulation of Life Skills, covering core areas such as Finance, Education, Housing and Health and Wellbeing, enables SP and their families to plan and make provision, through sound decision-making, for their futures in the RN and subsequently when they transitionto civilian life. Life Skills builds personal resilience. It is retention positive and supports operational capability through the promotion of positive health and wellbeing approaches and practices. The desired outcome of this approach will be a more resilient SP, who is aligned to and understands wider society, knowing their options and opportunities which will subsequently aid their in-Service career.

b. Undertaking Life Skills as part of personal development opportunities also supports the understanding of the benefits and allowances that are available to SP during Service. Engaging early with Life Skills will support not only the preparation for life beyond service, building personal resilience, awareness, experience, and confidence, but also the promotion and understanding of 'Your Armed Forces Offer'. This enables SP to seek the support of the appropriate service or support organisation at the earliest opportunity, while supporting them and their family.

Figure 55-1: Holistic Transition



SECTION 2

PERSONAL RESILIENCE & INDIVIDUAL OPERATIONAL EFFECTIVENESS (LIFE SKILLS)

5505. Prepare for your Future

Planning for life after Service did not traditionally commence until resettlement eligibility was triggered, which was either two years prior to the end of the individuals' terms of service, as part of an administrative or disciplinary process, or immediately if an individual had submitted their notice to resign. The decision for a SP to leave the service can result in a potentially stressful situation, and the RN recognises this. Earlier planning prepares the SP for a positive and successful transition for their family and their future. This approach comprises five elements:

a. **Inform.** Promoting CoC understanding and personal development through the provision of Life Skills information, in service benefits/opportunities and signposting to SP and families.

b. **Support.** Supporting professional and personal development through the provision of Life Skills activity, a range of material, briefs, and advocacy by the CoC.

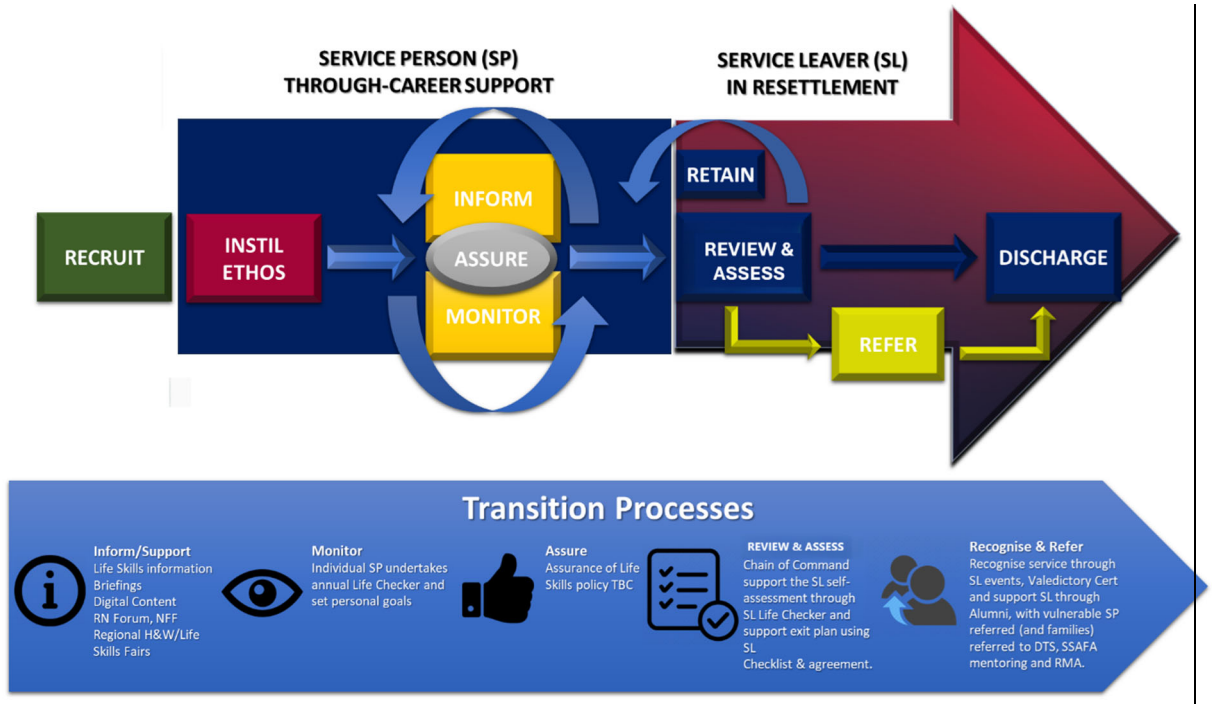
c. **Monitor.** Monitoring SP resilience and continuity of engagement with personal development & Life Skills. This is undertaken through a Life Checker which is to be completed once per assignment (approximately every 2-3 years) or at an important life event, such as the birth of a child, marriage, buying a home, or where further support or access to benefits/allowances may be sought.

d. **Review & Assess.** Providing SL with the opportunity to review the measures and considerations that are required for a successful transition to civilian life. Allowing them to assess[5] their preparedness as they enter resettlement, for life beyond the Services through a SL Life Checker and enhanced SL process, automated through SCIO.

e. **Recognise & Refer.** Referral of Personnel on Recovery Duty (PRD), Vulnerable Risk Management (VRM) SL and other SL (and their families) with ongoing support requirements, to unit or 2nd line welfare support (RNFPS). Provide signposting to activities that acknowledge the service and commitment shown by our SP and their family, and to relevant referral agencies/organisations including Veteran Services (formerly Defence Transition Services) and the sS and tri-service (tS) charities. This must include a final check on the SL having housing provision to ensure that the RN meets it statutory duty to refer individuals who may be at risk of homelessness.

[5] Covers all categories of SL from the trained or untrained strength: Normal SL (incl. Redundancy & Compulsory Discharge), Medical SL and Early SL .

Figure 55-2: Transition Processes



5506. Inform

This is a fundamental component to the Whole Life Development (WLD) of our SP.

a. Key to development of Life Skills is the active support and promotion by the CoC. From CO through the Divisional and Regimental system, the Command maintain the obligation to ensure their SP are aware of Life Skills and of the need to maximise opportunities to develop themselves and their family.

b. LDO Ops team will provide details of Life Skills within their LDO Ops brief to Units on request.

c. Life Skills briefs can be arranged for Unit Command Teams through their higher command (SUBFLOT, SURFLOT, etc), by emailing Holistic Transition & Veterans team: NAVYPEOPLE-PSPLEAVEWELL@mod.gov.uk.

5507. Support

Measures to provide Life Skills to SP and to provide the CoC with the tools to raise awareness of Holistic Transition and ensure opportunities for the WLD of their SP are being provided. These will made available online, at L&D Hubs and through the Holistic Transition team, as they are developed.[6] Annex 55A details the key allowances and entitlements on exit from the RN.

[6] Holistic Transition & Veterans SharePoint: https://modgovuk.sharepoint.com/teams/59845/SitePages/Holistic-Transition-%26-Veterans.aspx

5508. Discover My Benefits (DMB)

Discover My Benefits is an online tool available both on the internet and through Defence Gateway, where SP can view the benefits and allowances for which they qualify. It is a core component of 'Your Armed Forces Offer'. It aligns to the development of Life Skills and is tied to rank or rate, seniority, pay and other factors which are used to calculate benefits.

a. **Changing Circumstances.** Benefits and allowances are recalculated when circumstances change, such as becoming a parent, deploying, or changing location. Any changes can be saved to the user's profile.

b. **Your Armed Forces Offer.** The benefits and salary offered by the RN are rarely matched by civilian organisations. The Armed Forces Offer, within DMB, compares a SP's entitlement to the entitlement of someone outside of the Service. Each SP, after inputting their details, is given a tailored value for their individual reward package. SP can therefore make better informed decisions when considering leaving or extending their Service.

c. Discover My Benefits is available online[7] by searching for Discover my Benefits in your browser.

5509. Monitor

All SP will be required to monitor their resilience and continuity of engagement with personal development and Life Skills. Completion of 'Life Checker' (LC), a through-career self-assessment, focused on an increasing resilience, allowances, and benefits available in service is required. LC provides SP with the guidance, advice and support pertinent to them across a wide range of personal and professional considerations to encourage personnel to maximise the in-service opportunities, increasing the individual's operational effectiveness. LC focuses on the WLD of fundamental skills, aiming to better the SP knowledge in relation to:

- health and wellbeing;
- housing and relocation;
- finance;
- children and family; and
- learning and development.

a. The LC is a mandatory requirement and **must be completed** once per assignment (approximately every 2-3 years) or at an important life event by all personnel, regardless of rank or assignment. Further to this, LC may also be completed whenever an individual decides that an interim review is needed to access advice, guidance, and support. Ensuring SP complete LC is a CoC obligation.

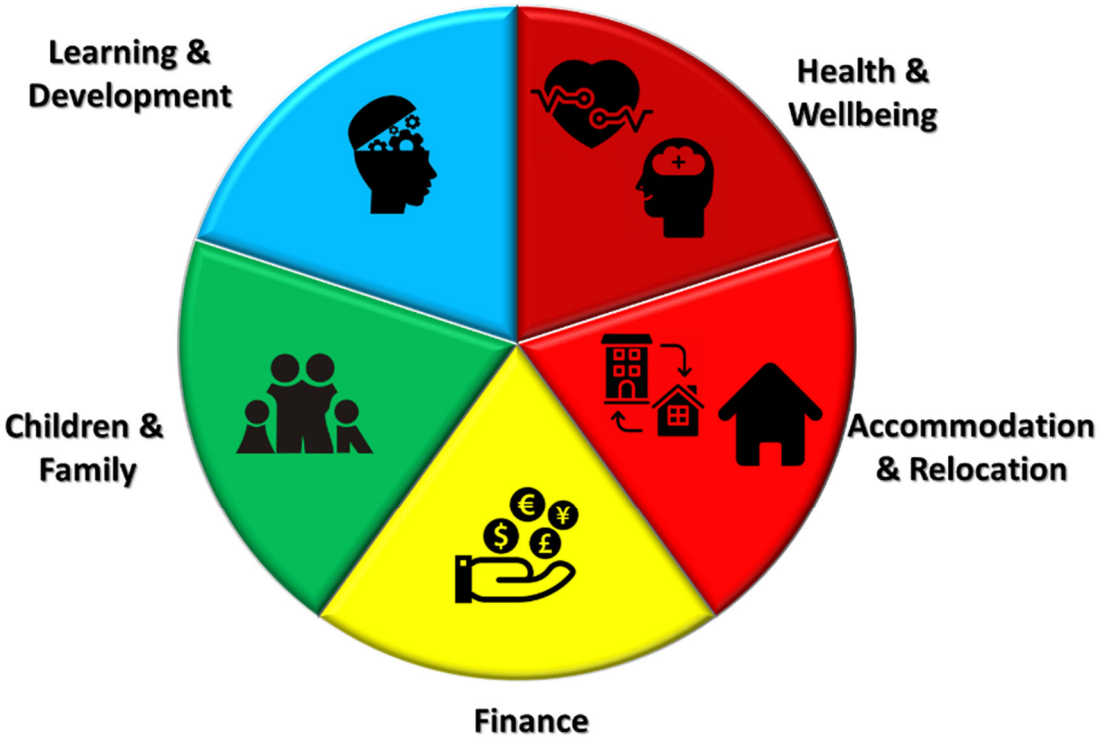
b. LC is available through MODNet on SCIO. It has also been made available through the SCIO app portal[8] which can be accessed via the Defence Gateway (including under MyNavy in Career Management section under Prepare for your Future).

[7] http://discovermybenefits.mod.gov.uk/
[8] https://scio.defencegateway.mod.uk/scio/r/myscio/mobile-theme110/home?session=304208586977160.

c. **Mandatory Notifications.** If a SP indicates that they are not happy with their mental health/fitness, an automated notification will be generated to the Line Manager (LM)/ Divisional Officer (DO)/Troop Commander (TC) on SCIO (LC will provide a prompt to confirm this action).

d. Additional support and advice can be requested in an email to the Holistic Transition, Leave Well & Veterans team: NAVYPEOPLE-PSPLEAVEWELL@mod.gov.uk.

Figure 55-3: Life Checker components



SECTION 3

LEAVE WELL AND VETERANS

5510. Review & Assess

Reviewing the SL on the measures and considerations that are required for a successful transition and resettlement to civilian life, along with time to consider their actions, remains a CoC obligation. Allowing them to assess[9] their preparedness as they enter resettlement, for life beyond the Services through an enhanced SL process, has been automated through SCIO with the introduction of the Service Leaver Life Checker. This is a tool specifically for those leaving or at risk of leaving service. The policy for leaving the RN is detailed below. Specific guidance on termination and discharges for leaving the Service can be found within Chapter 54. Tri-Service resettlement policy is contained with JSP 534, with sS policy detailed at Para 5511 below. The Service Leaver Policy for the Maritime Reserves is contained in BRd 3(1) Chapter 101 and Annex 101B. The Service Leaver Policy for Commonwealth and Non-UK Naval personnel is contained in BRd 3(1) Chapter 19 and Annex 19C.

5511. Royal Navy Resettlement Policy

a. **General.** The RN adheres to the tri-Service resettlement policy[10], which is delivered by Capita personnel located within RN Learning and Development Hubs and deployable LDO Ops Officers in accordance with policies detailed in JSP 534 and where applicable JSP 100.

b. **Points of Contact.** Resettlement advice can be accessed at Learning and Development Hubs (L&D Hub) or via the Unit Education Officer (UEO), who should act as the initial point of contact for all resettlement queries. Any queries which cannot be answered should be directed, via the UEO, to the nearest regional L&D Hub.

c. Details of the resettlement process and L&D Hub support are provided at Annex 55B.

5512. Early Service Leaver Policy

a. **Scope.** JSP 534 outlines the issues and to provide guidance to units and individuals on what provision should be in place to assist Early Service Leavers (ESL) in their transition to civilian life. The aim of this section is to communicate how this policy is implemented in the RN.

b. **Definition.** An ESL is defined as a SL who is discharged[11], at their own request or for non RNMBOS reasons, from the trained or untrained strength, having completed fewer than 4 years' service at discharge.

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[9] Service leaver Life Checker and subsequent SL checklist and agreement covers all categories of SL from the trained or untrained strength: Normal SL, those discharged for administrative or disciplinary reasons, WFT, VO, Medical SL and Early SL (ESL)**. See Ch54 for details of discharge and terminations.**

[10] JSP 534 Tri-Service Resettlement and Employment Support Manual.

[11] JSP 534, Section 3, Para 0302 provides the full definition.

c. **Provision.** ESLs are entitled to a reduced provision of resettlement support as detailed in JSP 534. As a minimum, they are to receive a mandatory resettlement brief from trained staff within a L&D Hub[12]. After which they will be automatically registered with the CTP Future Horizons Programme (FHP)[13]. An ESL may opt out of CTP FHP by exception, and this must be done by the ESL contacting their CTP FHP advisor after automatic registration.

(1) The Regional Service Resettlement Adviser/Education and Resettlement Officers/Personnel Support Officers/Unit Education Officers must ensure that all ESL (from both trained and untrained strength) are made aware of the enhanced provision and are processed in a timely manner so that the CTP/FHP staff can interview the ESL and determine the level of transition support required.

(2) It is incumbent upon the Regional Resettlement Advisor/LDA/UEO to ensure that JPA is updated with details for ESL within 10 working days.

5513. Royal Navy Medical Discharge Resettlement Policy

The Defence resettlement policy that applies to all personnel who are subject to Medical Discharge (MD) is outlined in JSP 534, Section 6. This policy acknowledges that different levels of support are required dependent on the need of the individual and personnel should be given the opportunity to access resettlement activities in a timely manner. The process for RN personnel to access resettlement is outlined in the JSP.

5514. Compulsory Discharge Entitlement

Service Personnel undergoing compulsory discharge retain all entitlements accrued due to time served. Line Managers must ensure that persons subject to discharge undertake a mandatory Resettlement Advisory Brief with the nearest regional L&D Hub. Post Discharge Resettlement Authority will normally be authorised for a period of 12 months post discharge.

5515. Recognise and Refer

Support of all SP Personnel (and families) regardless of reasons for transition, extends the CoC duty of care to the exit process. Signposting activity that recognises the service and commitment shown by our SP and their family, including the My Alumni platform, and the promotion of events and activities along with a final CO interview prior to the SP moving into MA5 which will include a final check on the SL having housing provision.

a. The need to recognise the service of our SP and their families is essential. It recognises their service and commitment of both the SL and their family and ensures that the RN undertakes proactive actions to allow them to ‘Leave Well’.

b. Referring the SL and their families to information, guidance and advice that can help them manage their transition is crucial. This can take the form of links to help and support or physical referrals for help. This also includes SL events as detailed in para 5516.

[12] Guidance on who should deliver these activities and the content of the briefing and interview is contained in JSP 534.
[13] The Future Horizons Programme is delivered through the Forces Employment Charity.

5516. Service Leavers Events (SLE)

The aim of SLEs is to thank the SL and their invited guests for their support of the RN/RM Service (Regular or Reserve), Civil Service and Royal Fleet Auxiliary (RFA) Service, however long they have served past the 4-year point on discharge. Hosted by a 2* officer, these events are held across the UK in RN establishments. They are key to recognising that the family/spouse/partner also provide significant support to our SP throughout their careers and deserve gratitude. To be eligible to attend an event, individuals need to be in resettlement (not eligible to attend are SNLR/CDT failure). LGBT Veterans affected by the pre-2000 ban are welcome and encouraged to attend a SLE, as per the LGBT Veterans Independent Review (2022)[14]. Events also provide an opportunity to publicly acknowledge the individual with the presentation of Valedictory Certificates or Valedictory Letters (For Civil Service and RFA). Details of the SLEs can be found at Annex 55C.

5517. Valedictory Certificates

The guidance for Valedictory Certificates is detailed in Annex 55D.

5518. Long Service Recognition Award

As part of the Senior Command Warrant Officers' (SCWO) initiative to improve reward and recognition in the RN, this scheme, in conjunction with the Royal Navy and Royal Marines Charity (RNRMC), has been introduced. As the standard length of Service is 20 years, with the potential for extensions to 35 years, this award would be to recognise a career of 40+ years of Regular Service, from the date of joining or 40+ years combined service. If there is a break in Regular Service, that time will not count towards the award. **Personnel must be serving at the time of requesting the award; it will not be awarded retrospectively.** Further details are contained in Annex 55E.

5519. Homelessness

The Homelessness Reduction Act 2017 reformed England's homelessness legislation by placing duties on local housing authorities to intervene at earlier stages to prevent homelessness in their areas, and to provide appropriate services to those who are eligible. The Act places a specific duty on public authorities to refer individuals leaving their employment or care who are at risk of homelessness, to a local housing authority. Under the Act, the Secretary of State for Defence, in relation to members of the Regular Armed Forces, those from the Maritime Reserve on FTRS or mobilised service, is considered a public authority and as such is subject to the Duty to Refer policy. This act does not cover locations outside of England, but the RN retains a moral duty of care to all our personnel across the UK.

a. **Homeless Definition.** Someone is defined as being threatened with homelessness where they are likely to become homeless within 56 days or they are a private tenant and they have received a valid section 8 notice where the date specified in the notice is within 56 days, or they are a social tenant and they have received a valid section 21 notice which expires within 56 days.[15]

[14] https://lgbtveterans.independent-review.uk/ As part of the LGBT Veterans Independent Review (IR) published in Jun 2022, recommendation 15 (R15) stated that veterans who have been affected by the pre-2000 ban should be offered the opportunity to attend a service event for restoration.

[15] https://england.shelter.org.uk/professional_resources/legal/homelessness_applications/homelessness_and_threatened_homelessness/legal_definition_of_homelessness_and_threatened_homelessness

b. **Statutory Duty to Refer**[17]**.** The duty requires all COs or others with duty of care (DO/TC/LM)on behalf of the Secretary of State for Defence, to identify and refer SPs who may be homeless and those SLs who are leaving service and are homeless or may be threatened with homelessness, to a UK local housing authority of the SP's choice. The SP/SL must consent to the referral being made. The consent can be made in writing or given orally. A person is considered homeless if:

(1) They do not have any accommodation which is available for them which they have a legal right to occupy.

(2) It is not reasonable for the person to occupy their current accommodation, for example, because they would be at risk of domestic abuse (see paragraphs 6.3-6.4 of the Homelessness code of guidance[18]).

c. **Identifying when a referral might be required for SP.** It is a **statutory duty to refer** those at risk of homelessness to a local housing authority. SLs and their families who are at risk of becoming homeless, or who have additional welfare issues, should be referred to Local Authorities by existing welfare channels using RNFPS staff. Identifying that a SP and their family are at risk of homelessness is not straight forward unless they share information with their DO/TC/LM.
The following are factors which may indicate that a SP and their family are at risk of homelessness and should be asked about their housing circumstances:

(1) Problems with debt, particularly rent or mortgage arrears;

(2) Problems with a property owner (landlord), being threatened with eviction or served notice to leave;

(3) Being a victim of domestic abuse, other forms of violence, threats/intimidation;

(4) Approaching their end of Service date, with no accommodation available to them and/or their family. They must be provided with a Notice to Vacate Letter to prove their loss of entitlement if in service accommodation.

[17] JSP 100 Ch 5.
[18] https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-6-homeless-or-threatened-with-homelessness

d. **Supporting the SL/SP and their family.** The provision allows a SL to choose which local housing authority they are referred to. In terms of the SP, this is likely to be their Base Port or area the family comes from, or is already settled in. When discussing a referral and offering guidance, it is important to be aware that local housing authorities owe more duties towards homeless applicants who have a local connection with their area.

(1) The Armed Forces Covenant does not seek to provide our people or Veterans with advantage, merely remove any disadvantage[19].

(2) If a person asks to be referred to an area that they do not have a local connection to, the local housing authority might subsequently refer them on to another local housing authority to which they do have a local connection.

(3) In general, someone is likely to have a local connection to an area if they, or their spouse/partner live or have lived there, work there, including in previous assignments, or have a close family connection.

e. Details on the support for those who may be at risk of homelessness can be found at Annex 55F and in JSP100 Part 2 Chapter 5.

f. **Release Office.** The Release Office will ask the SL if they/their family are at risk of homelessness upon discharge, signposting them to Veteran Services or SSAFA mentoring if they are at risk.

5520. My Alumni Platform

The My Alumni platform is provided on SCIO via MODNet or through Defence Gateway. This platform supports Service Leavers with helpful links to Charities and Government organisations. RN Veterans have lifelong access to the My Alumni Platform.

5521. Continuum of Employment and Spectrum of Service

Our future success as a nation is dependent on our ability to access and unlock the right talent and skills at the right time in the right place. Whilst there are opportunities in civilian life, there are further opportunities to support wider defence.

a. **Reserve Liability.** In most cases, there will be a requirement for those who leave regular service to hold a Reserve Liability for a period of time under the Reserve Forces Act 1980 or 1996. BRd 3(1) Chapter 54 provides further details on this.

b. **Re-entry.** Details on re-entry in the RN are detailed in BRd 3(1) Chapter 12.

[19] Homelessness code of guidance for local authorities - Chapter 24: Former members of the armed forces - Guidance - GOV.UK (www.gov.uk)

c. **Further Service.** There are many opportunities available for SLs to support wider defence and MOD partners, including:

(1) **Civil Service.** 'The Great Place to Work for Veterans' scheme offers Veterans priority progression to the next stage of recruitment for most roles, with opportunities across various grades and professions. This includes the National Armaments Director Group and The Defence Nuclear Organisation.

(2) **Part Time Volunteer Reserve.** Join one of the three Armed Forces, Maritime Reserve, Army Reserve or Royal Auxiliary Air Force.

(3) **Seamless Transfer.** From Regular service into the Maritime Reserve via Project Firefly.

(4) **Full-Time Reserve Service (FTRS).** Take on full-time roles across various ranks and positions as a former Regular or Part-Time Volunteer Reservist.

(5) **Royal Fleet Auxiliary (RFA).** Stay at sea with the RFA, enjoying a work-life balance of three months off for every four months at sea.

(6) **Military Provost Guard Service (MPGS).** The primary role of the MPGS is to counter the terrorist threat posed to military bases within the UK mainland through the provision of armed guarding services.

(7) **Cadets Force and Adult Volunteers.** Volunteer and work with other Adult Volunteers and Cadet Force staff to deliver a programme of activities for young people aged 10 to 20 (depending on the Cadet Force).

d. Further details are contained in Annex 55G.

ANNEX 55A

ALLOWANCES & ENTITLEMENTS ON EXITING THE RN

Served (Date of Entry to Termination Date)	Resettlement Time	Warrants	Funding[1]	ELC Entitlement	Lump Sum[2]	Publicly Funded FE/HE Eligible[3]
<6 Years	0 Days	0	£0	£0	£0	N
6+ Years	20 Days	4	£534[1]	3 x £1000 1 x £3000	£0	Y
8+ Years	25 Days	5	£534[1]	3 x £2000	£0	Y
12+ Years	30 Days	6	£534[1]	3 x £2000	Resettlement Grant	Y
16+ Years	35 Days	7	£534[1]	3 x £2000	Resettlement Grant	Y
18+ Years (AFPS 05)	35 Days	7	£534[1]	3 x £2000	Early Departure Pension Payment Lump Sum (Must be aged 40+)[2]	Y
20+ Years (AFPS 15)	35 Days	7	£534[1]	3 x £2000	Early Departure Pension Payment Lump Sum (Must be aged 40+)[2]	Y



Notes:

1. £534 Funding – Equivalent to 20 days of contract funded courses with Career Transition Partnership (Providing up to £3000 worth of training).

2. A tax free Resettlement Grant £14,059 (Apr 25)). Use the Armed Forces Pension Calculator (online) to forecast your personal EDP Lump Sum and Annual Early Departure Payment Figures.

3. This scheme provides funded access from full state subsidised tuition fees for eligible SL undertaking their first FE or HE level qualification. Guidance on eligibility should be sought from Ed staff.

ANNEX 55B

RESETTLEMENT POLICY AND L&D HUB SUPPORT

Role	Resettlement Associated Responsibilities	Learning Credit Associated Responsibilities
LDA	1. Conduct 2nd Line support for all RN Service Leavers (SL) and for RAF and Army personnel employed on RN establishments and units. 2. Provide Resettlement Advisory Brief Mandated Interview for all TS SL iaw JSP 534. 3. JPA access to: • authorise workflows (inc. travel), • reassign personnel, • update GRT entitlement, 4. Initiate application for resettlement services and CTP registration. 5. Authorise UK Civilian Work Attachments (CWA), Training Attachments (CTA) and Individual Resettlement Preparation Activity (IRP) 6. Liaise with UPO over payments for IRTC and SLCs (some hub LDAs will make payments themselves). 7. Registration of non-standard medical SL (including completion of TAF section 4). 8. Signpost vulnerable SL to appropriate services (inc. but not limited to Veteran Services, RNRMC, Proj NOVA).	Provide advice on SLC, ELCs and PF FE/HE for both serving personnel and veterans. Update ELC account with email, TX date and postal address. Password resets. Authorise routine in service claims.
Regional Service Resettle-ment Adviser	1. As above plus: a. Act as JPA resettlement super users for all resettlement-oriented tasks. b. Staffing TAF to CRM SO1 where SEC support is required c. Post discharge resettlement support. d. Manage network of resettlement best practice. e. Raise queries with Resettlement Pillar Lead as required for all delivery issues. f. Raise queries with Resettlement Policy Lead as required for all policy issues. g. Provide resettlement staff training support and assurance. h. Maintain statistics on: Resettlement interviews/RABS conducted, Vulnerable SL and SL refusing RAB.	As above.

(Continued)

Role	Resettlement Associated Responsibilities	Learning Credit Associated Responsibilities
Regional L&D Officer	1. Authorise delegated Post Discharge Resettlement. 2. Oversee resettlement staff training support and assurance. 3. Oversee network of resettlement best practice. 4. Delegated Resettlement Pillar lead is RLDO(N). 5. Raise queries with NCHQ Policy lead as required.	Raise queries with NCHQ Policy lead as required.
NCHQ L&D Policy lead	1. Authorise overseas resettlement, Civilian Work and Training Attachments. 2. RN representation at Tri Service Level. 3. Authorise Post Discharge Resettlement Authority. 4. Policy advice and exceptions. 5. ELCAS Finance returns. 6. PQs and Service Complaints. 7. Liaison with ELCAS, CTP, sS, TSLD[1]. And Learning Providers. 8. ELC and PF FE/HE advice and guidance. 9. Veteran ELC support.	

[1] Talent Skills Learning and Development – formerly TESRR.

ANNEX 55C

SERVICE LEAVER EVENTS

1. The Service Leaver Event is part of improvements to the leaving process which seeks to form a positive narrative about the RN during the leaving process. This will ensure our leavers remain advocates for service in the RN with SLs able to maximise the opportunities within the Continuum of Employment within the wider Whole Force (Part Time Volunteer Reserve, Civil Service, RFA, Cadet Force Adult Volunteers).

a. **Event Structure.** These events will take the form of a drinks-reception-style event that includes light refreshments (food and beverages). For those who wish, Valedictory Certificates/Letters can be presented, accompanied by a citations outlining their career and contribution to the RN. Each SL eligible to attend can invite up to 2 guests to attend with them. Children and additional guests may attend subject to space and the SL should contact the event organisers for confirmation.

b. **Registration and Event Locations.** Registration, dates and event locations across the UK will be promulgated in an annual RNTM.

c. **Charities.** Several service charities will be invited to provide support and advice to those leaving. These may include the RN and RM Charity, Royal Naval Association, Royal Marines Association, the RM Charity, Association of RN Officers, the White Ensign Association and SSAFA Mentoring.

d. **Photographs.** There will be a photographer in attendance to take photographs of certificates as they are awarded as well as pictures of the SL with their guests. Photographs will then be emailed to participants of the event as part of the feedback process.

e. **Support.** An annual RNTM will detail the correct POC for events and also provide additional advice and guidance**.**

f. **Travel.** Resettlement travel warrants can be used to attend a SLE, subject to the SL having remaining resettlement warrants and suitable business insurance to use their private vehicle for themselves and their guests**.** All resettlement activity must adhere to the local training caveat, and it is anticipated SL will attend their local SLE. If a SL chooses to attend an event at a different location, additional T&S will not be authorised. In accordance with T&S policy if accommodation is required then service accommodation must be utilised in the first instance. If the SL is accompanied by guests who cannot utilise service accommodation, resettlement T&S will not be authorised for additional accommodation requirements.

g. **Dress Code.** No 1Bs for RN (medals, no sword) and 1C Dress – Lovat Undress for RM is the standard dress code for a SLE as shown in the images below. A suit/jacket and tie (or equivalent for those who wish) is a suitable alternative for those who do not wish to wear No 1 dress. Details for dress regulations are found in BRd 3(1) Ch 39 (RN Officers and Ratings), Ch 40 (RM Officers and Other Ranks) and Ch 41 (RFA Officers and Ratings).

ANNEX 55D

VALEDICTORY CERTIFICATES

1. Introduction. The following information covers the Valedictory Certificate process for Regular and Reserve OF4s and below in the RN (including RM). The Valedictory Certificate process for OF5s and above is managed by the Naval Assistant's office and any queries should be sent to NAVYPEOPLE-TRG-SOCTM-Mailbox@mod.gov.uk.

2. Service for OF4s and below is recognised by the award of a Standard, Bronze, Silver, or Gold Valedictory Certificate dependent on the length of service in the RN.

Table 55-1: Qualifying times for Valedictory Certificates

Valedictory Certificate	Years of Service	Signatory Level	Administered by
Standard	4 to under 15 years	Commanding Officer or equivalent	The Individual's Unit
Bronze	15 to under 25 years	Dir P&T	The Office of Protocol
Silver	25 to under 35 years	2SL	The Office of Protocol
Gold	35 years and above	1SL	The Office of Protocol

3. Eligibility Criteria

a. **RN/RM Regulars.** OF4s and below who complete a minimum of 4 years in the RN by their final day of service will receive a Valedictory Certificate on retirement.

b. **Volunteer Reservists.** Similar to Regular Service, Valedictory Certificates for Volunteer Reservists are assessed on length of reckonable service. Reckonable service is based on PTVRs serving on the following Lists: List 1, List 2, List 4 and List 5. Time served on List 3 will not count towards reckonable service, nor will time spent as a Bursar or in the URNU as a student cadet. The timeframe for the award of each level of Valedictory Certificate is the same for Regular Service as detailed in table 1 above.

c. **Full-Time Reserve Service**[1]**.** Those who transfer seamlessly[2] to FTRS commitments will not receive a Valedictory Certificate when leaving Regular Service. They will continue to accrue service towards their Valedictory Certificate and receive one certificate at the end of their final FTRS commitment which will reflect their combined length of service. Sometimes a Valedictory Certificate will have been received at the end of Regular Service before FTRS has been confirmed, in which case, the individual can opt to receive a further combined Valedictory Certificate at the end of their final FTRS commitment.

[1] For the purposes of Valedictory Certificates, the policy for FTRS personnel will also apply to those working in the Royal Naval Careers Service and those in ADC/VERRs commitments if they meet the qualifying criteria.
[2] For the purpose of Valedictory Certificates, a seamless transfer to FTRS is considered to be an FTRS commitment which starts within 3 months of the TX date from Regular Service.

d. **Commissioning.** Service personnel (SP) who undertake the UY/SUY/WOCS routes will receive their Valedictory Certificate on leaving the Service, unless they then commence a FTRS commitment (para 5).

e. **Transfer between RN/RM.** SP who transfer between the RN and RM, and vice versa, without a break in service will receive a Valedictory Certificate at the end of their total engagement/commission.

f. **Service in Regular and Volunteer Reserves.** Those who transfer seamlessly[4] to Reserve Service will not receive a Valedictory Certificate when leaving Regular Service. They will continue to accrue service towards their Valedictory Certificate and receive one certificate at the end of their Reserve Service which will reflect their combined length of service. Sometimes a Valedictory Certificate will have been received at the end of Regular Service before Reserve Service has been confirmed, in which case, the individual can opt to receive a further combined Valedictory Certificate at the end of their Reserve Service.

g. **Transfer to other Services.** Valedictory certificates reflect time served in the RN only. SP who transfer to the Army or RAF may apply for a Valedictory Certificate appropriate to their length of service in the RN at the time of transfer. In this situation, the LM/DO is responsible for ensuring the Valedictory Certificate is applied for.

h. **Civil Servants.** Civil Servants do not fall under these arrangements for Valedictory Certificates. Service in the Ministry of Defence as a Civil Servant (including those who transfer under TUPE arrangements) is recognised by the award of a Valedictory Letter after 10 years or more employment[5]. Civil Service Valedictory process is delivered by the Civil Service Centre of Excellence (CSCoE) and further information can be received by contacting NAVYPEOPLE-HQCSCOE@mod.gov.uk.

i. **RFA.** The Valedictory Certificate policy for the RFA is awarded for 10 years or more employment and is delivered by the RFA team. Contact navypeople-rfaleavewellteam@mod.gov.uk for advice.

j. **Discharge for Administrative or Disciplinary Reasons.**

(1) SP who are Discharged SHORE will receive Valedictory Certificates in the normal manner. Valedictory Certificates will not be produced for those who are Discharged Services No Longer Required (SNLR) or for those who are Dismissed as a result of disciplinary action.

[4] For the purpose of Valedictory Certificates, a seamless transfer is considered to be Reserve Service which starts within 3 months of the TX date from Regular Service.
[5] Civil Service Leaving the Department Policy https://modgovuk.sharepoint.com/:w:/r/sites/IntranetCivilianHRPeoplePortal/_layouts/15/Doc.aspx?sourcedoc=%7B1AB8921B-D267-462A-8B16-B3F457DC83A9%7D&file=Leaving%20the%20Department%20Policy.docx&action=default&mobileredirect=true

(2) In exceptional circumstances, a Commanding Officer may consider a Valedictory Certificate in cases of Dismissal or Discharge SNLR. A Standard Valedictory Certificate may be produced at the Commanding Officer's discretion. Exceptional cases for Bronze, Silver or Gold Valedictory Certificates must be referred to the Naval Secretary via the Office of Protocol (NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk). These requests must include a summary of the circumstances leading to the Dismissal or Discharge SNLR, and an outline of why the Commanding Officer supports the case for exception.

4. Exceptional Circumstances - Discharge on Medical Grounds. A Valedictory Certificate will be issued in accordance with the eligibility criteria. LM/DO are responsible for ensuring Valedictory Certificates are applied for once medical discharge has been confirmed.

5. Administration of the Valedictory Certificate Process

Table 55-2: The Administration of Valedictory Certificates

	Regular	Reserve	FTRS
Standard	Unit to identify and produce	Unit to identify and produce	Unit to identify and produce
Bronze	Office of Protocol to identify* and produce	Unit to apply to Office of Protocol	Unit to apply to Office of Protocol
Silver	Office of Protocol to identify* and produce	Unit to apply to Office of Protocol	Unit to apply to Office of Protocol
Gold	Office of Protocol to identify* and produce. LM/DO to provide citation	Unit to apply and provide citation to Office of Protocol	Unit to apply and provide citation to Office of Protocol

*If the SP is leaving the RN earlier than their planned TX date, the LM/DO must inform the Office of Protocol on NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk that a Valedictory Certificate is due.

Applications and citations are to be sent to the Office of protocol using Appendix 55D1 (found in the Forms section of BRd 3(1).

a. **Standard Valedictory Certificates.** Commanding Officers, via LM/DOs, are responsible for the administration of all Standard Valedictory Certificates. Templates can be found in Appendix 55D2 (RN) and Appendix 55D3 (RM) in the Forms Section of BRd 3(1) and are to be printed locally, in colour, on quality card and signed by the Commanding Officer or someone appropriate within the organisation.

b. **Bronze, Silver and Gold Valedictory Certificates.** The Office of Protocol will produce Bronze, Silver and Gold Valedictory Certificates in accordance with the following:

(1) **Regular SP.** The Office of Protocol will identify individuals in Regular Service who are entitled to a Bronze, Silver or Gold Valedictory Certificate. The Office of Protocol can be contacted if you wish to check that a Valedictory Certificate is being progressed. For Gold Valedictory Certificates see para 16. In certain situations, such as early termination, the LM/DO **must** notify the Office of Protocol that a Valedictory Certificate is due, see para 17.

(2) **Volunteer Reservists.** The Unit (working with the relevant Capability Area) is to notify the Office of Protocol when a Bronze, Silver or Gold Valedictory Certificate is required using the proforma at Appendix 55D1. Units are to establish the number of years of reckonable service an individual has achieved and confirm this on the proforma; this information can be confirmed via the relevant RSU. Note that time served on List 3, as a Bursar or in the URNU as a student cadet is non-reckonable. For planning purposes, the LM/DO is advised to apply at least 6 months prior to the termination date.

(3) **FTRS.** The LM/DO of a SP concluding their final FTRS commitment is to notify the Office of Protocol when a Bronze, Silver or Gold Valedictory Certificate is required using the proforma at Appendix 55D1. The LM/DO is to confirm the number of years served including dates of service on the proforma. For planning purposes, the LM/DO is advised to apply at least 6 months prior to the termination date.

c. **Gold Valedictory Certificates.** A short citation is to be provided by the LM/DO using the proforma at Appendix 55D1 and sent to the Office of Protocol. The Valedictory Certificate will not be progressed until this is received. Guidance on writing a citation is provided at Appendix 55D4. For planning purposes, the LM/DO is advised to provide the citation at least 6 months prior to the termination date.

d. **Short Notice Leavers.** The LM/DO **must** inform the Office of Protocol if a SP is leaving early, otherwise the Office of Protocol will not be aware a Valedictory Certificate is required. This also includes those who have been medically discharged. Every effort will be made to produce and obtain signatures for those leaving at short notice. However, the LM/DO should liaise with the Office of Protocol at the earliest opportunity.

e. **Extensions of Service.** Some SP may receive an Extension of Service, often shortly before their original TX date. In this situation, a Valedictory Certificate is not required, and they will receive one at the end of their service. Please contact the Office of Protocol if an EOS is likely or has been received so the Valedictory Certificate production can be paused, and/or, cancelled once the outcome of the EOS application is known.

f. **Incomplete Service Records.** If you are aware that an individual's service history is not fully shown in JPA, for example, previous service numbers or a long period with breaks in service, please contact the Office of Protocol. Provide the exact dates served so the length of service can be calculated, and certificates raised with the correct information.

g. **20. Acting Higher Rank.** When Acting Higher Rank (AHR) has been held in the final assignment for a minimum period of 2 years, the Valedictory Certificate will reflect the higher rank. This applies to Officers[6] and Ratings/RMORs. Where the AHR was held in previous assignments, but not the final assignment, or when the period of AHR was less than 24 months, the Valedictory Certificate will be produced in the substantive rank.

h. **Service Leavers Assigned to a PSG.** If a Gold Valedictory Certificate citation is required for a SP who has spent 6 months or less in a PSG immediately before leaving the Service, the PSG will work with the Office of Protocol to contact the individual's previous reporting chain to provide this. The previous reporting chain should expect to undertake Valedictory Certificate administration for SP who have been assigned to a PSG for a short period prior to leaving the Service.

i. **Service Leavers in Non-RN Units.** SP not working in a RN/RM Unit during their last 12 months of service will need to make sure their Chain of Command are aware of this Valedictory Certificate process.

j. **Presentation.** Bronze, Silver and Gold Certificates will be despatched to the Commanding Officer / nominated individual of the recipient. All Valedictory Certificates should be presented at an appropriate occasion by the Chain of Command in accordance with the wishes of the individual. For those wishing to have their Valedictory Certificate presented at a Service Leaver Event should refer to para 5516 and Annex 55C.

k. **Death in Service.** Valedictory Certificates for OF4 and below (Regular and Reserve), who die in service, will be produced by the Office of Protocol.

l. **Point of Contact.** If there are any queries relating to the Bronze, Silver and Gold Valedictory Certificate process, advice should be sought from the Office of Protocol NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk.

[6] Officers who have held AHR for a minimum of 2 years are advised to read BRd3(1) Art 6663.

APPENDIX 1 TO ANNEX 55D

VALEDICTORY CERTIFICATES APPLICATION PROFORMA



Valedictory Certificates Application Proforma can be found in the Forms area of the BRd 3(1) Homepage.

1. GOLD CITATION GUIDANCE

LM/DOs are requested to read the pre-loaded text on the Gold Certificate, as displayed below, to avoid duplication of words or phrases. The citation is to be written in the same style as the pre-loaded text.

a. **Pre-loaded text on the Gold Certificate.**

On behalf of His Majesty The King and the Admiralty Board, I would like to record our sincere gratitude for your long service and dedication on the occasion of your retirement from the Royal Navy/Royal Marines on the (TX DATE).

Your extraordinary dedication to your Sovereign and the Nation through a remarkable (XX) years' service is of the highest order and exemplifies the finest traditions of the Service. In responding to the many operational demands you have faced throughout your distinguished career, you have played a significant role in the safeguarding of the United Kingdom, the Commonwealth and our other allies, providing for the security of our country. Your successes are too numerous to record individually, but they have each been due to your infinite professionalism, dedication and loyalty; you should be justifiably proud of your achievements and the legacy you leave behind.

The Career Precis (as provided by the LM/DO) will be inserted here.

I trust that you and your family, whose support has helped to make this possible, will always consider yourselves to be part of the Naval/Corps family. The Board joins me in sending you our very best wishes for every happiness and success in the future.

b. Citations can be **500 characters (including spaces)** and must start 'In particular, I wish to highlight[1]'. Double spacing after full stops is to be used and abbreviations to be written in full where appropriate.

c. Career highlights to consider including:

(1) Any operational tours or deployments. Were there any particular ships, submarines, establishments or units they served with and any particular appointments held.

(2) Any particular successes, specialisms or traits they were known for.

[1] In particular, I wish to highlight' forms part of the 500 character total.

(3) Did they make an impact in a particular area or contribution to a particular piece of work or project?

(4) 1Any assignments that can be singled out for praise, enjoyment or high profile.

(5) Highlight State Honours, MSMs and any Commendations and why they received them. Avoid mentioning OSMs/GSMs and LS&GCMs.

(6) In addition to their role, have they made a significant contribution to another area of the Service such as a Service network or to Service Sport.

d. The following example citations may assist in preparing the content and tone of the personalised citation for approval by 1SL's Office:

In particular, I wish to highlight your varied career from XXXX into commissioned service. You were awarded a 2* Commendation for XXXX at HMS XXXX and have held key submarine training assignments in the XXXX and for the XXXX Programme. You have delivered complex RN policy and transformation outputs across Navy Command and Defence, contributing to the assurance of future key capabilities.

In particular, I wish to highlight your exceptional career serving in a variety of ships including HMS XXXX as the XXXX. You have successfully deployed on Operations XXXX and XXXX and have delivered extraordinary support across the globe in operationally focussed roles. Your passion, vigour and engineering prowess have been the hallmarks of your remarkable service, epitomising the ethos and core values of the Royal Navy.

In particular, I wish to highlight your exceptional service since joining as an Artificer Apprentice and culminating as the XXXX in XXXX. You have served in HM Submarines SWIFTSURE, TIRELESS, TRAFALGAR and TRIUMPH where you demonstrated engineering expertise and professionalism. Justly recognised with the award of the Meritorious Service Medal in 2023, this has been an outstanding career throughout.

In particular, I wish to highlight your remarkable commitment to the Royal Navy and Royal Naval Reserve and your contribution to delivering operational output. You have served in numerous establishments and ships including HMS XXXX and undertaken appointments at XXXX and XXXX. Supporting unit activity, the pinnacle of your exemplary career was as a XXXX at HMS XXXX.

In particular, I wish to highlight your eminent career serving in a variety of ships, including deployment on Operation XXXX with HMS XXXX as a XXXX. You delivered excellent effect as the XXXX before dedicating 15 years to the Royal Naval Careers Service, inspiring future generations into the Royal Navy. Your steadfast professionalism and indomitable commitment have been evident throughout your remarkable service.

In particular, I wish to highlight your distinguished service, excelling in leadership, personnel management, and operational delivery. From regenerating HMS XXXX to preparing HMS XXXX for deployment, your impact has been profound. You have demonstrated adaptability through your service in Northern Ireland, Iraq, and Afghanistan and become a trusted mentor and role model. You have shaped doctrine, improved standards, and inspired all those around you.

In particular, I wish to highlight your exceptional career in Above Water Warfare serving in a variety of assignments including XXXX and HMS XXXX. You conclude your outstanding career with the XXXX Team delivering training excellence to foreign navies all around the world. A true ambassador for the Service, your expertise has provided significant support to the wider Defence Engagement output.

In particular, I wish to highlight the breadth of your distinguished career, serving with distinction above and below the water in every rank from XXXX to Commander. From CASD to supporting land operations with 3 Commando Brigade, you have delivered outstanding impact. Awarded the Meritorious Service Medal as an exceptional leader and ambassador for the Service, your career has been remarkable.

In particular, I wish to highlight your distinguished service. Having progressed to the rank of XXXX through exemplary dedication and professionalism, your service spans surface ships, submarines, and operations in Libya, with later employment in Joint Headquarters supporting global operations. Your outstanding contribution has been recognised by multiple awards, culminating in a VCDS Commendation in 2020.

In particular, I wish to highlight your remarkable career having shown unwavering commitment to the Fleet Air Arm. You served with distinction in HM Ships INVINCIBLE, ILLUSTRIOUS and ARK ROYAL before applying this expertise to the integration of future ships and aircraft, enabling safe and effective operations. As a Reservist you rightly received a 4* Commendation for your outstanding contribution to the XXX Task Force.

In particular, I wish to highlight your outstanding service which included Cold War submarine patrols to Gulf War operations. As a XXXX specialist, you have trained and mentored sailors, officers, and civilians across all ranks and rates. Latterly, you instructed new recruits at HMS RALEIGH before your final appointment as XXXX in HMS XXXX; a fitting end to a rewarding career of service, professionalism, and dedication.

In particular, I wish to highlight your valuable contribution to delivering and enabling Unit and wider Royal Marines Reserve output through the provision of driver and catering support to many exercises. You have undertaken numerous deployments to Norway in support of Cold Weather Warfare training, and you were mobilised during Operation XXXX. Your commitment to the RMR and the wider Corps epitomises the ethos and core values of the Royal Marines.

In particular I wish to highlight your exceptional support to Service Personnel and their families throughout your distinguished career. In the most challenging and sensitive circumstances, including bereavement support and the care of seriously injured personnel, you displayed unwavering compassion, professionalism and dedication. You were formally recognised with an OBE in XXXX, reflecting the profound and lasting impact of your leadership, commitment and service.

In particular, I wish to highlight your impressive career since joining the WRNS as a XXXX through to your appointment as XXXX within the Maritime Reserves Headquarters. Your exemplary contribution to the Communications Branch saw you serve in all major UK shore communication establishments. Having Commissioned, you turned your focus to diligently assisting the XXXX team notably offering your wise counsel and support to XXXX.

In particular, I wish to highlight your exceptional career and service as an Air Engineer. You have worked with most of the Fleet Air Arm helicopter variants and most notably, your role as the Commando Helicopter Force XXXX was outstanding. Latterly, your contribution to the Alliance at Maritime Command has been excellent. More widely, you have shown continued commitment to Royal Navy Rugby representing the Royal Navy values of teamwork and resilience.

APPENDIX 2 TO ANNEX 55D

ROYAL NAVY STANDARD VALEDICTORY CERTIFICATE TEMPLATE



RN Standard Valedictory Certificate Template can be found in the Forms area of the BRd 3(1) Homepage.

APPENDIX 3 TO ANNEX 55D

ROYAL MARINES' STANDARD VALEDICTORY CERTIFICATE TEMPLATE



RM Standard Valedictory Certificate Template can be found in the Forms area of the BRd 3(1) Homepage.

APPENDIX 4 TO ANNEX 55D

GOLD CITATION GUIDANCE

1. LM/DOs are requested to read the pre-loaded text on the Gold Certificate, as displayed below, to avoid duplication of words or phrases. The citation is to be written in the same style as the pre-loaded text.

2. **Pre-loaded text on the Gold Certificate.**

On behalf of His Majesty The King and the Admiralty Board, I would like to record our sincere gratitude for your long service and dedication on the occasion of your retirement from the Royal Navy/Royal Marines on the (TX DATE).

Your extraordinary dedication to your Sovereign and the Nation through a remarkable (XX) years' service is of the highest order and exemplifies the finest traditions of the Service. In responding to the many operational demands you have faced throughout your distinguished career, you have played a significant role in the safeguarding of the United Kingdom, the Commonwealth and our other allies, providing for the security of our country. Your successes are too numerous to record individually, but they have each been due to your infinite professionalism, dedication and loyalty; you should be justifiably proud of your achievements and the legacy you leave behind.

The Career Precis (as provided by the LM/DO) will be inserted here.

I trust that you and your family, whose support has helped to make this possible, will always consider yourselves to be part of the Naval/Corps family. The Board joins me in sending you our very best wishes for every happiness and success in the future.

3. Citations can be **500 characters (including spaces)** and must start 'In particular, I wish to highlight[1]'. Double spacing after full stops is to be used and abbreviations to be written in full where appropriate.

4. Career highlights to consider including:

a. Any operational tours or deployments. Were there any particular ships, submarines, establishments or units they served with and any particular appointments held.

b. Any particular successes, specialisms or traits they were known for.

c. Did they make an impact in a particular area or contribution to a particular piece of work or project?

d. Any assignments that can be singled out for praise, enjoyment or high profile.

e. Highlight State Honours, MSMs and any Commendations and why they received them. Avoid mentioning OSMs/GSMs and LS&GCMs.

[1] In particular, I wish to highlight' forms part of the 500-character total.

f. In addition to their role, have they made a significant contribution to another area of the Service such as a Service network or to Service Sport.

5. The following example citations may assist in preparing the content and tone of the personalised citation for approval by 1SL's Office:

In particular, I wish to highlight your varied career from XXXX into commissioned service. You were awarded a 2* Commendation for XXXX at HMS XXXX and have held key submarine training assignments in the XXXX and for the XXXX Programme. You have delivered complex RN policy and transformation outputs across Navy Command and Defence, contributing to the assurance of future key capabilities.

In particular, I wish to highlight your exceptional career serving in a variety of ships including HMS XXXX as the XXXX. You have successfully deployed on Operations XXXX and XXXX and have delivered extraordinary support across the globe in operationally focussed roles. Your passion, vigour and engineering prowess have been the hallmarks of your remarkable service, epitomising the ethos and core values of the Royal Navy.

In particular, I wish to highlight your exceptional service since joining as an Artificer Apprentice and culminating as the XXXX in XXXX. You have served in HM Submarines SWIFTSURE, TIRELESS, TRAFALGAR and TRIUMPH where you demonstrated engineering expertise and professionalism. Justly recognised with the award of the Meritorious Service Medal in 2023, this has been an outstanding career throughout.

In particular, I wish to highlight your remarkable commitment to the Royal Navy and Royal Naval Reserve and your contribution to delivering operational output. You have served in numerous establishments and ships including HMS XXXX and undertaken appointments at XXXX and XXXX. Supporting unit activity, the pinnacle of your exemplary career was as a XXXX at HMS XXXX.

In particular, I wish to highlight your eminent career serving in a variety of ships, including deployment on Operation XXXX with HMS XXXX as a XXXX. You delivered excellent effect as the XXXX before dedicating 15 years to the Royal Naval Careers Service, inspiring future generations into the Royal Navy. Your steadfast professionalism and indomitable commitment have been evident throughout your remarkable service.

In particular, I wish to highlight your distinguished service, excelling in leadership, personnel management, and operational delivery. From regenerating HMS XXXX to preparing HMS XXXX for deployment, your impact has been profound. You have demonstrated adaptability through your service in Northern Ireland, Iraq, and Afghanistan and become a trusted mentor and role model. You have shaped doctrine, improved standards, and inspired all those around you.

In particular, I wish to highlight your exceptional career in Above Water Warfare serving in a variety of assignments including XXXX and HMS XXXX. You conclude your outstanding career with the XXXX Team delivering training excellence to foreign navies all around the world. A true ambassador for the Service, your expertise has provided significant support to the wider Defence Engagement output.

In particular, I wish to highlight the breadth of your distinguished career, serving with distinction above and below the water in every rank from XXXX to Commander. From CASD to supporting land operations with 3 Commando Brigade, you have delivered outstanding impact. Awarded the Meritorious Service Medal as an exceptional leader and ambassador for the Service, your career has been remarkable.

In particular, I wish to highlight your distinguished service. Having progressed to the rank of XXXX through exemplary dedication and professionalism, your service spans surface ships, submarines, and operations in Libya, with later employment in Joint Headquarters supporting global operations. Your outstanding contribution has been recognised by multiple awards, culminating in a VCDS Commendation in 2020.

In particular, I wish to highlight your remarkable career having shown unwavering commitment to the Fleet Air Arm. You served with distinction in HM Ships INVINCIBLE, ILLUSTRIOUS and ARK ROYAL before applying this expertise to the integration of future ships and aircraft, enabling safe and effective operations. As a Reservist you rightly received a 4* Commendation for your outstanding contribution to the XXX Task Force.

In particular, I wish to highlight your outstanding service which included Cold War submarine patrols to Gulf War operations. As a XXXX specialist, you have trained and mentored sailors, officers, and civilians across all ranks and rates. Latterly, you instructed new recruits at HMS RALEIGH before your final appointment as XXXX in HMS XXXX; a fitting end to a rewarding career of service, professionalism, and dedication.

In particular, I wish to highlight your valuable contribution to delivering and enabling Unit and wider Royal Marines Reserve output through the provision of driver and catering support to many exercises. You have undertaken numerous deployments to Norway in support of Cold Weather Warfare training, and you were mobilised during Operation XXXX. Your commitment to the RMR and the wider Corps epitomises the ethos and core values of the Royal Marines.

In particular I wish to highlight your exceptional support to Service Personnel and their families throughout your distinguished career. In the most challenging and sensitive circumstances, including bereavement support and the care of seriously injured personnel, you displayed unwavering compassion, professionalism and dedication. You were formally recognised with an OBE in XXXX, reflecting the profound and lasting impact of your leadership, commitment and service.

In particular, I wish to highlight your impressive career since joining the WRNS as a XXXX through to your appointment as XXXX within the Maritime Reserves Headquarters. Your exemplary contribution to the Communications Branch saw you serve in all major UK shore communication establishments. Having Commissioned, you turned your focus to diligently assisting the XXXX team notably offering your wise counsel and support to XXXX.

In particular, I wish to highlight your exceptional career and service as an Air Engineer. You have worked with most of the Fleet Air Arm helicopter variants and most notably, your role as the Commando Helicopter Force XXXX was outstanding. Latterly, your contribution to the Alliance at Maritime Command has been excellent. More widely, you have shown continued commitment to Royal Navy Rugby representing the Royal Navy values of teamwork and resilience.

ANNEX 55E

LONG SERVICE RECOGNITION AWARD

1. The Long Service Recognition Award is a gift, funded by the RNRMC, symbolising exceptional time in Service; it will be presented along with the Valedictory Certificate as an SP leaves the Royal Navy.

a. The opportunity to apply for the award is open to all ranks and rates, regular and reservist personnel. Qualifying Service is set at a minimum of 40 years, with no maximum limit. This is measured from the day of joining up, irrespective of age. Regular personnel are to have completed a minimum of 40 years since joining or 40 years combined service if they have had an authorised career break. Maritime Reserves will also be eligible and will have to meet the following requirements[1]. Either:

(1) Ex-Regulars (Royal Fleet Reserves) personnel may aggregate both Regular Service and FTRS. Ex Regulars that join the Maritime Reserves (MR) (RNR, RMR), the RNCS or undertake FTRS with aggregated Regular and Reservist time in Service accruing to 40+ years. There is to be no break in Service clause: all reckonable service will be counted, no matter how long the break in service was. However, any time spent out of service will not be counted towards the award including time when the individual was subject to a callout liability as part of the Regular Reserve of their parent Service.

(2) MR personnel (RNR, RMR), that have 40+ years' reckonable service on the MR Active Lists (List 1 List 2, List 4 and List 5) or various accrued Reserve time can count if there is no gap in service, e.g. 25 years RNR then 15 years RNCS.

b. **Award Criteria.** The award will be a gift up to the value of £250. The recipient selects one gift to a value of £250 which must have a connection to the Royal Navy and is approved by the SCWO Selection Board (detailed in sub-para c). Alternatively, they can use £250 as a part payment of a gift which has Royal Navy significance. If only part of the award is used, e.g., a gift costs £150, **the remainder cannot be used against any further gifts or for a cash payment.** The award is a one-time payment and should be used to purchase something which is relevant and worthy on a personal scale rather than the wish to place a monetary value on it. Some examples are given in Appendix 55E1[2]. There is an expectation that personnel would recognise the donation from the RNRMC in any media publicity.

[1] Advice may be sought from COMMARRES to confirm eligibility and acceptance of Service validation.
[2] These are not recommendations or endorsements but give an example as to what gifts carry Royal Navy significance. It is the responsibility of the Service Person leaving to research and negotiate all gifts. The award process is for the allocation of funds only.

c. **Selection Board.** Prior to submission of this application, the Divisional Officer/Troop Commander[3] is to verify via JPA that the qualifying criteria have been met and are then to complete Appendix 55E1 and email it to the Protocol WO1, NAVY PEOPLE-HQ PROTOCOL WO1, who will check the applicants details via JPA. The application form will be forwarded to the RNRMC for approval. It is emphasised that this is recognising Service in the Royal Navy and the award can only be used for gifts which have a Royal Navy significance. If there is any doubt, the SCWOs[4] will convene a Board and vote on the eligibility. The Protocol WO1 will then submit the form to the RNRMC for the release of funds for the gift.

d. **Funds.** The amount requested will be transferred to the requested bank account. It is the responsibility of the Service Person to ensure that all further monetary transactions are carried out correctly. The purchased gift is to be brought in ready for presentation. If the money is transferred to a personal account, once the gift has been purchased, the DO is required to email mygrant@rnrmc.org.uk a copy of the scanned receipt. Funds will only be released once a copy of the receipt has been provided.

e. **Presentation.** The presentation of the gift will be in addition to and at the same time as the Valedictory Certificate[5], before a Service Person leaves the RN. The onus is on the person leaving, along with their DO, to apply in plenty of time to achieve this **(a minimum of 21 days is required to release the funds).** The process cannot be rushed or abridged because of tight timescales. It would be presented ideally by a Senior Officer of Flag Rank[6] along with a representative of the RNRMC; however, it is recognised that this may not always be achievable and therefore may be deferred to the Commanding Officer. The DO is responsible for the organising of the presentation of the gift and Valedictory Certificate.

f. Further information regarding this award, can be gained from the Protocol WO1, or the SCWOs: NAVY-1SLCNSSeniorCommandWO@mod.gov.uk.

[3] This is further abbreviated as DO.
[4] SCWOs: Warrant Officer to the Royal Navy, Fleet Commander's Warrant Officer, Second Sea Lord's Warrant Officer, Royal Marines Corps RSM, and the DE&S Command Warrant Officer,
[5] This award process does not initiate the Valedictory Certificate process. The DO will still have to apply for that via the standard means.
[6] The Maritime Reserves gift would be presented to the individual as they leave the Maritime Reserves. Ideally by COMMARRES; however, if not available by a suitable Commanding Officer, Regular or Reservist.

APPENDIX 1 TO ANNEX 55E

LONG SERVICE RECOGNITION AWARD

REQUEST FOR FUNDS TO BE RELEASED

IMPORTANT DECLARATION:
I agree that the RNRMC may process personal data contained in this application as per the terms set out in the RNRMCs Privacy Policy.

YES/NO

Complete the LSRA application via the RNRMC website, at the following link: https://www2.grantrequest.co.uk/application.aspx?sid=140&fid=35025

On completing the form, it should be emailed to: WO1 Protocol, NAVY PEOPLE-HQ PROTOCOL WO1 for approval.

OFFICE USE ONLY:

Declaration and Approval by WO1 Protocol	
I confirm that I have verified via JPA that the recipient has completed a minimum of 40 years' service and that the gift requested has a Royal Navy significance.	
Approval is hereby given for the LSRA application to be processed by the RNRMC.	
Signature:	
Date:	

Examples (Google the stores):

1. **HMS Stores** – Various military style gifts.
2. **Pronto Images** – Various military style gifts.
3. **Hattons of London** – Bespoke Coins.
4. **Forever Jack** – Various military style gifts.
5. **CWC Watches** – Military style watches.
6. **Customised Charts with a Ship's Crest** - Nautical charts with a personalised crest.

These do not constitute endorsements or recommendations. The responsibility is on the person leaving the Service to ensure that the gift they are purchasing is available and of the quality they are looking for.

ANNEX 55F

HOMELESSNESS

The process for supporting our people with their housing to ensure they do not leave the RN without a home is a key task. The following process ensures the CoC support our SL.

1. **Obtaining Consent[1].** For those personnel in service, **Life Checker** may act as the initial indication as to potential challenges, and for housing issues, the DO/TC should refer SP to RN Family and People Support (RN FPS) via the 'RN FPS' portal. For those leaving the RN, the DO/TC (or LM/1RO) should be undertaking an exit discussion with the SL, and as part of this discussion, an assessment as to their preparation for return to civilian life should have been made. During discussions between the LM/1RO/DO/TC and the SL, an assessment as to their preparation for return to civilian life should be made. The SL Life Checker, undertaken by the SL but reviewed by the LM/1RO/DO/TCs, should determine if they are LIKELY to be at risk of homelessness. The Release Office should also usually ask the SL if they/their family are at risk of homelessness upon discharge.

   a. As a referral cannot be made without the SL's consent, COs, or their representatives, should ensure that the SL understands the purpose of the referral, and consents to information and contact details being passed on to aid with their housing needs.

   b. It is advisable to obtain the SL's signature to confirm that they have consented to a referral being made, however oral consent is acceptable. Consent should be informed, accounting for circumstances where the SL would not benefit from a referral being made. Some guidance is offered in Para 5520c 'Referral to Veteran Services with contact details at Para 4.e below.

2. **Referral Refusal.** If a SP/SL refuses to give consent for a referral to be made, this must be recorded by the CO on JPA. No further action is required, and the Armed Forces' 'Duty to Refer' is discharged, assuming appropriate signposting has been provided.

3. **Records.** Records must be kept so that COs can demonstrate their 'Duty to Refer' responsibilities have been discharged for governance purposes. It is recommended that a SL's housing situation and any associated risk, is identified and recorded as part of the exit interview, and the Release Office is informed to ensure this is recorded correctly. Release Office staff MUST ensure that both refusal to give consent and referrals to local authorities for those at risk of homelessness are recorded within the corresponding discharge documentation. Additionally, the CO may wish to record this in JPA when they undertake their discussions with the SL.

4. **Continued Welfare Support.** COs (or Line Manager/1RO) must continue to provide existing welfare support to refer those at risk of homelessness to the relevant the relevant Local Authority regardless of their location within UK. There is a responsibility to support SPs and SLs based in England, Scotland, Wales or Northern Ireland, as well as units based abroad.

[1] JSP100 Part 2

a. Those SLs who intend to settle in the Devolved Administrations, who are at risk of homelessness, and consent, should be referred to the Local Authority in a Devolved Administration they wish to locate/relocate to. This can be undertaken directly, or through the Veteran Services.

b. Whilst this is relatively easy for Army and RAF personnel, the nature of RN assignments and deployments with the potential for our people to already be located outside of base port areas or to relocate during their resettlement means that there is likely need for greater support.

c. COs should consider whether a SL is LIKELY to be homeless or become homeless during or after their discharge from service. If this appears to be LIKELY, COs and their representatives shall:

d. Assess what sort of help an SL might most benefit from Veteran Services[2] help for SL or SSAFA Mentoring.

e. Contact Veteran Services **DBSVets-DTS-Central@mod.gov.uk** who will provide support and guidance to access a range of appropriate health, financial and support services across government and charitable sources. They will support housing need as well as undertake a holistic assessment of all needs as per JSP100. In service refer guidance to Veteran Services using the DTRP1 form.

f. For those who are likely to benefit from more intensive 1-2-1 mentoring to motivate, support, build resilience and empower service leavers, refer to SSAFA Mentoring (**mentoring@ssafa.org.uk**).

g. Organisations exist, both internal and external, able to offer assistance/advice to the Command, and to the individual as required (not exhaustive):

(1) **https://www.royalnavy.mod.uk/community-and-support/advice-and-support/local-support.**

(2) For Housing Advice: **https://www.gov.uk/guidance/information-and-guidance-on-civilian-housing**

h. Further reading and amplifying guidance on the ‘Duty to Refer’ can be found at:

(1) Homelessness Reduction Act 2017 **https://www.legislation.gov.uk/ukpga/2017/13/contents/enacted.**

(2) A Guide to the Duty to Refer - Gov.UK, **https://www.gov.uk/government/publications/homelessness-duty-to-refer/a-guide-to-the-duty-to-refer.**

(3) JSP 100: Holistic Transition Section 5

[2] https://www.gov.uk/guidance/help-and-support-for-service-leavers-and-their-families.

ANNEX 55G

CONTINUUM AND SPECTRUM OF EMPLOYMENT

There are a range of employment opportunities within wider Defence and MoD that may interest those leaving the RN.

1. Civil Service

The Great Place to Work for Veterans scheme is designed to encourage more Veterans to join the Civil Service when they leave the Armed Forces, ensuring the Civil Service benefits from the wide range of skills and talents in the Armed Forces community. As part of the Government's ongoing commitment to those who served, this is an opt-in recruitment scheme which allows former members of the Armed Forces who meet the minimum criteria to progress to the next level with their application for most vacancies – whether that's an interview or an online test. All appointments will continue to be made on merit. Roles within the scheme are available at various grades, in functions and professions across the Civil Service. When applying for roles in Civil Service jobs, applicants will be prompted to enter whether they are eligible for *The Great Place to Work For Veterans* Initiative by confirming that they have served in the Armed Forces. www.civil-service-careers.gov.uk/great-place-to-work-for-veterans.

2. Maritime Reserves (MR) – The Firefly Scheme

The *Firefly Scheme* was introduced to increase the awareness of the MR proposition to trained[1] RN and RM personnel and to introduce a fast-track entry process that enabled their seamless entry[2] to the MR as a Part-Time Volunteer Reservist (PTVR) immediately on leaving Regular Service. Personnel earn their daily rate of pay and as long as they achieve their minimum annual commitment (currently 24 days). This qualifies PTRVs to their Certificate of Efficiency and additionally, an annual tax-free bounty of up to £2,209. Appendix 55G1, Figure 55G1-3 details joining criteria.

a. To maximise opportunities for knowledgeable, skilled and experienced SLs to join the MR, the maximum period from which personnel can apply after leaving Regular service is now extended to 36-months.

b. The following eligibility criteria apply:

(1) **Age.** The maximum age to join the different Professions within the MR is detailed in the Job Eligibility Matrix (JEM)[3].

(2) **Medical.** The medical eligibility is determined within Appendix 1 and 2 and applicants should normally meet the in-Service medical standards. and the Pre-entry Medical Employability Board (MEB) may assess the employability of applicants with medical limitations.

[1] Completed Phase-1 and Phase-2 training.
[2] If applying before leaving Regular Service, which results in no break in service.
[3] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/jem.aspx

(3) **Appraisal.** The last Appraisal should[4] have a positive recommendation for Further Naval Service[5].

(4) **Trained Status.** All fully trained[6] personnel are eligible to apply. Part-Trained[7] applicants are to apply via the Re-Joiners and Inter-Service Transfer Team (RISTT)[8] and will be considered for *Firefly* if this is deemed the optimal route for their entry to the MR.

(5) **Discharge Categories.** The discharge categories in BRd 3(1), Ch 12[9] apply to all *Firefly* applications. RISTT must be contacted if there is any doubt about the validity of former service documents or discharge categories.

(6) All other routine entry criteria as detailed in BRd 3(1), Ch 101[10].

c. **Firefly Application.** Expressions of interest (EOI) and requests for the Firefly Application Form are to be submitted to: NAVYPEOPLE-CMRESFFMAILBOX@mod.gov.uk.

(1) Applications are to be submitted no later than 3-months before the end of the eligibility period (i.e. three months before end of Service date, or 33-months after leaving Regular service).

(2) Prior to applying, personnel are encouraged to review the career opportunities within the MR via the RN's Recruit and Attract website[11].

(3) Applications received from OF4s and above will be discussed with CMRHQ[12] and approval will be dependent on SQEP and liability at the time of application.

(4) The application process is detailed in Appendix 55G1.

(5) The final decision to enter the MR therefore lies with the Registrar of Reserves[13].

[4] It is acknowledged that some service leavers may not have considered the MR as an option after Regular service and therefore this may have been omitted from their final Appraisal. Applications from personnel with a final Appraisals with a "no" recommend will be rejected.
[5] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/JSP757_Part2_Vol1.pdf
[6] Completed Phase-1 and Phase-2 training.
[7] Completed Phase-1 training but left the service before completing Phase-2 training.
[8] https://www.royalnavy.mod.uk/organisation/maritime-reserves.
[9] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch12.pdf.
[10] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch101.pdf.
[11] https://www.royalnavy.mod.uk/careers/royal-navy-reserves/firefly-scheme.
[12] Sent to NAVY PEOPLE-MR HQ Policy SO1.
[13] NAVY PEOPLE-CM RES SO1.

d. **Terms and Conditions of Service (TCOS).** All personnel entering the MR will be placed on new Reserve Service TCOS, which will account for the needs of the MR and Profession, and previous service, seniority, and rank/ rate. Each TCOS letter will be designed to make the offer attractive, whilst ensuring current PTVRs are not disadvantaged.

(1) **Training.** The TCOS letter will include any training activities required by the applicant where they are not already fully qualified for their chosen/ allocated MR Profession. Where an individual entering requires a branch transfer to a new specialisation, these training activities will include the elements of the individual's new training matrix below the rank that they enter, to ensure professional competency in new specialisation. Any waivers or exemptions to training are to be discussed/awarded at the entry point and are authorised by NAVY PEOPLE-WFPT STRAT RES SO2.

(2) **Rank/Rate.** Where possible, individuals will enter at the rank/rate they held when leaving the service. However, where there is a low workforce requirement, such as at OF4/5 and OR8/9, or when an individual is also branch transferring and is largely unqualified in their new specialisation, the entrant may be offered a lower substantive rank/rate. This is at the discretion of the NAVY PEOPLE-WFPT STRAT RES SO2.

(3) Personnel who were discharged from Regular service with an ill-health award are advised to seek professional advice on the impact that joining the MR will have on any financial award.

(4) If an individual subsequently leaves the MR, the balance of any ex-Regular Reserve Liability that may remain will then be resumed.

3. Full Time Reserve Service (FTRS)

FTRS provides full-time RN employment opportunities for personnel from either former Regular Service or the Maritime Reserve. Opportunities will exist on different TACOS and commitment level. All opportunities are advertised on the 'Serve - Find Forces Jobs' website[14]. Full details on FTRS service are in BRd3 (1) Chapter 102.

4. Royal Fleet Auxiliary (RFA)

If you are leaving Regular Service and still want a career at sea, then the RFA may be an alternative to consider. Whilst the recruitment process is based on your own personal circumstances, applicants must be British, Irish or Dual Nationality. Foreign and Commonwealth must have a Residence Permit with 'Indefinite Leave to Remain' or a UK Passport. You must be resident in the UK for at least 4 of the past 5 years. Certain branches are only open to sole UK Citizens. All current RFA vessels are compliant for Seafarers Earnings Deduction, whereby you are entitled to claim refunds on your income tax contributions subject to meeting the specific qualifying criteria set by HMRC. For more information, contact: NAVYCNR-RFAGROUPMAILBOX@mod.gov.uk.

[14] www.findforcesjobs.mod.gov.uk

5. Military Provost Guard Service (MGPS)

The primary role of the MPGS is to counter the terrorist threat posed to military bases within the UK mainland through the provision of armed guarding services. The MPGS is part of the Adjutant General's Corps and is under the direction of Provost Marshal (Army), who is the Director and Head of Service. MPGS units are formed under the command of their respective Head of Establishment, with Provost Marshal (Army) maintaining technical standards through assurance inspections. Army General Admin Instruction (AGAI) Volume 2, Chapter 43, Part 9: Adjutant General's Corps - Military Provost Guard Service (MPGS) provides full details and can be obtained by contacting APC Glasgow MPGS Sldr-2E1 (MPGS Transfers) ArmyPM-MPGS-Recruitment@mod.gov.uk.

a. **Terms and Conditions of Service (TCOS).** MPGS personnel are former regular personnel who have elected to serve on a Military Local Service Engagement (MLSE) which is a 3-year mutually agreed contracts, up to the age of 60.

(1) **Age.** You must be over 18 years and no more than 57 years of age at re-enlistment. Background: You must have served for at least three years on a previous engagement in any Arm or Service including Royal Navy, Army and RAF Reserves.

(2) **Career Break.** You should have less than six years gap between previous service and re-enlistment for all ranks. For those with a previous service gap of more than six years, and up to 10 years, the opportunity is available to re-enlist providing you previously held substantive OR4 or above.

(3) **Fitness.** You must be medically fit and have a Body Mass Index of < 32kg/m2.

(4) **Service Check.** Previous service records will be checked and final authorisation to proceed with the application must be given by the Army Personnel Centre.

(5) **Full UK Driving Licence.** A full driving licence is required with less than 8 penalty points.

(6) **Rank on Entry.** All MPGS SP start at OR2 (Pte Rank) regardless of rank in their previous service.

(7) **Promotion.** MPGS personnel are promoted on merit using the SJAR system & are subject to competitive boarding at the Army Personnel Centre, Glasgow. Promotion opportunities from OR2 – OR8.

6. National Armaments Director Group (NADG)

The National Armaments Director Group (NADG) is an arm's length body of the Ministry of Defence that negotiates and manages defence contracts on behalf of the UK Armed Forces. NADG offers meaningful civilian careers for service leavers, which value your experiences and dedication. We recruit people across a wide range of professions, from project managers to engineers, and logistics experts to business managers and commercial specialists. Your skills could find you working across a range of platforms, from land, air and maritime equipment, or within our corporate teams. As part of the government-wide 'Going Forward into Employment' scheme, military service leavers (and military spouses and partners) can join us on a fixed-term contract, without a formal interview. You can explore our specific Military Transition Scheme positions by visiting our Vacancies page and applying the 'Military Transition Scheme' filter
www.des.mod.uk/careers/military-leavers

7. Defence Nuclear Organisation

The Defence Nuclear Organisation (DNO) is part of the Defence Nuclear Enterprise (DNE), which also includes AWE Nuclear Security Technologies, the Royal Navy, and Cyber and Specialist Operations Command (CSOC) and other MOD arms-length bodies and Defence partners. DNO oversees all defence nuclear business, excluding operations, responsible for providing nuclear deterrence, overseeing the DNE, which includes all the organisations, programmes and people within government that sustain the UK's strategic nuclear deterrent and advising on UK nuclear policy, planning and international cooperation on nuclear matters. DNO roles are advertised under CS jobs, and more information on roles with DNE are found at: www.defencenuclearenterprise.com/careers.

8. Cadet Force Adult Volunteer (CFAV)

A Cadet Force Adult Volunteer (CFAV) is someone who helps instruct and advise members of the five Cadet Forces: Combined Cadet Force, The Sea Cadets, The Volunteer Cadet Corps (Royal Naval and Royal Marines Cadets), Army Cadets, and The Royal Air Force Air Cadets.. Volunteers work with other Adult Volunteers and Cadet Force staff to deliver a programme of activities for young people aged 10 to 20 (depending on the Cadet Force), supporting some weekend activities and an Annual Camp in the summer. For more information visit: www.adultvolunteer.org.

APPENDIX 1 TO ANNEX 55G

FIREFLY APPLICATION PROCESS

Figure 55G1-1. Medical Eligibility and Process (Seamless Entry)

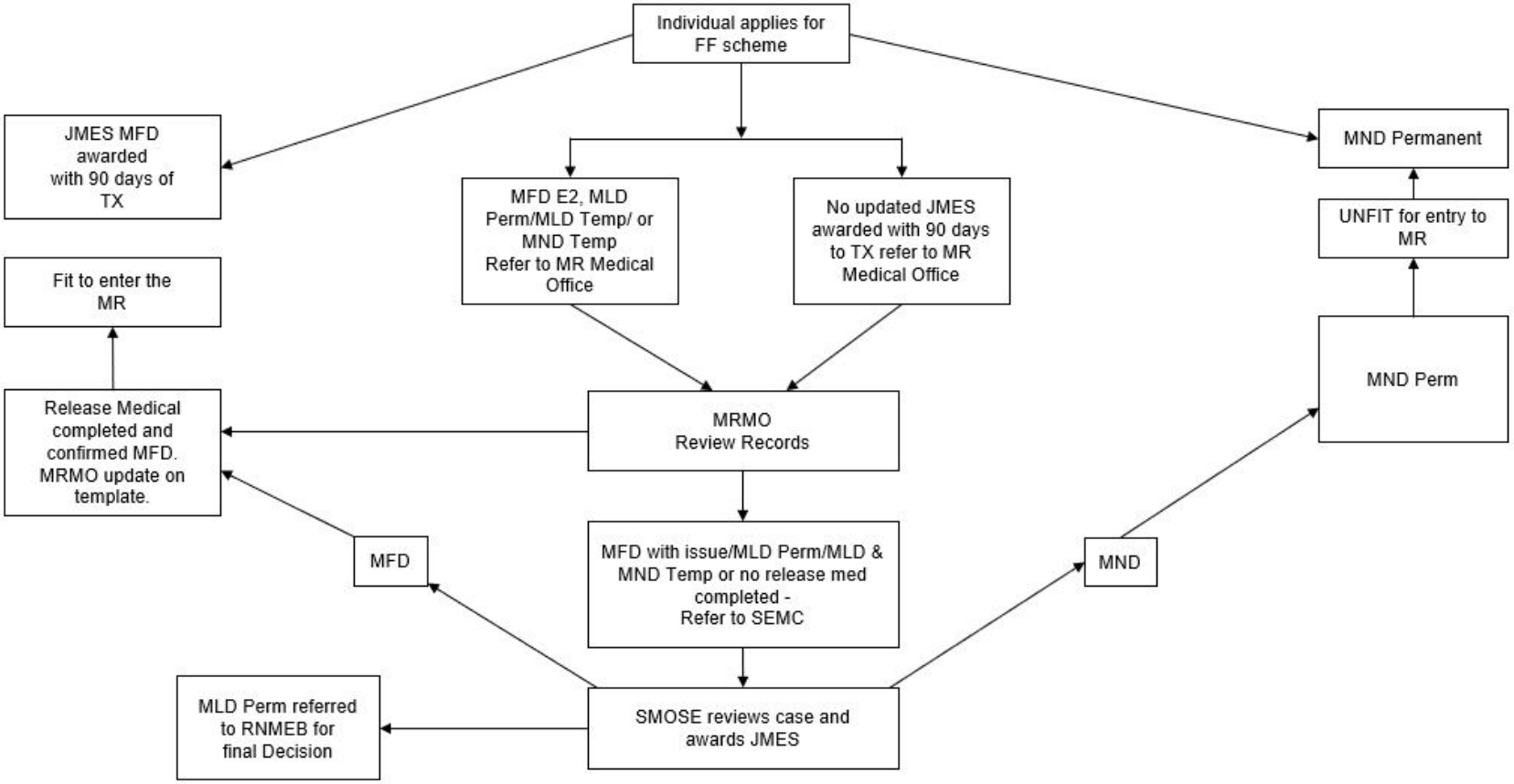
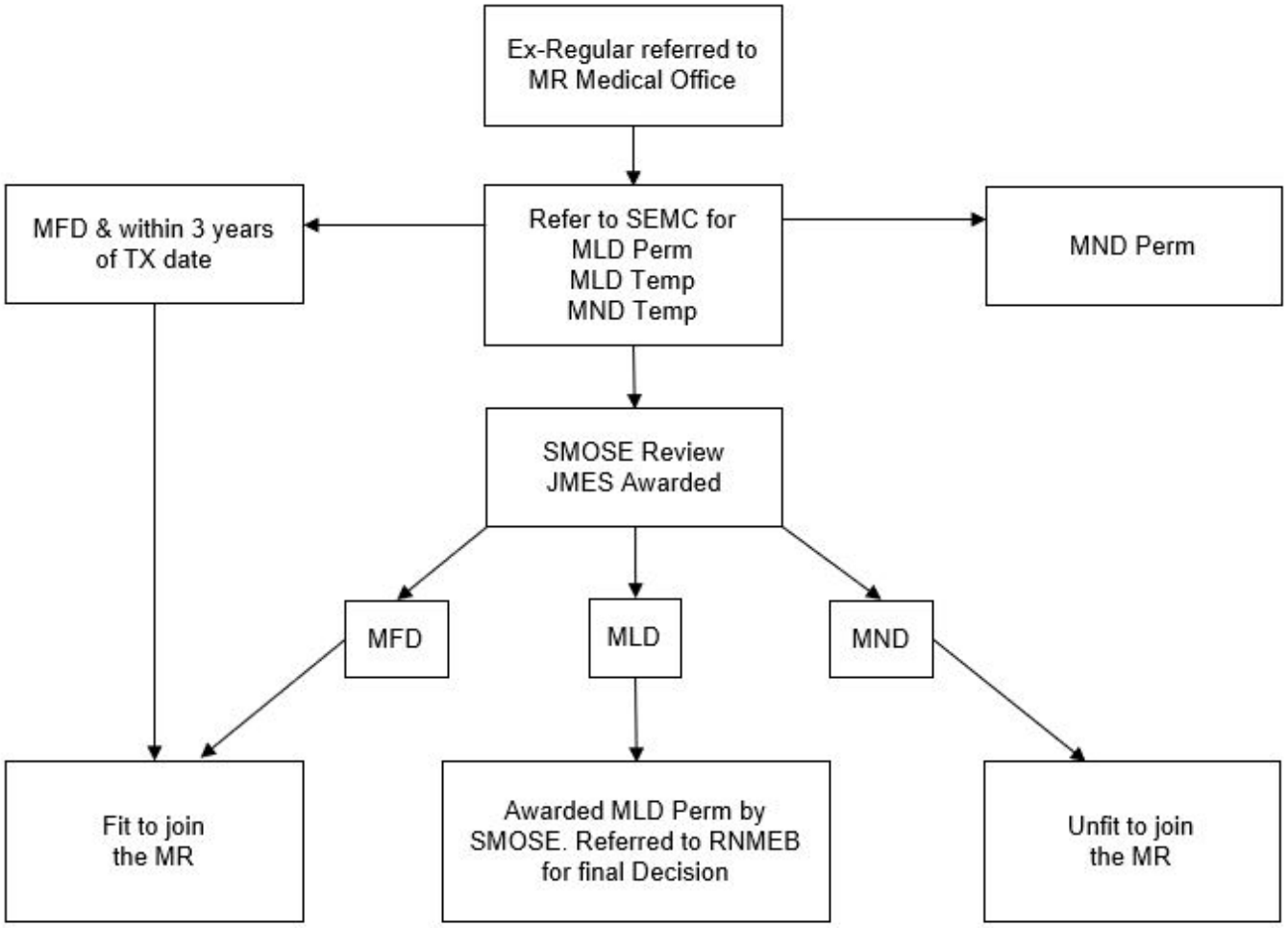


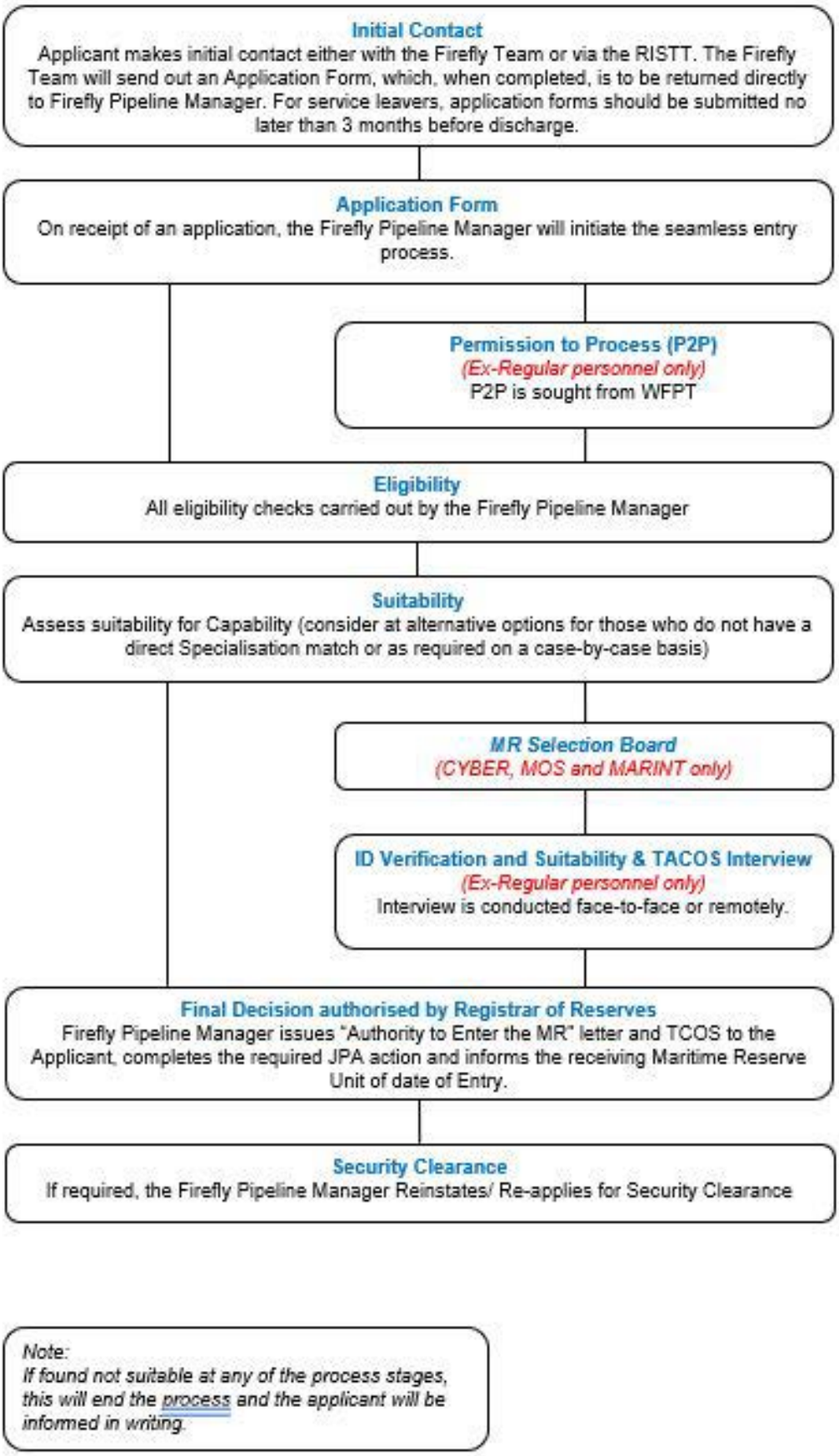
Figure 55G1-2. Firefly Process



Note: Candidates applying to join the Maritime Reserves within **36 months** of their discharge medical examination and who were discharged MFD do not require further medical examination. This update will be reflected in BRd1750A Para 0315.b[1] at the next update.

[1] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_1750a/BRd_1750a/BRd_1750a.pdf

Figure 55G1-3. Firefly Application Process



CHAPTER 56

RATINGS POLICY - LOANS TO AND FROM COMMONWEALTH NAVIES

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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5602. Royal New Zealand Navy Ratings serving with the Royal Navy
5603. Royal Navy Ratings on Loan to Commonwealth Navies

CHAPTER 56

RATINGS POLICY - LOANS TO AND FROM COMMONWEALTH NAVIES

5601. Royal Australian Navy Ratings Serving with the Royal Navy

a. Advancements and reporting procedures are initiated via the Australian Naval Adviser, Australia House, Strand, London WC2.

b. Advancement notification for Royal Australian Navy (RAN) ratings serving with the RN will be forwarded to the Commanding Officer (CO) concerned, who may then advance the rating subject to a local recommendation. The action taken on receipt of the advancement notification is to be reported to Australia House.

c. When routine reports on RAN ratings serving with the RN are required, the necessary forms will be distributed to all COs with RAN ratings under their command.

d. COs should make any recommendations for advancement on the basis of comparison with RN personnel of similar rate.

e. Completed reports should be forwarded direct to Australia House.

5602. Royal New Zealand Navy Ratings Serving with the Royal Navy

a. In respect of Royal New Zealand Navy (RNZN) ratings serving with the RN, the applicable (branch dependent) Performance and Career Review Form, RNZN 184, is to be completed in accordance with the guidance contained in RNZN Form 185. RNZN ratings serving with the RN will provide copies of these forms to their Divisional Officer on joining their ship/unit. Completed RNZN Form 184s are to be forwarded direct to the Naval Adviser, New Zealand Defence Staff, New Zealand House, Haymarket, London SW1Y 4TQ.

b. Advancement Rosters are maintained by the Office of the Captain Fleet Personnel and Training, Naval Support Command, Auckland, New Zealand. When a rating becomes due for advancement, the Advancement Authority will issue a RNZN Form 106 authorising the action.

c. Forms RNZN 106 are sent to the Naval Adviser High Commissioner for New Zealand in London who arranges for the necessary transmission of the forms to the ships and establishments concerned. COs may then advance the ratings subject to a local recommendation. The action taken is to be reported, and the forms returned, to the authorities from which they are received.

d. Should a RNZN rating, serving with the RN, apply to take a professional or leadership examination or CBRNDC (Branch Knowledge) examination for either rostered or non-rostered advancement to Leading Hand or above, advice is to be sought from The Head, New Zealand Defence Liaison Staff, New Zealand House. The rating's Service Documents should be forwarded in every case. This procedure does not apply to an examination, which is the culmination of any course that the rating undertakes.

5603. Royal Navy Ratings on Loan to Commonwealth Navies

a. The conditions of promotion/advancement of ratings while on loan to Commonwealth Navies are generally similar to those in the RN.

b. Ratings, whose advancement is not subject to selection procedures, are to be advanced as provided for in accordance with Chapter 68. No reversion will take place on return to the RN.

c. A rating on loan to a Commonwealth Navy, who is eligible for consideration for promotion within the RN, will continue to have a selection dossier maintained and Appraisal Reports will need to be raised by the employing Service. DDPD will liaise accordingly. If a rating is subsequently selected for training/promotion during the period of loan service, then reference will be made to the Naval Secretary for communication to the Commonwealth authority concerned so that they may receive the higher pay etc. of their new rate. Should the Commonwealth Navy not require the services of the rating in the higher rate, they will be returned to the RN. The higher pay is not payable by the Commonwealth Navy where any promotion involves immediate return to the RN.

d. **Local Acting Rate.** Any local rate conferred on a rating whilst on loan to a Commonwealth Navy is to be noted on their SJAR. A rating so advanced will revert to the former rate on return to the RN.

e. **Report of Promotion/Advancement by Commonwealth Authority.** On each occasion of an RN rating being promoted or advanced while serving with a Commonwealth Navy, the CO should forward a certificate to DDPD stating under which of the Paras (Para 5603 sub para b or Para 5603 sub para c) the promotion or advancement was made.

f. **Return to the RN.** After service with a Commonwealth Navy, the rate held on return to the RN should be verified by the ship or establishment that the rating joins. Where advancement has taken place, enquiry should be made of DDPD as to the retention of the higher rate. In doubtful cases, DDPD is to refer the question to the Navy Command Headquarters Terms of Service Team for a decision.

g. **Appraisal Reports.** DDPD is to ensure that Appraisal Reports are received for ratings serving with Commonwealth Navies.

CHAPTER 57

APPRAISAL AND WARNINGS

(Sponsors: NAVY PEOPLE-PROMS Dep Hd (Appraisals)
NAVY LEGAL-EMPLOYMENT LAW SO1 (Warnings)
NAVY PEOPLE-PSP EMP POL SO1))

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CHAPTER 57

APPRAISAL AND WARNINGS

SECTION 1 - APPRAISAL - PRINCIPLES AND NAVAL POLICY

5701. Compliance

Naval Appraisal Policy complies with JSP 757 (Appraisal Reporting). This chapter contains supplementary administrative guidance for Appraisal Reports on officers, ratings and other ranks.

5702. Purpose

Appraisal is one of the most important leadership functions; the proper selection of the most suitable officers, ratings and other ranks on merit to fill the range of assignments in the Service depends largely on the quality and accuracy of appraisal reports. An active interchange of views on a frequent basis between the Subject of the report and their Reporting Officers (ROs) and Line Managers is essential for individual development, efficient use of valuable workforce resources and good management practice.

5703. Appraisal Report Functions

The Appraisal Report (AR) has two distinct functions:

a. It informs the Subject, formally and honestly, how well they have done and identifies their potential. From this, the RO can advise the Subject how to improve performance and enhance potential.

b. When considered with all their previous reports, it is used for career management by the staff of DDPD, including selection processes for promotion, command, change of commission/extended career, future assignments and training.

5704. Reporting Officers

In the majority of cases, the Subject will require only 2 ROs, in accordance with the minimum signature level criteria, but in certain circumstances they may require a 3RO (see JSP 757 Part 1, Chapter 1, Annex B). As a general rule, the most suitable ROs are deemed to be those who have the most regular contact with the Subject's work and therefore are best able to give an accurate and realistic view of performance and potential, substantiated by evidence of achievement against agreed responsibilities, tasks and objectives.

5705. Performance and Potential

The AR provides for separate assessments of performance and potential, founded on a culture of regular consultation and the gathering of empirical evidence. The assessment of performance principally provides feedback to the Subject to promote development, enhance professional skills, highlight personal qualities and also forms the basis for the assessment of potential. The assessment of potential is critical for the selection of future leaders, as well as ensuring the Service gains the best from its officers, ratings and other ranks and that all personnel, regardless of rank, are given every opportunity to have a satisfying and rewarding career. It is important for the Subject to be involved throughout the appraisal process to ensure that their aspirations are considered and that they are made aware of their strengths and weaknesses. This will give the Subject the opportunity to develop strengths, reduce weaknesses and should ensure that nothing in the final report comes as a surprise.

5706. Promotion

JSP 757 states that the guiding principle on recommendations of potential for promotion is that each year, every officer, rating and other rank should receive an indication of potential for promotion by 1 rank, and by 2 ranks where applicable, to assist them in making career decisions. In compiling reports, ROs should note that this is regardless of whether the Subject is qualified for promotion and report narratives must be based on displayed potential to hold a higher rate/rank regardless of eligibility; recommendations must, however, be realistic and ROs should be careful not to raise false expectations.

5707. Finalisation of Appraisal Reports

Completed ARs must be approved/finalised by personnel so authorised to enable the report to be released on JPA to the Subject and the appropriate 'tagged' Career Manager. The reporting chain for all types of report is therefore to include the appropriate JPA Mailbox within the Officers' Promotion Section or an appraisal administrator with a 'finalise' capability within their parent unit for ratings. Holders of these roles must be appointed by Commanding Officers/Heads of Establishment who are to ensure the appropriate Code of Governance has been completed (see JSP 757 Part 1, Chapter 9 Annexes C – F).

5708. Employee Preferences and Objectives

The completion of Employee Preferences and Personal Objectives on JPA is not mandated (with the exception of 'Change of Commission' for officers). However, it should be recognised that, along with position Role and Responsibilities, the presence of this data is highly relevant to completion of the AR and furthermore, provides selection boards with a rounded picture of the Subject and their responsibilities and career aspirations.

5709. Mid Period Appraisal Review

The conduct of a Mid-Period Appraisal Review (MPAR) is mandatory and a fundamental part of the overall appraisal process. It is the method by which the Naval Service tells its people how they are performing to date and what they must do to enhance their potential. As part of the MPAR, an individual's RNFT status should be checked to identify those who are qualified and eligible for promotion as well as to ensure compliance with the Duty placed on all Service personnel to be in date. A written record of the MPAR is strongly recommended using the proforma at JSP 757 Part 1, Chapter 3, Annex A which should be signed, and copies retained by both Subject and 1RO. In normal course, a MPAR should be conducted at the mid-point or at least between 4 and 8 months of the annual reporting cycle. Ideally, the MPAR date is scheduled during the joining interview and thereafter, at the start of the next reporting period.

5710. Promotion Criteria

A high-quality report will be inconsequential if the relevant competencies required to meet promotion eligibility are not recorded on JPA. It is imperative therefore that, in parallel with AR production, the RO ensures that all pre-promotion criteria, such as RNFT or Annual RPS requirements, are recorded on JPA.

5711. Complaints about Appraisal Reports

See Chapter 23 and JSP 831 Chapter 22.

5712. Alignment of Reports

Alignment is a valuable component within the appraisal of an individual. Commanding Officers (COs) are required, by means of consultation, to level out any inconsistencies in reporting standards and identify their best candidates with the most potential for promotion in comparison with their peers. The size of the peer group should be given and an indication of the individual's position within it, e.g. 'within the top third of 20'. The process is of considerable assistance to selection boards; further details can be found in JSP 757 Part 2, Vol 1, Chapter 1, Para 8.

5713. Amending Reports

ROs may have reason to alter their opinion of an officer, rating or other rank after a report has been raised. Such changes of opinion should be communicated to the Subject at the earliest opportunity and consideration should be given to conducting a formal MPAR. If the reason for the change of opinion cannot be resolved and the next Annual Report is not yet due, consideration should be given to raising a Special Circumstances report in accordance with Para 5719.

SECTION 2

APPRAISAL REPORTING OCCASIONS AND ADMINISTRATION

5714. Flag Officers

Reports are initiated by the Director People and Training/Naval Secretary, who will forward the appropriate Senior Officer Appraisal Report (SOAR) and instructions to nominated reporting officers.

5715. Officers and Ratings on the Trained Strength

In accordance with JSP 757, reports are to be rendered at least annually on JPA for all officers and ratings/other ranks on the trained strength (except 2 Star officers and above – see above) including Maritime Reserve personnel when mobilised for active service, serving on Full-Time Reserve Service commitments or borne for training in peacetime. This includes Officers (X) and (E) previously qualified as GTS in their source Branch whilst undertaking Courses in the Flying Training pipeline for sub-specialisation as Aircrew, for whom (as a minimum) MOD 2020E Course Report (for OCU courses) and 2020G Aircrew Insert Slip are to be rendered in addition to the Form E190 III (Aircrew). Where sufficient knowledge of an individual is held by a unit in accordance with JSP 757, a 2020 Full OJAR is to be rendered at least annually. Exceptionally, United Nations and NATO formats and certain training Course reports or Short Stand Alone Tour (SST) reports are accepted in lieu of full ARs. JSP 757 Annex 2C provides full details about when officers, ratings and other ranks on the trained strength are to be reported on and the occasions for report.

5716. Officers Under Training

a. Formal reports on RN YOs are to be raised on the Standard Report Form (SRF) for inclusion in the Training Record (Form E190). The latter provides a complete record of an RN officer's training until they join the trained strength. It is started for every officer entrant to BRNC Dartmouth and passed from ship to ship. It is made up in the form of a booklet with four parts covering Naval General Training (NGT), Pre-Professional Training, Fleet Training and University Training.

b. For RM YOs, a MOD Form 2020E (Course Report – In Lieu of Appraisal) is to be raised on completion of initial training at CTCRM. A full AR is then to be raised after 12 months in their Troop Command assignment unless, by exception, they are deemed to be under-performing, in which case an OJAR (Occasion: 'Special Circumstance') is to be raised and forwarded to the Naval Secretary's Department (see Para 5744).

c. Ab-initio (not on the trained strength) Aircrew Officers undertaking Flying Training are to be reported on at each Flying course prior to Operational Conversion Unit (OCU) using the SRF (detailed at sub para a) and Form E190 III (Aircrew) for flying training progress in accordance with BRd 9469 Chapter 17. On completion of the OCU, in addition to the Form E190 III (Aircrew), MOD Forms 2020E and 2020G are to be raised just as for GTS Officers, as detailed in JSP 757 Appendix 1 to Annex A to Chapter 5. The MOD Form 2020E raised on completion of the OCU will be included in the candidate files presented to Transfer and Promotion Boards. Student aircrew undergoing training on joint or RAF training squadrons will be reported upon using the RAF 5000 series forms.

d. SRFs are to be raised on YOs in accordance with, and on the occasions described in, BRNC and other training establishments' local instructions. SRFs are to be raised: at the end of each stage of training and on the final completion of submarine training; where application is made for the imposition or removal of an Admiralty Board, Commodore/Captain's Warning, compulsory/voluntary withdrawal from training; and when branch/specialisation transfer is sought. The SRF should give an all-round picture of the officer with a clear analysis of their qualities of mind, character and personality. It should be complete in itself and, when necessary to refer to previous reports, should indicate the context. Five key areas should be covered; character, professional progress, leadership, personal qualities and a conclusion which includes a brief summary of potential and, if appropriate, recommendation (e.g. to be placed on Admiralty Board Warning (ABW) or for compulsory withdrawal from training). An example of the SRF to be used is at Annex 57E.

5717 Candidates for Commissioned Rank

a. The Upper Yardman (UY), Senior Upper Yardman (SUY), RM Corps Commission (CC) and RM Senior Corps Commission (SCC) schemes provide opportunities for the promotion of ratings and other ranks to commissioned rank, subject to competitive selection and criteria specific to branch and age. Appropriate personnel need to be identified early and encouraged to complete the relevant qualifications and competencies.

b. Ratings and other ranks who aspire to be commissioned officers should, in the first instance, post their intent by completing the 'Volunteer for Commission (Other Ranks)' field on JPA Self Service Employee under Information Types/Employee Preferences. This action alone does not infer that the individual is a formally recognised UY/SUY/CC/SCC candidate and the prospective candidate should also discuss their aspirations with their Divisional Officer.

c. Where a volunteer for officer candidature on JPA has not otherwise taken forward the request, the initiation of the annual AR will serve to alert the 1RO that an employee has indicated on JPA that they are a volunteer for commission, and that this will require a recommendation on the AR. The 1RO/DO should interview the individual as soon as practicable and provide advice and guidance on:

(1) Whether or not the type of commission selected on JPA is applicable and pertinent to the Royal Navy.

(2) Whether or not the Subject is eligible for a commission in accordance with current regulations and, if not, what they need to do to become eligible.

(3) The Subject's realistic chances of attaining a commission.

(4) What the Subject needs to do to have their candidature formally approved.

d. Where the 1RO/DO is a WO, senior rating or SNCO, they must consult the Commissioned Officer (OF2 or above) who will be formally appointed by the CO to act as mentor for the purposes of the rating's officer candidature, especially regarding application and preparation for the Admiralty Interview Board (AIB).

e. **Confirming Eligibility for Candidature.** The 1RO/DO should assess the individual's eligibility status for UY/SUY/CC/SCC candidature and attendance at the AIB, consulting as necessary with the Line Manager (LM) and officer mentor, who should check the relevant Competence Profile history held on JPA. The regulations at Chapter 50 pertaining to the type of commission and any Branch requirements for which the individual has volunteered must also be considered in detail.

f. **Formal Acceptance.**

(1) The CO (or Designated Officer) Request forum should be used to consider the suitability of an individual for candidature, or the resurrection of candidature following suspension. Where a period of probation is deemed necessary, the individual, along with the 1RO/DO, must be advised of the areas where further development is needed and when the request will be reviewed.

(2) Once formally approved, the relevant RA is to be informed by letter, copied to the candidate's Career Manager, providing:

(a) The full Service details of the candidate.

(b) The date candidature was approved.

(c) The branch/specialisation and type of commission.

(d) Details of any eligibility criteria the candidate is yet to achieve (e.g. Bridge Experience Certificate), according to JPA, before application for attendance at AIB.

(e) Details of any eligibility criteria the candidate must achieve (e.g. Educational qualifications), according to JPA, before they can be considered for extraction.

(f) A certificate confirming the candidate's current medical and visual eligibility for the preferred branch/specialisation.

g. **Personal Objectives.** The 1RO, on appointment, should consult with the candidate and their normal DO/LM to ensure that 'SMART' objectives are set on JPA that will assist the candidate's development and provide empirical evidence of the candidate's readiness to attend the AIB and hold a commission thereafter. While these specific objectives will appear on both the CR and the Annual SJAR, they should be distinct and be compatible with those already set by the LM for the annual SJAR purposes.

h. **Mid Period Appraisal Review (MPAR).** The 1RO nominated for the purposes of the CR is to conduct a MPAR insofar as it affects the Subject's officer candidature.

i. **Primary Evidence.** As the CR seeks to provide the RAs with objective opinion of potential for commission (rather than promotion within the rating and other rank structures), the primary source of evidence will come from the specific 'officer-related' personal objectives set at the beginning of the reporting year. If well-constructed, these objectives should assist ROs to evaluate suitability and preparedness for AIB and the strength of potential for extraction and officer training. The CO must ensure that the CR is founded on empirical evidence of leadership; effective intelligence; powers of communication; and courage and values, applied in terms of that expected of a commissioned officer.

j. **Misconduct and Poor Performance.** Where a candidate conducts themselves in a manner resulting in a Career Check or an Overall Performance Grade (OPG) of D is awarded in a routine SJAR, the CO is to review candidature with immediate effect. If, in all likelihood, their candidature is suspended, the individual may be considered for re-acceptance after completion of a further three years' service. The suspension is to be reported to the appropriate RA by letter.

k. **Suspension or Cancellation of Candidature.** Dependent upon the circumstances, officer candidature may be suspended for a period or cancelled by the CO. The criteria for suspending or cancelling candidature are as follows:

(1) **Suspension.** The candidate becomes ineligible (even if temporarily) due to disciplinary, medical, personal or welfare reasons.

(2) **Cancellation.** The candidate:

(a) Is considered by either the AIB or CO to be unlikely to develop the necessary competence and is therefore no longer recommended for consideration.

(b) Withdraws voluntarily from the scheme.

(c) Is or becomes over age for consideration.

(d) No longer meets the medical criteria and is deemed to be unlikely to regain the required standard.

(e) Has exercised their right to apply for early termination of service.

5718. Initial Career Reporting

a. The length of time between joining the Naval Service and attaining Gained Trained Strength (GTS) status for some trainees can be in excess of 40 months. This period is a key formative element for an individual and there remains a requirement to record, assess and report on performance while under Phase 1 and Phase 2 training (the Initial Career Reporting (ICR) period) at least annually and on completion of specific phases. Where possible, Training Establishments are to use JPA Appraisal applications for ICR reporting. For those that are unable to do so, an open reporting mechanism is to be in place that is fit for purpose and allows Subjects to sight and sign their reports. The JPA ICR appraisal:

(1) Provides formal feedback on progress to the trainee.

(2) Records training achievements and highlights any future potential for Career Managers, and thereby first employing units.

(3) Enables the identification of possible CW and Fast Track candidates.

(4) Builds a history for promotion to Leading Hand/Corporal, given that longer courses constitute a significant part of an individual's career prior to full eligibility being achieved.

b. **Branch Transfer and Re-Classing.** Where applicable, the Course Report (Non Appraisal) may be moved via the reporting chain to a new/additional RO to cover those trainees that branch transfer or are re-classed. Alternatively, where this is not appropriate, the report may be deleted by the AA (the 1RO can use the 'previous owner' function to return the report to the AA; this process will clear all information held in the report). Any divisional/training information of relevance to the new 1RO should be transferred using 'hot-handover' procedures, remembering that any written notes must be disclosed to the Subject under DPA legislation.

(1) When used, JPA requires appraisal reports to be initiated online and, once completed by the RO(s) and Subject, 'finalised' by a nominated AA with the Finaliser flag. Annex 57A describes the process for ICR.

(2) All professional/personal conduct warnings accrued during training are normally to be tracked and resolved within individual schools prior to transfer to GTS. However, where a trainee under CO's level of warning for Discharge SNLR successfully attains GTS, this is to be recorded in ICR and the CO of the first employing unit informed in writing.

5719. Special Reports

a. Special reports may be called for by the Navy Board or other authority; in the latter case the Naval Secretary is to be informed. Although they are normally raised only once, further special reports may be called for. They are to be made on MPAR (Occasion: 'Special Circumstance') and, if in response to a MOD letter, the appropriate reference should be quoted at the initial text in the First RO's performance narrative.

b. A request for a special report does not imply that the officer, rating or other rank has been adversely reported on and they are commonly required to support invited applications for a variety of purposes. In such cases, the AR is to contain a specific statement on whether or not the individual is recommended for that purpose.

5720. Officers on Exchange or Loan Service Overseas

Reports on officers and ratings on exchange or loan service overseas are to be initiated by British Defence Staff, British Defence Liaison Staff, Naval or Defence Attachés, or the Directorate of Overseas Military Activity, as appropriate using the Non-Standard Appraisal Report (NSAR) format where necessary (see JSP 757, Part 1, Chapter 8).

5721. Reports on Army and RAF Personnel

Responsibility for raising ARs on Army and RAF officers and ranks lies entirely with the owning CO, regardless of Service. Administrative guidance for ARs on Army and RAF personnel (including standard reporting dates) is contained in JSP 757.

5722. Reservist Personnel

a. **Volunteer Reserve (RNR/RMR) Personnel.** RNR/RMR personnel are to be reported on as follows:

(1) **Royal Naval Reserve/QARNNS Reserve.** Reports on OJAR/SJAR are to be completed on JPA on the same dates and occasions as for regular RN personnel (see JSP 757 Chapter 2, Annex C), restricted to:

(a) **Officers.**

i. In zone Officers, holding substantive rank of Lieutenant and above.

ii. Over zone Officers, when specifically requested by the individual.

iii. Lieutenants with less than five years' seniority and Sub Lieutenants should have Short Appraisal Reports raised annually.

(b) **Ratings.** When eligible for promotion.

(2) **Royal Marines Reserve - List 1.** Reports on OJAR/SJAR are to be compiled on JPA on the same dates and occasions as for regular RM personnel. Where RMR officers and other ranks are attached to RM units for periods of continuous training in excess of two weeks, the parent RMR Unit is responsible for ensuring that a request for a Detachment Insert Slip is made on JPA to inform the full OJAR/SJAR (see JSP 757 Chapter 5).

b. **Volunteer Reserve (RNR/RMR/QARNNS(R)) Personnel on Full Time Reserve Service (FTRS) or Mobilised Service.** Reports for RNR and RMR officers and ratings/other ranks serving on FTRS or mobilised service are to be completed on JPA on the same occasions as for RN/RM personnel. Where only part of the reporting year has been spent on an FTRS commitment or mobilised service, the parent RNR/RMR Unit should initiate the report with an Insert Slip provided by the FTRS or mobilised employer. Where a full year's FTRS or mobilised service has been completed, the FTRS or mobilised employer should initiate the report and an Insert Slip should be provided by any RNR/RMR unit attended and/or by the Head of the individual reservist's branch. In either case, liaison between FTRS/mobilised employer and Reserve unit is essential. Where a period of mobilisation is for 6 months or less, a Short Appraisal Report is to be raised (see JSP 757 Articles 5.08).

c. **Royal Fleet Reserve (RFR) ('Regular Reserve') Personnel on FTRS and Additional Duties Commitment (ADC).** Reports on RFR personnel on FTRS or ADC are to be completed on JPA by the employing Unit on the same occasions as for RN/RM personnel. Where a period of FTRS is for six months or less, a Short Appraisal Report is to be raised (see JSP 757 Chapter 5). In all cases, the final reporting officer is to include a statement regarding the suitability of the individual for further FTRS/ADC and, where appropriate, service in the acting higher rank/rate.

SECTION 3

REPORTING REQUIREMENTS ON IMMINENT DISCHARGE FROM THE SERVICE

5723. Reporting Requirements

Unless a report containing the appropriate recommendations has been raised in the last 6 months, all officers, ratings and other ranks about to retire or be discharged from the Service are to receive an appraisal report (Occasion: Prior to Retirement) from the final employing unit prior to joining the nominated Release Centre.

5724. Recommendation for Further Naval Service

a. Ratings and other ranks who leave the Service before normal retirement age, except for those for whom the reason for discharge precludes consideration for further service ('Deserted', 'Dismissed', 'SNLR', or 'SHORE'), are to be assessed and a recommendation made as to their suitability for further Naval service, including FTRS or transfer to the RNR/RMR. The statement ‘Recommended for further Naval Service’ or ‘Not recommended for further Naval Service' is to be included in the 2RO potential narrative.

b. Where a recommendation for further Naval service is made, this indicates that the individual is considered suitable in all respects for such service (including RFR and RNR/RMR enrolment). In the case of a rating or other rank, service during the last three years should be free of any career checks and their performance grade during this period commensurate with rate, qualifications and seniority.

c. Individuals not recommended for further service are to be informed and made aware of their rights in accordance with JSP 831 at the earliest opportunity to enable any subsequent representation to be concluded before release from the Service.

d. Assignment Orders to release ratings subsequently assigned to another ship or establishment prior to release before joining the Release Centre, or to the Release Centre three or more months before they are due to begin terminal leave, may be reassessed and a further recommendation made if, in the opinion of the new CO, their conduct justifies such action.

e. For officers, final OJARs should include recommendations as to suitability for further active service, FTRS or transfer to the RNR/RMR.

f. **Effects of Recommendation.**

(1) Where the cause of discharge is either ‘Engagement Completed’, ‘At 12 Months’ Notice’ or ‘Redundant’, a recommendation for further Naval service will indicate that Ratings are considered suitable for re-entry and, if they have a liability for the RFR, eligible for enrolment. See also Para 5447 and Part 4 (Recruiting).

(2) For all causes of discharge other than ‘Desertion’, Dismissal’, ‘Service No Longer Required’, ‘Pensioned’ or ‘SHORE’ (except Unhappy Under 18 year olds), the addition of an asterisk (*) to a recommendation for further Naval service indicates that, at the time of discharge, the rating’s personal circumstances were such as to preclude immediate consideration for such service or for immediate enrolment in the RFR, see Para 5724 g sub para (4).

(3) For all causes of discharge other than ‘Desertion’, ‘Dismissed’, ‘Service No Longer Required’, ‘Pensioned’ or ‘SHORE’ (except Unhappy Under 18 year olds), the notation ‘Not Recommended for Further Naval Service’ will indicate that a rating is not considered suitable either to re-enter the Service or for service in the RFR.

g. For a recommendation for further Naval service, a rating must be considered suitable in all respects for such service. When making a recommendation, the CO should take into account the following:

(1) **Cause of Discharge.** Where the cause of discharge does not preclude consideration for further Naval service (Desertion, Dismissed, SNLR or SHORE (except unhappy under 18 year olds), but is other than ‘Engagement Completed’, ‘At 12 Months’ Notice’, ‘Pensioned’ or ‘Redundant’), the circumstances which have led to the decision to discharge the rating should be disregarded as far as possible when assessing suitability for further Naval service. In this situation, the sole criterion should be whether, in normal circumstances, the rating would be considered suitable in all respects for Naval service and could be recommended as such.

(2) **Conduct and Effectiveness.** To be recommended as suitable for further Naval service, a rating’s service during their last three years should be free of any career checks. Their effectiveness assessments during the same period should also be commensurate with rate, experience, qualifications and seniority.

(3) **Medical and Security Considerations.** Ratings with a history of medical problems, or whose discretion on financial or other matters is questionable, which have not, of themselves, promoted an application for discharge from the Service, are to be recommended for further Naval service only if there are clear indications of improvement in these respects.

(4) **Domestic Problems.** Ratings with a history of domestic problems which, in the opinion of the CO would have warranted referral to the Royal Navy Family and People Support (RN FPS) had the rating applied to re-engage, are to be assessed as though the domestic problems did not exist, on the assumption that they may, in the future, be resolved. Ratings in these circumstances who would otherwise be recommended as suitable for further Naval service are to have an asterisk (*) added to their recorded recommendation (see Para 5724 f sub para (2)).

SECTION 4

APPRAISAL REPORTING - NON-UK PERSONNEL

5725. Foreign Officers Under Training

Foreign officers under training should be reported on in accordance with Chapter 8 of JSP 510 - International Defence Training.

5726. Personnel of the United States Navy (USN)

a. Fitness Reports will be made on USN personnel on the following occasions:

(1) Annually, according to rank (see Table 57-1).

(2) When the individual's US reporting senior changes.

(3) On completion of posting/exchange.

b. Fitness Reports are made on NAVPERS Form 1610/02 (03-02) and drafted by the officer on whom the report is being submitted and rendered to the US Personnel Exchange Program (PEP) Administration Office, Naples, Italy. In parallel, the host nation chain-of-command 2RO (minimum rank OF4) shall provide to the US reporting senior a letter for incorporation into the finalised fitness report. A formal request for the host nation letter will be generated by the PEP Admin office approximately 30 days before the report due date.

Table 57-1. Fitness Reporting Schedules on USN Personnel

Rank/Grade	Periodic Report Due Date	Mid-Term Counselling Due Date*
Warrant Officer 2 (W-2)	September	March
Warrant Officer 3/4/5 (W-3/4/5)	March	September
Ensign (O-1)	May	November
Lieutenant Junior-Grade (O-2)	February	August
Lieutenant (O-3)	January	July
Lieutenant Commander (O-4)	October	April
Commander (O-5)	April	November
Captain (O-6)	July	January

* Mid-term counselling affords the host nation chain of command an opportunity to provide the officer with an informal assessment of their strengths and weaknesses. This assessment is due within the month listed above and does not require any formal paperwork to be generated.

5727. Personnel Serving with the Royal Marines

a. **United States Marine Corps (USMC) - Foreign Personnel Exchange Programme (MCFPEP).** Performance evaluation reporting procedures for MCFPEP personnel shall be in accordance with the Marine Corps Performance Evaluation System (PES). As such, the Subject will provide a USMC fitness report to the nominated UK Reporting Officers, annotated in Section 1 that a foreign evaluation report is attached. Consequently, the appraisal is to be compiled using a normal Form MOD 2020 AR, Type 'Regular RM Officer' or 'RM Other Rank, as appropriate, but in the NSAR format. The normal OJAR/SJAR values of grades and recommendations are to be used. Once completed, it is to be signed and attached to the USMC fitness report and returned to the Subject, who will forward the documents via their administrative support unit to the USMC Reviewing Officer for action. On no account is the NSAR to be forwarded to the JPAC. USMC fitness reports are to be submitted within 30 days of the due date, as advised by the Subject.

b. **Royal Netherlands Marine Corps (RNLMC) Officers.** MOD 2020 (NSAR format) 'RM Officer's Appraisal' is to be used for reporting on officers in the RNLMC. This is to be submitted in hard copy only to NPT RM via the chain of command by 30 Nov each year and on termination of assignment.

5728. Officers of Commonwealth Naval Forces

a. **Canadian Forces (Naval).** Letters of 'Performance and Potential' are required to be rendered annually (on all ranks) for the reporting period 1 Apr – 31 Mar. The Canadian Defence Liaison Staff (London) (CDLS(L)) will initiate the reporting process in February each year and provide instructions and guidance on the evaluation requirements and the use of the master template for owning COs. CDLS(L) will also arrange a follow-up visit by the Naval Adviser and/or the Assistant Naval Adviser in early March.

b. **Royal Australian Navy (RAN).** Reports are to be rendered on all officers on exchange/loan postings by one of two methods:

(1) End of course report (for those on RN sponsored courses), or;

(2) As required by the RAN reporting system, on the following occasions:

(a) Those officers in zone for promotion, who have been observed for a minimum of 120 days by the officer's immediate line manager, annually, on 30 Jun.

(b) Those officers not in zone for promotion, on the anniversary of taking up the exchange/loan position when an officer's immediate line manager changes and has observed the officer for a minimum of 120 days.

(3) Reports on in-zone officers will be called for by the Naval Adviser, Australian Defence Staff and managed by the Assistant Naval Adviser (London) (ANA(L)). All in-country Australian Exchange/Loan officers are provided a CD, incorporating the electronic formats for the reporting forms and instructions for their completion. The ANA(L) will forward to the reporting authority a blank formatted disk, together with instructions and a covering letter in Feb and Jul each year. The completed report is to be forwarded directly to the Naval Adviser (London), Australian Defence Staff, Australia House, Strand, London, WC2B 4LA.

c. **Royal New Zealand Navy (RNZN).** Reports are to be rendered as follows:

(1) **Officers of Captain Rank.** Reports on Captains will be initiated by and on the direction of the RNZN Directorate of Naval Officers Career Management. Where an End of Course report is rendered for a significant period of instruction (e.g. RCDS), no other report is required.

(2) **Officers of Commander Rank and Below.** Reports for this category of officers are to be rendered on the following occasions. For Sub Lieutenants and below, this will only apply for those officers who hold all professional qualifications for promotion to Lieutenant:

(a) Annually on the Subject's birthday.

(b) When an officer's reporting officer changes.

(c) On completion of posting/exchange or training.

(d) For Lieutenants and above - for period ending 30 Nov, but only if no other report has been raised for any of the three previous listed occasions within the preceding four months.

(e) As called for by the Naval Adviser, NZDS London.

(3) Reports are rendered on Form MD 68, which are to be completed in accordance with the accompanying Form MD 69 (available on a CD issued to all RNZN officers on arrival in UK). Parts 2-5 are to be completed by the Head of Department and Part 6 by the CO. If, when acknowledging the report at Part 5, the individual indicates that they will be making comment on the report, the report remains incomplete and is not to be forwarded until such time as the comments are attached by the Subject, noting a deadline of 14 days. Parts 7-8 are reserved for the appropriate Headquarters Staff Officer's comments in New Zealand. All reports for RNZN officers on exchange/posting or under training in the UK should be forwarded through the Naval Adviser, NZDS, New Zealand High Commission, 80 The Haymarket, London SW1Y 4TQ, for onward transmission to the Director of Naval Officers Career Management, HQNZDF(NAVY). The MD68 is a completely open reporting system and the officer being reported on is sent a copy of the completed Form MD 68 once all Parts have been completed.

(4) **Junior Officers Under Training (JOUT).** JOUT is defined as those officers who have yet to gain their professional/specialist qualifications for promotion to Lieutenant (e.g. OOW(A) equivalent, WEQ or MEQ). Occasions for report are as follows:

(a) On completion of any Core Professional Course undertaken with the RN (e.g. SEMC) but not if a detailed End of Course report is rendered.

(b) On completion of a posting in excess of 28 days.

(c) On change of Reporting Officer, where there has been no prior report by the departing Reporting Officer.

(d) Should the above occasions not result in a RNZN 41 being raised for a period exceeding six months, a 6-monthly progress report is to be raised.

(e) On the officer attaining their final professional qualification to the rank of Lieutenant; all subsequent personal reports are to be rendered on Form MD 68 Personal Report – Officer (see Para 5728 c sub para (3)).

(f) As called for by the RNZN Junior Officer Career Management Cell, via the Naval Adviser, NZDS London.

(5) Reports for RNZN JOUTs are to be rendered on Form RNZN 41, which are to be completed in accordance with the accompanying instructions. Section 4 is to be completed by the Reporting Officer and Section 5 by the CO (or delegate). If, when acknowledging the report at Part 5, the individual indicates they will be making comment on the report, the report remains incomplete and is not to be forwarded until such time as the comments are attached by the Subject, noting a deadline of seven days. All reports for RNZN JOUTs are to be forwarded through the Naval Adviser, NZDS London for forward transmission to the Captain Fleet Personnel and Training (fao Young Officer Career Management Cell).

SECTION 5

OFFICERS ON THE UNTRAINED STRENGTH - WARNING PROCESS

5729. Training Warnings - General Instructions

a. Officers undergoing initial training, defined as the training undertaken prior to joining the trained strength, are considered to be on probation for the whole period of their training and the MOD reserves the right to terminate a commission at any time if:

(1) They fail to reach a satisfactory standard during their studies or in training; or

(2) Their conduct is unsatisfactory; or

(3) They do not display the qualities required of a RN/RM officer, e.g. in terms of character and leadership or temperament.

b. Additionally, University Cadet Entry officers may be withdrawn from their cadetship/sponsorship schemes if they fail to reach the required standard during initial training, or they;

(1) Fail to pass out of BRNC; or

(2) Fail academically during their degree course; or

(3) Fail to obtain their degree for reasons attributable to their own fault.

c. Only in exceptional circumstances will a UCE officer be considered for transfer to a NCE commission (see transfer procedures at Para 5104).

d. A decision to terminate an appointment is not taken lightly. It is important that officers should be given, and be seen to be given, a fair and reasonable chance to demonstrate whether they have, or have the potential to develop, the personal qualities necessary to be an officer of the Royal Navy. It is equally important that they are given a fair and reasonable chance to achieve the standards of professional competence required. Warning procedures exist to allow YOs to be told where their weaknesses lie, to appreciate the need to improve, to recognise that their future in the Service may be in jeopardy if they are unable to reach and maintain the necessary standards and to be given a reasonable period of time in which to reach an acceptable standard.

5730. RN Phase 1 Training Warnings - BRNC

a. Warnings follow a three tier graduated warning system, maintaining a distinction between Professional and C&L. YOs failing to achieve the requisite standards will be placed on the appropriate level of warning to indicate inadequate progress in the areas specified. Warning states in increasing order of seriousness are Divisional Training Officer (DTO), Senior Training Officer (STO) and Commander Training. Of these, DTO and STO are internal to BRNC and are not recorded externally. In order to assure the correct feedback to the YO, a robust reporting system has been established; all YOs being placed on Commander Training's warning will have a SRF raised with the signed original placed in the P/File held by BRNC and a signed copy held in the E190.

b. A YO who is under Commander Training's Professional Warning on completion of BRNC training may not proceed to the next stage of training.

c. Where a YO is under Commander Training's Warning C&L at the time they complete their BRNC training, Commander Training is to inform the YOs new CO that a C&L Warning has been imposed. The new CO will then be responsible for reviewing the case after a suitable period of assessment has elapsed (usually within one month of arrival) and for either removing the warning or recommending that an Admiralty Board Warning (ABW) be imposed. The Officer Terms of Service Manager and the Career Manager are to be informed of such action, as necessary.

d. **Removal from Warning at BRNC.** Commander Training may remove a warning if it is assessed that an YC has reached and maintained the required standard for an appropriate period.

5731. RN Phase 2 Training Warnings - Below Admiralty Board Level

a. COs of ships responsible for YOs undertaking training and COs of shore training establishments may impose a Commodore/Captain's Professional or C&L Warning on any YO under training whose performance gives cause for concern but does not justify the imposition of an ABW. After an officer has spent the normal assessment period of between one and three months continuously in one ship or establishment, their CO should either remove the Commodore/Captain's Warning which does not require reference to the Officer Terms of Service Manager or, if the officer has failed to improve or is unable to show a sustained improvement, forward an application to the Officer Terms of Service Manager for the imposition of an ABW in accordance with Para 5737.

b. COs of shore training establishments responsible for YOs undertaking training may impose a Commodore/Captain's Professional or C&L Warning on any YO under training whose performance gives cause for concern. After an officer has spent the normal assessment period of between one and three months continuously in the establishment, the CO should either remove the Commodore/Captain's Warning, which does not require reference to the Officer Terms of Service Manager, or, if the officer has failed to improve or is unable to show a sustained improvement, forward an application to the Officer Terms of Service Manager for the imposition of an ABW in accordance with Para 5737.



Note. COs of some shore training establishments have delegated authority to impose an ABW (Professional) - Para 5737 sub para a refers

c. **Review of Commodore's/Captain's Warning during Phase 2 Training.** COs of ships or training establishments should review the case of any YO on Commodore/Captain's Warning before they leave the respective ship or shore establishment for their next assignment with a view to either removing the Warning or making an application to the Officer Terms of Service Manager for the imposition of an ABW. Where, exceptionally, a YO remains under Commodore/Captain's Warning and is appointed elsewhere, it is the responsibility of the former CO to notify the new CO of the status of the warning.

5732. RN Phase 2 Training Warnings - During TM Training

TM officers under training whose progress on any component of the Training Management Officer Course (TMOC) gives cause for concern but does not justify the imposition of an ABW may be placed in the first instance on TMOC Course Officer's Professional Warning. This written warning must detail the nature of the shortfall and remedial action to be taken by the officer, as well as the consequences of failing to reach the required standard. If the officer continues to fail to achieve against course objectives or sufficient progress is not being made to rectify previous poor performance then, following consultation with the Career Manager, an application may be made to the Officer Terms of Service Manager by the CO TMOC for the warning to be elevated to ABW.

5733. RN Phase 2 Training Warnings - During Flying Training

a. **Professional.**

(1) With RN/RM aircrew now trained in squadrons of all three Services and joint units, it is increasingly difficult to impose a single Service solution. To that end, the professional warnings used in flying training, while conforming to the spirit of these general regulations, may differ slightly in their terminology. They are detailed in individual squadron/school flying training regulations.

(2) **Probationary Period.** The whole period of training is one of probation and the MOD reserves the right to terminate a commission at any time if the YO fails to achieve the required standard (see Para 5729 sub para a).

(3) **Warnings for Air and Ground Work.** Warnings will be given for failure or lack of progress in either air or ground work. YOs should be interviewed and advised of their failings, what they are required to do to reach the required standard and what the consequences will be if they fail to do so, all of which should be reflected in the Warning Reports. The following warnings may be imposed:

(a) **Warning Report 1.** Warning Report 1 is to be raised by the Course Officer/Flight Commander, Senior Pilot or Senior Observer. This report must be entered in the trainee's Course Report Folder (CRF) by the Course Officer/Flight Commander or a member of the training staff and the trainee is to sign and date having read and understood the report. The report is reviewed weekly by the Squadron/Wing CO, Chief Instructor (CI) or their nominated representative. The trainee may fly additional sorties which could include check rides or a trainability sortie or sit further ground school papers. Each case will be considered separately.

(b) **Warning Report 2.** Warning Report 2 is to be raised by the Squadron CO/OC, CI or Training Officer. The report is to be entered as above and forwarded to Cdr (Air) RNAS Culdrose/Yeovilton, Wing CO or Station/School Chief Instructor who may interview the trainee if necessary. The trainee is to sign and date as before. The report is to be reviewed weekly by Cdr (Air), Station/School CI, Wing CO or their nominated representative. The trainee may fly additional sorties which could include check rides or a trainability sortie or sit further ground school papers. Each case will be considered separately.

(c) **Warning Report 3.** At Warning Report 3, the trainee is to be interviewed by Cdr (Air), BFJT/AFJT, Station/School CI, Senior Naval Officer (SNO) (DEFTS), Wing CO or their nominated representative and formally warned. Failure to improve will normally lead to suspension from flying training. The trainee signs and dates the report as above. The trainee may fly additional sorties which could include check rides or a trainability sortie or sit further ground school papers. Each case will be considered separately.

(4) With the increasing reliance on simulator training, Air Warnings may be awarded for failures in simulator sorties.

(5) **Recording of Warnings.** A YO placed on Ground or Air Warning is to sign and date as having read the Warning Report before it is entered in their Continuous Reporting Form (CRF)

(6) **Period of Warning.** It is emphasised that Air and Ground Warnings are not to be carried forward from one Training Squadron to the next. There are two exceptions to this:

(a) The 1FTS course is split into two phases – BRT and ART – conducted on two Wings, 2 Maritime Air Wing (2 MAW) and 9 Regiment AAC (9 Reg). Given the natural progression of the course, consideration may be given to carry warnings forward from BRT to ART where appropriate.

(b) Furthermore, given that CTT and CTR are deemed to be a seamless course, warnings are applicable across the whole OCU and may be carried forward between CTT and CTR. Warnings are to be reviewed weekly and trainees who show the sustained and requisite improvement in the area for which they received the warning may have that warning reduced or removed irrespective of the administrative burden. Should there be a subsequent deterioration; another warning is to be imposed.

(7) **Failure to Improve under Warning.** A YO placed on an Air Warning is to be given additional instruction which may include simulator or airborne sorties. The remedial training that is proposed to overcome the student's shortcomings is to be clearly annotated in the Warning Report. Extra tuition may not be appropriate following the award of a Ground Warning and a simple re-sit of a failed examination may suffice. Each case should be considered on its merits within these guidelines and those at Para 5733 a sub para (3).

(8) Warning reports must also highlight the consequences of failure to improve performance.

(9) **Suspension from Flying Training.** In most cases, further failure after Warning 3 will result in suspension from flying training (see Para 5733 sub para c).

b. **Character and Leadership (C&L) Warnings.**

(1) Officers on the untrained strength are considered to be on probation for the whole period of their training in accordance with Para 5729. As such, student aircrew ex-BRNC are subject to continuous C&L assessment throughout their flying training. If any Squadron has doubts as to whether they display the qualities required of an officer of the Royal Navy in terms of conduct, character and leadership, they are to be formally warned in accordance with the principles of Para 5733 and Para 5737.

(a) **CO's Warning for C&L.** At the CO's C&L Warning stage, the student is to be counselled/interviewed by the Squadron CO or Senior Pilot/Senior Observer and warned of their failings. They are to be informed that if the shortcomings are not remedied within an agreed period of time (normally one month and not more than three months) then recommendation will be made that they will be placed on Commodore/Captain's Warning for C&L. Before this is contemplated, the case must be discussed with the appropriate Cdr (Air), CI or Wing CO. In some circumstances, it may be appropriate for this initial warning to be issued by Cdr (Air), CI or Wing CO.

(b) **Commodore/Captain's Warning for C&L.** At the Commodore/Captain's C&L Warning stage, the student is to be interviewed by the Air Station CO or the Commandant 1FTS/3FTS, and informed that failure to improve will result in a recommendation for an ABW or potentially immediate withdrawal from training.

(c) **ABW for C&L.** At the ABW C&L stage, the student is to be interviewed by the Air Station CO or the Commandant 1FTS/3FTS, and informed that they have failed to make suitable progress since being placed on Commodore/Captain's Warning and that application is therefore being made to Navy Command Headquarters to place them on ABW.

(2) **Period of C&L Warnings.** When a student aircrew officer is under CO's or Commodore's/Captain's C&L Warning at the time that they pass a phase of flying training, they may be permitted to proceed onto the next stage of training but their new squadron/air station CO as appropriate must be informed and is responsible for reviewing the C&L Warning within one month.

(3) The normal periods for Commodore's/Captain's or Admiralty Board Warning for C&L are covered in Para 5731 and Para 5737.

(4) **Recording of C&L Warnings.** The CO's C&L Warning is informal and is merely part of the normal counselling process. It does not necessarily need a written report, but the date of interview must be recorded in the student's CRF; however, at the Squadron CO's discretion, a NAC 98 may be raised. Commodore/Captain's Warning for C&L, by contrast, must be fully reported using the NAC 98 format and should be included with the officer's E190 folder. Application for ABW should be made to the Officer Terms of Service Manager by a simple routine letter outlining the circumstances of the case. A copy of the approval letter should be included with the student's signed and dated SRF within their E190 folder.

(5) End of course reports forwarded to DDir NAvn are to include one copy of each of the C&L Warning Reports.

(6) **ABW for C&L.** In view of the high degree of trust and reliability that is required from aircrew, student aircrew who are placed on ABW (C&L) will be automatically suspended from flying training and referred to the NAAB for consideration. It is likely that they will be appointed to a holdover where they can be given the opportunity to improve their shortcomings and, if subsequently removed from Warning, normally returned to flying training. In this event, the case will be referred to the Officer Terms of Service Manager for consideration of an appropriate seniority adjustment.

c. **Failure During Flying Training.**

(1) **Suspension from Flying Training.** Whilst suspension as a training risk is applicable up to completion of CTT only, trainee Aircrew may be suspended from flying training at any point up to completion of CTR in the following circumstances:

(a) Failure of a trainability or assessed sortie following award of Air Warning 3.

(b) Failure of ground examination following award of Ground Warning 3.

(c) At any point if in exceptional circumstances, including assessment as a training risk.

(2) Failure to achieve C of C will be dealt with under the suspension from flying duties procedures in accordance with BR 767 Para N115.135, although it should be noted that aircrew in this position will be deemed to be under training until award of C of C.

(3) In normal circumstances, trainees who receive Air or Ground Warning 3 who suffer any further failure will be recommended for suspension from flying training. Officers suspended from flying training for any reason are to be interviewed by the CO of the appropriate station or their nominated representative where formally delegated. However, in the case of officers referred to the PNAAB as training risks, the authority to conduct this interview on DDir NAvn's behalf is delegated as follows:

RNAS Culdrose/RNAS Yeovilton: Cdr (Air).

1FTS: Wing CO.

DEFTS:SNI (Cranwell).

BFJT/AFJT: SNI (Valley).

(4) The CO of the appropriate Air Station (or their delegated representative) may suspend a YO from flying training without warning or with less than the normal period of warning. Such action is only to be used in exceptional circumstances and the CO must detail the special circumstances of the case.

(5) In event of suspension from training, the procedures in BRd 9469 Chapter 17 are to be followed. In particular, NAAB and DDir NAvn are to be informed and a NAC 99 suspension report is to be raised giving detailed reasons for failure. The NAC 99 should contain only the facts of the case and no recommendations for future employment with the exception that suitability for back-coursing may be detailed. Under normal circumstances, except where back-coursing is being recommended, there should be no discussion of any case between the Training Squadron and the NAAB before interview. It is important that the report arrives at NAAB at least 24 hours prior to the person under report; non arrival will result in the interview being postponed.

5734. RN Air Traffic Control (ATC) Training Warnings (Phase 2 and Workplace Training)

a. **Probationary Period.** The Phase 2 ATC training (Joint Air Traffic Control Course (JATCC) at the Defence College of Air and Space Operations (DCASO)) is one of probation and the MOD reserves the right to terminate a commission at any time if the officer fails to achieve the standard required (see Para 5729).

b. **Professional Warnings and Suspension – Phase 2.** Officers who fail to make adequate progress during Phase 2 training at DCASO will be subject to the 3 Tier Warning and Review system in accordance with the DCASO Training Quality Manual. Additionally, character and leadership warnings may be issued in accordance with 5734 para h during Phase 2 training.

c. **Professional Warnings and Suspension – Workplace Training (WT).** Officers who fail to make adequate progress during Workplace Training will be formally warned as follows:

(1) **Level 1 Review.** Following consultation with the Officer Commanding ATC (OC ATC) or Senior Air Traffic Controller (SATCO), Level 1 Report is to be raised by the Unit Training Officer (UTO) on NAC Form 88B. The report is to be reviewed weekly and the Subject officer interviewed by the UTO. They are to sign as having read and understood the warning. This warning and any subsequent warnings are to be annotated on NAC Form 88C.

(2) **Level 2 Review.** Level 2 Report is to be raised by the OC ATC or SATCO on NAC Form 98B and forwarded to FGen NAvn ATM SO2. The Subject officer is to be interviewed by OC ATC or SATCO and the report is to be forwarded through Commander (Air) who may also interview the Subject officer if considered necessary. The Subject officer is to sign as before.

(3) **Level 3 Review.** At the Level 3 Report stage, the Subject officer is to be formally warned by Commander (Air) that they are required to improve in the notified areas and that failure to do so will result in suspension. A report is to be raised on NAC Form 98B. The Subject officer is to sign the report which to be forwarded through the CO to FGen NAvn ATM SO1.

d. Reports must detail the Subject officer's specific shortcomings, together with the targets which must be achieved by a specified date[1]. The following timescales for improvement will generally apply, however are subject to OC ATC or SATCO discretion[2]. Designated controlling hours[3] for each unit position are determined by NC in conjunction with Unit OC ATC / SATCO and reviewed periodically.

(1) Level 1 to Level 2 or removal of warning: 30% of designated controlling hours (for position).

(2) Level 2 to Level 3 or removal of warning: 25% of designated controlling hours (for position).

(3) Level 3 to Validation or Suspension: 15% of designated controlling hours (for position).

e. Whilst Level 1 and Character and Leadership reports may be raised on more than one occasion at different phases of training, it is expected that Level 2 and 3 will be rendered only once during any one phase of training.

f. If, at any stage of training, there is doubt concerning a Subject officer's ability to complete training successfully, Navy NAvn ATM SO2 may be requested to conduct an independent assessment of their performance.

g. Officers suspended from training will be interviewed by their CO and a NAC Form 99A is to be raised. The Subject officer will then be referred to the NAAB (see Para 5742).

h. **Character and Leadership (C&L) Warnings.** The following warnings for C&L may be given:

(1) **OC ATC/SATCO/DCASO Senior Naval Instructor's (SNI)[4] Warning (Warning 1).** The Subject officer is to be interviewed by the OC ATC/SATCO/SNI and warned of their failings. They are also to be warned that lack of improvement will lead to a CO's Warning.

(2) **CO's Warning (Warning 2).** A formal warning by the CO for which the procedures at Para 5731 should be followed, keeping FGen NAvn informed.

(3) **ABW (Warning 3).** The procedures at Para 5737 should be followed, keeping FGen NAvn informed.

[1] SMART
[2] Considering live v simulated ratio.
[3] Maximum endorsement target hours utilising data from NAC88C (Unit monthly training returns)
[4] Position held by DCASO SO2 Assurance

i. **Period of C&L Warnings.** Warning 1 given during Phase 2 and Workplace Training may be carried forward to the next stage of training. Units/SNI should ensure that the Subject officer's new OC ATC/SATCO is informed of the status of the warning. It should, however, be every OC ATC/SATCO/SNI's aim to remove a Subject officer from Warning 1 before they leave the establishment and they should be given every opportunity to show improvement.

j. For the normal periods for Warnings 2 and 3, see Para 5731 and Para 5737.

k. **Recording of C&L Warnings**. C & L Warnings are to be recorded on NAC 98B (Warning 1 and 2).

5735. RM Phase 1 and 2 Training Warnings - CTCRM

a. During Phase 1 and Phase 2 Training at CTCRM, a RMYO will be issued with a formal written warning as a consequence of:

(1) A failure in professional training. This includes compound failure in the same area (i.e. failure of the Term 2 examination whilst already on warning for failing the Term 1 examination).

(2) A failure to respond to informal warnings from instructors or superior officers for poor character, command or leadership.

b. Formal written statements will state that, unless the RMYO improves (in accordance with the RMYO Operational Performance Statement), it may be necessary to withdraw the YO from training and terminate the commission. A RMYO may not be passed on to an operational unit whilst under warning.

c. A specimen Report Form for the imposition/removal of warning for unsatisfactory progress is at Annex 57G.

d. In addition to that listed at Para 5735 sub para a, formal written warnings will be issued for failure in the following criteria tests:

(1) Term 1 examination.

(2) Term 2 examination.

(3) Bottom field pass out.

(4) Commando Course (encompassing the Commando exercise CRASH ACTION).

(5) Final examination/TEWT.

(6) Final exercise (FINAL NAIL).

e. In exceptional circumstances, consideration may be given to a RMYO's withdrawal from training without warning (or with less than the normal period of warning). Where such a recommendation is made, the Commandant CTCRM (Comdt) is to explain the special circumstances of the case.

f. The three levels of warning for a RMYO are:

(1) **OC RMIOT's Warning.** The OC RMIOT is to impose a formal warning as soon as doubts arise about the YO's ability to complete training satisfactorily. The warning is to be reviewed after either:

(a) One month.

(b) The next opportunity to re-evaluate the particular area of concern (following appropriate remedial instruction).

(2) Continued failure to rectify specified faults, or the occurrence of additional shortcomings while on OC RMIOT's Warning, may result in the imposition of a CO CW's Warning. The YO will receive an interview to explain the reason for the warning and is to sign a written copy. The YO will also be informed what rectification action is required within a stipulated timescale.

(3) **CO CW Warning.** The OC CW is to impose a formal warning as soon as doubts arise about the RMYO's ability to complete training satisfactorily. The warning is to be reviewed after 1 month. Subsequent failure or a failure to improve while on OC CW's warning will render the RMYO liable to Comdt's Warning.

(4) **Commandant's Warning.** Beyond the continued or compound failure articulated above, a Comdt's Warning may be imposed for:

(a) Failure considered sufficiently severe to bypass CO CW's Warning.

(b) Severe professional regression in the final term of training.

(5) Protocols are similar to those of CO CW's Warning but with a duration of 3 months wherever possible.

g. **Imposition of a Commandant's Warning less than 3 months before Pass Out.** In the instance of a Comdt's Warning being imposed less than 3 months before Pass Out, the RMYO is to be informed that until the conditions of the warning are satisfied, the Comdt will (following successful application to the Naval Secretary):

Hold the RMYO at CTCRM for additional assessment until such time as they are considered capable of passing for duty.

Withdraw the RMYO from training and terminate the commission.

h. **Compulsory Withdrawal from Phase 1 Training.** Failure to satisfy the conditions of a Comdt's Warning during Phase 1 Training may result in the RMYO being compulsorily withdrawn from training and the termination of their commission. Other occasions where an RMYO may be withdrawn from training directly are:

(1) A serious failure in judgement or character unbecoming of an officer or liable to bring the Armed Forces into disrepute.

(2) Failure to pass the professional/academic tests at Para 5735 sub para d, whilst already on Comdt's Warning for a previous associated failure (i.e. if a RMYO fails the Term 2 examination whilst on warning for failure of the Term 1 examination).

i. **Compulsory Withdrawal from Phase 2 Training.** Applications for compulsory withdrawal from Phase 2 training are to be made to the Officer Terms of Service Manager for higher approval - see Para 5436 sub para l. The same criteria for failure apply as for Phase 1 Training.

j. **RMYOs Under 18 years of Age.** On behalf of the Comdt, the CO CW will inform the parents or guardian of a RMYO placed on formal warning or compulsorily withdrawn from training before the RMYO's 18th birthday.

k. **Wider Reporting.** The RM Officer Career Manager is to be notified of any RMYO who is placed on, or removed from, Comdt's Warning or compulsorily withdrawn from training.

5736. Admiralty Board Warnings - General

a. If, following a period on Commodore/Captain's Warning (Professional or C&L), a YO who has made insufficient improvement may be placed under Admiralty Board Warning (ABW) (Professional or C&L). A Commodore/Captain's Warning will normally be appropriate as the first stage in the warning procedure. However, it is not essential to precede an ABW with a Commodore/Captain's Warning and, exceptionally, application may be made for a YO to be placed straight on ABW where timing or other circumstances require it.

b. An ABW will normally be for a period of 3 months, however there are occasions when a period of less than 3 months under ABW is appropriate e.g. following an examination failure where re-examination takes place less than 3 months after the initial failure. A period of ABW must not exceed 3 months, since a protracted period under warning is unfair to the individual and the Service, especially if it is unlikely that a YO will be able to reach the required standard.

c. During the Initial Warfare Officers (Foundation) (IWO(F)) course, where the period in the event of a YO being backclassed may exceed 3 months, the period of ABW shall not exceed a period of 20 weeks. This exception is made only for the purposes of incorporating the opportunity of reassessment with the IWO(F) course proceeding that which the YO had failed.

d. A YO being placed under ABW is to be informed as such. With the exception of professional training cases (see Para 5737 sub para a), applications for ABW should be made to the Officer Terms of Service Manager along with the YO's full E190, including a recently completed SRF. The SRF, which must be signed by the YO, 1RO and 2RO (who must state that they support the proposed action) should reflect what has been discussed at a warning interview and specifically refer to: the failings for which the YO is being warned; details of what the YO must do to improve; the timescale in which the YO is expected to achieve the required professional standard or to show the required qualities of character and leadership; and the likely consequences if the YO fails to improve. The YO should be left in no doubt that failure to improve sufficiently within a reasonable period of time under ABW will, in all probability, lead to their withdrawal from training and termination of commission. Only in exceptional circumstances will consideration be given to a YO's withdrawal from training without warning or with less than the normal period of warning. Where such a recommendation is made, the CO is to explain the special circumstances of the case.

e. For units deployed away from UK waters, specimen Report Forms for the Imposition/Removal of Warnings can be found at Annex 57G. COs and YO Training Officers are to ensure that, if an e-mail response is forwarded by the Officer Terms of Service Manager, the Warning Report Forms are reproduced locally and completed in accordance with instructions. The Officer Terms of Service Manager will advise the ship of the second paragraph to be inserted.

5737. Admiralty Board Warnings - Applications

a. ABW (Professional).

(1) COs of the training establishments listed below have delegated authority to impose and remove ABW (Professional) for failure in professional training and courses as follows:

(a) The Commanding Officer HMS COLLINGWOOD - for Warfare Officers who fail in any section of the Initial Warfare Officers Course (IWOC) and where back classing and/or re-examination is approved.

(b) The Commanding Officer HMS COLLINGWOOD - for IW(METOC) Officers who fail in any section of the Aeronautical Meteorological Forecasters Course (AMF – HM300) and where back classing and/or re-examination is approved in accordance with Fisher QMS Documentation.

(c) The Captain Britannia Royal Naval College - for Warfare Officers who fail in any section of the Initial Warfare Officers Course (Foundation) (IWO(F)) and where back classing and/or re-examination is approved.

(d) The Head of Navy Logistics Training (HoNLT) and Commanding Officer Food Services Training Wing (CO FSTW), DCLPA Worthy Down - for Logistics Officers who fail on the Initial Logistics Officer Course (ILOC)(M) and where back classing and/or re-examination is approved.

(e) The Commanding Officer HMS COLLINGWOOD - for Weapon Engineer Officers who fail on the Systems Engineering and Management Course (SEMC) (WE and WESM) and where back classing and/or re-examination is approved.

(f) The Commodore HMS SULTAN - for Air Engineer Officers and Marine Engineer Officers who fail on the SEMC (AE, ME and MESM) and where back classing and/or re-examination is approved.

(g) The Commanding Officer TMOC - for failure on the Training Management (TM) Officers Course when back classing and/or re-examination is approved.

(h) The Commanding Officer Training (Clyde) – for WESM Officers who fail in any section of DWEO(D) or SWSOEC training and where back classing and/or re-examination is approved.

(i) The Commanding Officer Training (Clyde) – for MESM Officers who fail in any section of Officer's Nuclear Operators Course 1 (ONOC1), Nuclear Reactor Course (NRC), or ONOC2 courses, and where back classing and/or re-examination is approved in accordance with Fisher QMS Documentation.

(2) COs are always to notify the Officer Terms of Service Manager of the imposition or removal of ABWs and advise of any subsequent recommendation for withdrawal from training. YOs should be left in no doubt that failure to pass the required professional or academic examinations at the second attempt will, in all probability, lead to their withdrawal from training and the termination of their commission (see Para 5436).

(3) During the Initial Warfare Officers (Foundation) (IWO(F)) course, BRNC warning states apply as per Para 5730 sub para a: SSO warnings are equivalent to OIC IWOTE warnings at MWS and Cdr Training's warnings are equivalent to CO's warnings at sea or OCWS warnings at MWS.

(4) COs of ships responsible for Warfare YOs under training may apply to the Officer Terms of Service Manager to impose (and remove) ABW (Professional) for failure in professional training, where back-classing and/or repetition of Common Fleet Time (CFT) or Specialist Fleet Time (SFT) is required. YOs should be kept informed of the decision to impose ABW and the reasoning behind such a decision. Before making an application, consideration should be made regarding any exceptional circumstances which may have affected the YO's ability to reach the required professional standard.

b. **ABW Character and Leadership (C&L).** A YO under training who shows serious character defects, or a lack of officer-like qualities may be placed under ABW (C&L). Except in cases of rapid deterioration of standards or behaviour, a Commodore/Captain's C&L Warning will normally be appropriate as a first stage in the procedure. Action is normally initiated by the CO who is to inform the YO of their shortcomings, as described in the report recommending an ABW.

c. **ABW Submissions.** When making a submission for an ABW (Professional) (i.e. ships/units who do not have the delegated authority stated at Para 5737 sub para a) or ABW (C&L)), the following is to be sent to the Officer Terms of Service Manager:

(1) A letter from the CO giving the reasons for the proposed ABW.

(2) A copy of the SRF that was raised when the individual was placed on Commodore/Captain's Warning.

(3) A special SRF raised as a result of the decision to apply for an ABW. This must include comments of the 1RO and 2RO (the latter should annotate the report to say that they support the 1RO's decision as a minimum). The SRF should be signed and dated by the YO, 1RO and 2RO, and the YO must be given the opportunity to comment.

(4) A copy of the full E190.



Note. *An ABW (C&L) can only be imposed, extended or removed by Navy People PSP Hd as the supervising officer of the Terms of Service team on behalf of the Admiralty Board[5].*

5738. Admiralty Board Warnings - Headquarters Staffing

a. The period between informing an officer of a recommendation for ABW and approval of such a warning by the Officer Terms of Service Manager will be kept as short as possible so as to minimise the period of uncertainty for the YO. Sensible use of e-mail and facsimile can improve the timing considerably. COs and administrative authorities are to ensure that warning recommendations are handled expeditiously. Where deployment overseas means that forwarding the full E190 will delay the case, the Officer Terms of Service Manager should be contacted to investigate whether alternative arrangements can be agreed.

b. Each case will be considered on its individual merits. If an ABW is approved, the CO is to inform the YO accordingly and advise them to make every effort to reach and maintain the standards expected of a Naval Officer. The CO should also warn the YO that failure to do so may lead to their withdrawal from training and the termination of their commission (see Para 5436).

c. A YO placed under ABW is required to countersign the Warning Report Form to confirm their understanding of the position. A partially completed Warning Report Form is therefore enclosed with the Officer Terms of Service Manager's letter confirming the imposition of a Warning. When it has been countersigned, a copy of the Report Form is to be returned to the Officer Terms of Service Manager and another copy inserted in the YO's E190.

[5] NAV SEC Letter of delegation dated 17 Jan 18.

5739. Admiralty Board Warnings - End of Warning Review

a. After 3 months (or an agreed shorter warning period), with the exception of those listed at Para 5737 sub para a, COs are to make a recommendation to the Officer Terms of Service Manager for either:

(1) **Removal of ABW.** The removal of ABW (i.e. a YO's performance or character and leadership qualities have improved sufficiently). As part of their submission, COs should provide a special SRF with the recommendation that the YO should be removed from warning. Where removal from Warning is agreed, the CO will be notified by the Officer Terms of Service Manager and a Removal from Warning Report Form will be provided for the YO to countersign. A copy of the Form is to be forwarded to the Officer Terms of Service Manager and a further copy inserted in the YO's E190.

(2) **Extension of ABW.** Where, at the end of the warning period, there are still doubts about the trainee's ability to become a satisfactory Naval Officer in all respects, COs must carefully consider whether to recommend an extension of the warning e.g. where an individual has not made sufficient progress to have the warning removed but compulsory withdrawal from training is not deemed appropriate. As above, COs should provide a special SRF setting out the reasons for such a recommendation. The report must be signed and dated by the individual concerned.

(3) **Compulsory Withdrawal from Training.** The application should be supported by a SRF and, where possible, the YO's full E190 (see Para 5729).

b. A YO may not join the trained strength while under ABW (C&L). However, if at the end of initial training, a YO has failed to respond sufficiently to justify the removal of a ABW (Professional) but is not of sufficiently poor standard to warrant compulsory withdrawal from training, the officer may exceptionally be allowed to proceed under quarterly report (see Para 5744 to Para 5746).

5740. Promotion of Officers under Warning

a. Officers under Tier 3 (Phase 1) or Admiralty Board level (Phase 2) C&L Warning at the time of their due date for promotion to Sub Lieutenant and Lieutenant (and equivalents) will have their promotion and, consequently, their seniority in the next rank deferred until the warning is removed. The promotion will take effect from, and with seniority of, the date of the Commanding Officer's recommendation for removal from the appropriate C&L Warning if this is later than the non-selective due date.

b. Officers under Admiralty Board Warning (Professional) (Phase 2) at the time of their due date for promotion to Sub Lieutenant and Lieutenant (and equivalents) will have their promotion, and, consequently, their seniority in the next rank deferred until the warning is removed. The promotion due date will be recalculated and will take into account any seniority adjustment (see Para 5741.b). Once the non-selective promotion date is recalculated, the Officer will promote based on the adjusted seniority, so long as they remain otherwise eligible (see Para 6632).

5741. Seniority Losses - RN and RM YOs Under Training

a. Time lost by individuals during initial training through no direct fault of their own, e.g. as a result of medical, welfare or compassionate reasons, will not normally result in an adjustment to their seniority. Wherever doubt exists about the applicability of an adjustment, COs should consult the Officer Terms of Service Manager in the first instance.

b. In the event of time losses incurred during Phase 2 Training as a result of back-classing or back-batching, examination failure or repeated elements of professional training, that period of time will not count for seniority purposes.

5742. Naval Aircrew Advisory Board

a. The primary purpose of the Naval Aircrew Advisory Board (NAAB) which is chaired by FT Naval Aviation Advisor is to advise COMNA on the future employment of RN/RM officer (and rating) aircrew, ATC Officers and Aircraft Controllers where doubt exists concerning their ability to continue their training or duties in accordance with FLAGO(NA), BR 767, and these regulations, in order that they may be either retained or retrained in a different branch or specialisation or their commission be terminated. The post of the FT Naval Aviation Advisor is a full-time role filled by a senior OF3 (P)/(O) with an extensive aviation background and Command or Executive experience. The Chair may call upon additional Board members as the need arises.

b. SO1 Career Manager (Air) (NAVY PEOPLE-CM OF WAR AIR SO1) will arrange for suitable specialist or executive officers to augment the NAAB if required. An officer additional to the permanent NAAB will not act as Chair of the Board unless either the Chair is specifically required to be an officer of a rank higher than Lieutenant Commander or the Chair is not available.

c. **Functions of the NAAB.**

(1) To interview and advise on the future employment of RN/RM aircrew and RN ATC officers referred to the Board where doubt exists concerning their ability to continue training or duties in order that they may be either retained or retrained in a different branch/specialisation or their commission terminated.

(2) To effect executive disposal from the Consultant Advisor in Aviation Medicine (Royal Navy) following alteration of medical flying category or recommendation for a special appointment.

(3) To act as an independent Aircrew Training Quality Control Organisation for COMNA.

d. The FT Naval Aviation Advisor maintains a close co-operation with the Consultant Advisor in Aviation Medicine (Royal Navy) who attends the Board, if required, in an advisory capacity.

e. The FT Naval Aviation Advisor is responsible to SO1 Career Manager (Air) for the execution of the tasks of the Board. They may also communicate directly with MOD departments and with ships and establishments in matters of detail concerning individual cases. The President is to forward reports on matters connected with their tasks to DDir NAvn.

f. The FT Naval Aviation Advisor will consider and conduct detailed investigation into all cases of compulsory or voluntary withdrawal from flying training or flying duties.

g. **Documentation.** Written reports giving detailed reasons for Compulsory Withdrawal from Flying Training (CWFT) are to be sent to FT Naval Aviation Advisor info DDir NAvn (and JHC for JHC aircrew). Only NAC 99 and Warning Reports are required by DDir NAvn and JHC. The NAC 99 should contain only the facts of the case and no recommendations for future employment with the exception that suitability for back-coursing may be detailed. Under normal circumstances, except where back-coursing is being **recommended**, there should be no discussion of any case between the Training Squadron and the FT Naval Aviation Advisor before interview. The following, and any other relevant, documents should be enclosed with the report (for FT Naval Aviation Advisor only):

(1) Specific NAC/other forms (see table below) and S2020D if necessary.

(2) Warning reports.

(3) Sortie/serial reports (including all sortie reports from previous training squadrons).

(4) In the event of a voluntary request for withdrawal from training (VWFT), the letter requesting withdrawal must be forwarded to (Navy People-PSP Emp Pol SO1), copied to FT Naval Aviation Advisor.



Note. *Aircrew are to present their Flying Log Books when attending NAAB and take all flying clothing with them to INM.*

h. **Specific Report Forms.** In addition to the paperwork required above, the following specific NAC/other reports are to be forwarded as appropriate to the circumstances of the individual.

Table 57-2. Appropriate NAC Forms

Background	Reports required
Pipeline Pilot/Observer ex-BRNC	E190 III (Aircrew)/NAC 99
Pipeline Pilot/Observer (former (X)/(E)(AE)/RM)	NAC 97/S2020D/NAC 99
Convertee Pilot/Observer	NAC 97/S2020D/NAC 99
Aircrew on Joint Training Sqns (DEFTS, 1FTS, RAF Valley, RAF Marham)	RAF F5201 Part 1 and 2
ATCO during Part A/Part B training	E190/SRF
Pilot/Observer/ATCO on trained strength	CO's covering letter detailing circumstances of case, NFSF report iaw BR 767 Art 115.135

5743. Naval Advisory Board

a. Naval Advisory Boards (NAB) may be convened as required to assist both directly and indirectly in the retention of YOs in the X, E and L branches.

b. **Composition.** The NAB consists of representatives from the Naval Secretary's staff under the chair of the Navy Command's TMG SO1 Training Pipeline Manager. Other advisers may be invited to attend as necessary. The Board will not examine failures and withdrawals from BRNC, as the College is able to advise and counsel new entry YOs and to respond to any unusual degree of wastage during initial training.

c. **NAB Procedure.** The Board will consider any case of voluntary or compulsory withdrawal from training that in their opinion requires detailed investigation. The Board will normally act on reports and recommendations submitted by COs and may call for additional information when required. Costs will normally be restricted to the travelling expenses of the YO attending the Board.

d. The benefits of a detailed examination of the causes of withdrawal from training are as follows:

(1) The NAB will ensure a common approach to each case.

(2) Those invited will have the opportunity of an interview.

(3) The NAB will ensure that a YO's future employment is in the best interests of both the officer and the Service.

(4) A YO will have the reassurance that their case is being considered in detail at a higher level.

(5) Overall retention may be improved.

(6) Information will be gained on the reasons for both failure and voluntary withdrawal which will be of use in the preparation of future recruiting and training strategies.

SECTION 6

OFFICERS ON THE TRAINED STRENGTH - QUARTERLY REPORTS

5744. Introduction

a. Quarterly Reports provide the mechanism for close and regular monitoring of an officer's performance. The OJAR recommending Quarterly Report (Occasion: Special Circumstance') and the quarterly reports themselves are to be handled most expeditiously at all relevant levels in the administrative chain of command, to enable a decision on the Subject officer's future to be promulgated as soon as possible after a report has been originated.

b. The Quarterly Report is a formal warning of shortcomings and the consequences of failure to eradicate the faults identified. It is in the best interests of the Service and the individual concerned that appropriate remedial action be taken at the first signs of any significant inadequacy or shortfall in performance.

5745. Process

When an application for quarterly reporting is approved by the Naval Secretary, the clock is started from the 'To' date of the Special Circumstance OJAR recommending this course of action, and the first quarterly will normally be required to be written exactly 3 months from that date. Given that there is likely to be some delay in the process, and in order to give the Subject officer the maximum time to address the shortcomings identified, the assumption should be made that the officer will be placed on Quarterly Report. The following procedure is to be implemented:

a. The 1RO should discuss the way ahead with the Subject and start the necessary remedial programme as soon as possible - ideally at the time that the Special Circumstance report is raised. Clear Objectives to rectify shortcomings are to be identified, agreed and recorded on the OJAR page 1 and reported against in the Performance section by ROs in future OJARs. Whatever the Naval Secretary's decision, this will enable the unit to start addressing the officer's shortcomings early, and whilst it may appear to pre-judge the outcome of the recommendation for quarterly reporting, it is entirely appropriate as it will ensure that:

(1) The Subject always has the full 3 months to improve their performance.

(2) A formal MPAR will be held at the appropriate time before the next report, in addition to any informal interim appraisals.

b. If the Naval Secretary rejects the recommendation for quarterly reporting, the officer's shortcomings will still need to be addressed, and this procedure will ensure that a structured plan is put in place at the earliest possible opportunity.

c. In the case of Lieutenants and below, the decision to be placed on, remaining on or being removed from quarterly reporting is to be directed by the appropriate SO1 Career Manager. In the case of Lieutenant Commanders and above, where the Directorate's recommendation is for the officer to remain on Quarterly Report, approval may be given by Hd CM, but for officers being placed on, or being removed from quarterly report, Hd CM is to pass the quarterly report file, with his personal recommendation and a completed draft Directed Letter proforma, to:

(1) **DDPD.** For Lieutenant Commanders and below (routine cases).

(2) **The Dir P&T/NavSec.** For Commanders and above plus non-routine cases. If an individual case is considered to be contentious or particularly complex (non-routine), the file is normally forwarded to CNLS before being referred to the Dir P&T/NavSec for a decision. Dir P&T/NavSec may consult the Second Sea Lord direct, as necessary. Once the Dir P&T/NavSec and/or DDPD has made a decision, the reporting authority will be informed by letter. This letter is to be read by the CO to the officer concerned.

d. Whilst Quarterly Reports are to continue until Dir P&T/NavSec's department directs that they are to cease; each report is to include the RO's clear recommendation on their continued need. On each occasion of report, the RO is to conduct an appraisal discussion (see JSP 757 Part 1 Chap 7) explaining the implications of being placed or being retained on Quarterly Report. Where a Subject on Quarterly Report is reassigned, the Career Manager is to ensure the requirements for quarterly reporting action are brought to the attention of the receiving unit. Where appropriate, the dates of the Quarterly Reports will be adjusted, in consultation with the Career Manager, to align with Supersession or End of Tour reporting requirements with the aim of ensuring any gaps in the reporting cycle are minimised; the requirement for Annual Reports being subsumed by quarterly reporting. The first Quarterly Report in the receiving unit should normally be raised 3 months from date of joining, and quarterly thereafter. Although, as a general rule, there should be no collusion between discharging and receiving units on the content of Quarterly Reports, it may be necessary for the discharging unit to forward a letter or e-mail detailing any relevant progress or otherwise that has occurred during any gap in the reporting process.

e. Where, following an appropriate period of Quarterly Reporting an officer fails to demonstrate the required improvement, consideration is to be given to recommending administrative discharge, see Para 5441.

5746. Promotion Implications

Officers due for non-selective promotion will not be promoted on their due date if they are subject to Quarterly Report. Officers who are removed from Quarterly Report due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the CO's recommendation for removal from Quarterly Report if this is later than the automatic date. Officers who fail to achieve a satisfactory standard will be liable to discharge under normal procedures.

SECTION 7

RATINGS ON THE UNTRAINED STRENGTH - FORMAL WARNINGS

5747. Initial Training Warnings (ITW)

The ITW procedure is designed to maintain a record of the individual's shortcomings in Naval General Training (NGT)[6] and professional performance. A record of the warnings issued as a result of failures is to be maintained by the Training Unit/Establishment. The warnings process is summarised at Annex 57B. ITW will be incurred for both NGT and professional failings. An initial brief on the warning procedure should be given at the start of Phase 1 and Phase 2 training, explaining the warning procedure and its purpose. Trainees should sign to acknowledge receipt of this briefing.

a. **NGT Warnings.** Situations in which NGT Warnings may be appropriate include:

(1) Receipt of minor punishments.

(2) Disruptive behaviour in the classroom.

(3) Disobedient, abusive or uncooperative behaviour.

(4) Continually poor punctuality.

(5) Shortcomings in personal administration, kit upkeep or mess deck husbandry.

(6) Poor professional performance due to inappropriate social activity (e.g. falling asleep in class).

(7) Deliberately failing a course.

(8) Multiple failing of Minor Administrative Action (MAA).

b. **Professional Warnings.** Situations in which Professional Warnings may be appropriate include:

(1) Failure of exam or module.

(2) Failure to comply with safety or instructional rules.

(3) Unwillingness to learn specialisation skill.

c. Trainees who receive a warning must sign it to acknowledge the consequences of further failures and be given an opportunity to appeal against the decision of the Awarding Officer. All documentation is to be retained until the trainee passes to the trained strength.

[6] Due to the length and nature of initial RM training, CTCRM has its own detailed procedure for Initial Training Warnings. This is captured in Unit Standing Orders and the CTCRM Supervisory Care Directive.

5748. Phase 1 Warnings

a. Warnings in Phase 1 differ from those in Phase 2 since the level of knowledge is lower and the rating is still adapting to military life. Taking the aforementioned into account, only Level 3 NGT Warnings (discipline, character, attitude etc.) should remain extant and carry forward at the end of Phase 1 Training.

b. Once in place, warnings are to be reviewed after a period of 4 weeks by the Phase 2 Establishment and reduced by one level if no further failure has been committed and the rating displays the correct attitude. A further reduction after 4 weeks is available to the Chain of Command if the trainee has performed to the required standard. This second reduction of warning is at the Chain of Command's discretion and would also assess the trainee's commitment to the high standards of ethos and values of the Service.

c. There is deemed no requirement to have Phase 2B reduction in warning as the trainee has had sufficient time to conform to the rules and regulations of both the Service and the Initial Training Pipeline.

5749. Phase 2 Warnings

a. Warnings are to be issued at the following levels for ratings in Phase 2 training:

(1) First warnings by the Divisional Officer/Establishment Warrant Officer or equivalent.

(2) Second warning by the Head of Department or equivalent.

(3) Third warning by OC or OIC level or equivalent.

(4) Infringement beyond third warning will result in Discharge Unsuitable During Training (DUDT) action being taken by CO or Head of Establishment (Capt RN or above, except Phase 1).

b. On transfer to the trained strength (on completion of Phase 2 Training), the DO/OC is to assess if the individual has corrected the shortcomings that led to the warning being issued. If it is assessed that sufficient progress has been made, the individual is to be removed from warning before proceeding to a new assignment. If the trainee is still deemed to be unsatisfactory, consideration is to be given for them to be placed on HOD/CO's Warning for Discharge SHORE (DUDT) NGT, or to Sea Under Licence. If a rating is sent to sea under warning it is to be recorded on Appraisal in a Spec 'D' report. It should be considered exceptional for a trainee to complete initial training under warning.

c. All warnings issued during Phase 2 Training will remain extant for a period of up to 90 days (excluding leave periods). The Warning Review Period should be between a minimum of 1 month and a maximum of 3 months, taking into account the diversity and periodicity in training that is bespoke to individual branch criteria. Extensions or reductions to the warnings will be approved at the review point.

5750. Minor Administrative Action

a. Minor Administrative Action is appropriate for all Phase 2 trainees who have completed induction in their respective establishments or who could reasonably be expected to have known the Rules and Regulations of the Training School or Establishment's Standing Orders. As a general rule, MAA will be inappropriate for trainees who have completed less than 2 weeks of Phase 2 Training.

b. Any trainee who incurs 3 MAA actions will be liable for disciplinary action in accordance with JSP 833, as a consequence of this action the rating would be deemed to have shown a poor attitude towards training and will have an NGT warning issued at the appropriate level. Any trainee who commits multiple infractions of MAA should be considered for immediate elevation to a higher warning status, which will be at the discretion of the Command.

c. On imposition of a warning, the trainee's file is to be updated and all further failures will be annotated in the same trainee file. The trainee is to be informed that any subsequent failures could ultimately lead to a recommendation for Discharge SHORE (DUDT).

d. See Chapter 20, Section 5 for more information on MAA.

5751. Handover of Information on Trainees Deemed of Concern

a. When Phase 2 trainees deemed of concern[7] are assigned between Training Establishments, or from Training Establishments to operational units, it is essential that a suitable method of informing the receiving unit of any concerns relating to an individual be established, so that the receiving unit can ensure that the level of supervisory care which that individual needs is maintained.

b. The Hot Handover routine should be followed by Divisional Officers (see Para 2147). However, this process is largely informal and there have been several instances where it has not proved reliable or where insufficient information has been transferred. It is therefore necessary to supplement the Hot Handover routine with a more formal process which provides a clear audit trail for the handover of information on Phase 2 trainees deemed of concern.

c. The current Divisional Officer is to pass trainee information to the receiving unit 5 working days before the physical transfer of the individual. As a minimum, the information below is to be passed, using the Proforma at Annex 57C:

(1) Academic record (including any applicable Warning level).

(2) NGT record (including any applicable Warning level).

(3) Compassionate issues of a relevant or immediate nature.

[7] E.g. for professional, NGT, compassionate reasons or considered to be vulnerable or at risk.

(4) Limitations on training resulting from Medical issues.

(5) Any other information which the Divisional Officer thinks might be of use to the next Establishment/Training School/Operational unit.

d. When passing individuals on to the Fleet, only Para 5751 c sub para (3) to sub para (5) are likely to be relevant as any failings to achieve the requisite standards in sub-paragraphs a and b should have resulted in the trainee not yet Passing Out.

e. All staff are to remain vigilant to the importance and urgency required when dealing with this category of trainee. It is incumbent on receiving unit Divisional Officers to inform their chain of command of trainees deemed to be of concern in order that these individuals receive additional levels of care and management. Case Conference procedures are to be followed by Divisional Staff when raising vulnerability/'at risk' trainee concerns to the Command.

SECTION 8

RATINGS AND OTHER RANKS ON THE TRAINED STRENGTH - FORMAL WARNINGS

5752. Purpose of Formal Warning

The purpose of a Formal Warning is to meet the responsibilities of the employer and explain, in writing, the process and consequences that might arise should an individual continue to fail to meet the professional and personal standards expected of the Naval Service. The warning procedure embraces JPA Appraisal where necessary and ensures that the shortcomings and required improvements are clearly identified, understood and acknowledged by the individual, while allowing a reasonable period of time at each stage of the process for the requisite improvements to be achieved.

5753. Responsibilities of the Commanding Officer

COs are to ensure that the mechanism for the issue of a Formal Warning is sufficiently robust to be clearly and definitively understood by all ratings and other ranks under their command, including the need for appropriate consultation between reporting/warning officers and how it is to be managed. However, there may be cases where the CO properly considers that, in the interests of the Service, the warning procedure may be dispensed with. Thus, it is not intended that Formal Warnings should be regarded as an essential preliminary in all cases; in those cases where immediate discharge is considered necessary, advice should be sought from the Navy Command Headquarters Casework Cell. The CO must bear in mind that, where necessary, an incontrovertible case for discharge/reversion will need to be prepared for submission to the administrative authority. Consequently, all warnings and reviews are to be formally recorded and countersigned by both the person issuing the warning/review and the Subject rating/other rank concerned. The Honesty Test (see Chapter 21 Section 4 – Ethos, Values, Standards and Conduct in the Royal Navy) is always to be applied when Formal Warning action is considered for conduct relating to the individual's private life. Where a Subject leaves the unit on assignment either under Formal Warning or within 12 months of a warning being removed, the sending CO is to write to the receiving CO briefly outlining the facts and, where applicable, specifying when the warning is due to be reviewed.

5754. Initial Interview

a. Where an individual demonstrates shortcomings of professional competence or in personal qualities, action rests with the Divisional Officer and/or immediate Line Manager/First Reporting Officer (1RO) to hold a Formal Appraisal Review. The aim is to give the Subject rating/other rank an early opportunity to rectify these shortcomings - it is essential therefore, from the perspective of both the Service and the Subject, that an interview takes place as soon as it is warranted, with the purpose of avoiding the need for further administrative action.

b. The review is to be conducted using the MPAR structure (see JSP 757 Chap 4 Annex 4C) and the discussions are to be recorded and then acknowledged by the Subject on the MPAR proforma (JSP 757 Annex 4A). The interview must focus on the individual's shortcoming(s) and provide a proposed solution, along with a reasonable timescale within which the requisite improvement is to be made.

5755. Warning Process

a. Formal Warnings normally follow a 3-tier structure comprising Levels 1-3. A Warning at one level can be subsequently removed or escalated to the next level. Serious cases may warrant immediate escalation to a higher level of Formal Warning. A Level 1 warning requires the raising, completion and delivery of a Formal Warning (see Naval proforma at Annex 57D[8]). Subsequent escalation to Levels 2 and 3 requires the raising and completion of a further Warning and an accompanying 'Review of Warning' SJAR. See JSP 757 Articles 4C.14-18, which draw attention to the specific instructions in this Chapter. Formal Warnings may be issued for a variety of reasons including inadequacy, financial irresponsibility, alcohol and unruly behaviour. In exceptional circumstances, an individual may be retained on the current level of warning for a further period of review. Caution should be exercised when using this option as it is unfair to both the individual and the Service to retain individuals on warnings for extended periods; the default position should be either to remove the individual from warning or to escalate them to the next level. In all but the most straightforward of cases, advice should be sought from the Casework Cell as to the advisability of retaining an individual at the current level of warning.

b. In relation to RN Police (RNP) personnel who are placed on Formal Warning, it is a requirement for RNP personnel to inform HQ PM(N) Professional Standards of their warning (see Chapter 80 Section 12 - Incidents to be reported to Provost Marshal (Navy)). Taking into consideration the unique position that RNP hold within a unit, and in order to obtain a balanced view of the circumstances surrounding the warning, COs should consider providing information to HQ PM(N) Professional Standards by briefly outlining the facts and, where applicable, specifying when the warning is due to be reviewed.

5756. Issue of Formal Warning - Level 1

The officer who conducted the Formal Appraisal Review will normally decide at the end of the initial review period whether or not previous counselling has achieved the desired effect. In the absence of sufficient improvement, a Formal Warning Level 1 is to be initiated using the proforma at Annex 57D, signed (subject to the minimum rank of OR7) and issued to the individual. The warning must describe in sufficient detail the problem (including civil and service convictions); the proposed solution; the timescale for review (usually 3 months); the future process; and the likely consequences if improvement is not forthcoming. The Subject should acknowledge in writing that they understand the Formal Warning and the advice given. The warning is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the individual. Where necessary, warnings may be given under a number of headings simultaneously, however, in all cases each warning must clearly articulate what the individual is being warned for and at what level (e.g. LH Smith has today been placed on HOD's Warning for Reversion (Inadequacy) and CO's Warning for Discharge SHORE (Alcohol)).

[8] An electronic version of the Annex 57D Formal Warning proforma may be found by clicking on the 'Forms' Section of the BRd 3(1) Home/Splash Page.

5757. Formal Warning Level 1 Review

The officer who issued the Level 1 Formal Warning (usually the DO) will normally make a decision at the end of the stipulated review period whether or not the warning and advice has led to the requisite level of improvement. Following consultation with the Second Reporting Officer (2RO) (usually the HOD), this assessment will result in one of the following options:

a. **Formal Warning Removed.** The Level 1 Warning Officer informs the subject in writing (proforma at Annex 57D) of their removal from Formal Warning.

b. **Formal Warning to be Escalated to Level 2.** The Level 1 Warning Officer, as the 1RO, raises a SJAR, with the officer who will issue the Level 2 Formal Warning acting as 2RO (subject to the minimum rank of OF2).

5758. Escalation to Formal Warning Level 2

In addition to raising a SJAR, the Level 2 Warning Officer (usually the HOD) is to initiate, sign and issue to the individual the escalation of the Formal Warning to Level 2. The warning (proforma at Annex 57D) must reiterate the process and describe in sufficient detail: the ongoing problem; the proposed solution; the timescale for review (usually 3 months); and the likely consequences if improvement is not forthcoming. The Subject is to certify in writing that they understand why the Formal Warning has been escalated and the advice given. The warning is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the Subject. The narrative should reflect the Level 1 review period and substantiate the escalation of the Formal Warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness.

5759. Formal Warning Level 2 Review

The officer who issued the Level 2 Formal Warning will normally make a decision at the end of the stipulated review period whether or not the warning and advice has led to the requisite level of improvement. Following consultation with the CO, this assessment will result in one of the following options:

a. **Formal Warning Removed.** The Level 2 Warning Officer, acting as the 1RO only, raises a SJAR informing the Subject of their removal from Formal Warning. There is no requirement to complete another Annex 57D.

b. **Formal Warning Escalated to Level 3.** The Level 2 Warning Officer (as the 1RO) raises a SJAR; the CO, who will issue the Level 3 Formal Warning, is to act as Second Reporting Officer (2RO) (subject to a minimum rank of OF3). Where the CO is an OF2 (such as in Command of a MM/PP), an appropriate officer in the unit's chain of command/administrative authority should act as 2RO. The narrative should reflect the Level 2 review period and substantiate the escalation of the Formal Warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness.

5760. Escalation to Formal Warning Level 3

Where the CO decides that a further period of review is appropriate, the rating or other rank is to be informed in writing of the escalation of the Formal Warning to Level 3 in addition to raising a SJAR. The warning (proforma at Annex 57D) must describe in sufficient detail the ongoing problem; the proposed solution; the timescale for review (usually 3 months hence); and reiterate the process and likely consequences of failure to make the requisite improvements. The Subject is to certify in writing that they understand why the Formal Warning has been escalated and the advice given. The certificate is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the individual.

5761. Formal Warning Level 3 - CO's Review

At the end of the stipulated review period, the CO is to assess whether or not their warning and advice have led to a sustainable level of improvement. This decision is likely to result in one of the following options:

a. **Formal Warning Removed.** The CO, acting as the 1RO only, raises a SJAR informing the Subject of their removal from Formal Warning.

b. **Formal Warning Retained.** The CO re-issues the warning informing the individual of an extension to the Level 3 Warning, giving reason for the decision and the date on which the review of the Formal Warning will be made.

c. **Application for Discharge/Reversion.** The CO is to apply to the Navy Command Headquarters Casework Cell outlining the case for administrative action. Where application is made for discharge, the Subject is to be informed of the case against them (i.e. disclosure of the application and enclosures) and of the right to make a representation (see Para 5447), in the knowledge that the curtailment of their Service career is under consideration. If the rating or other rank chooses not to make a representation, a statement waiving the right to do so is to be signed and forwarded with the application. Should the individual exercise the right to make a representation, the CO is to comment on the issues contained therein and forward the representation with the application.

5762. Apprising Subject of Warning Implications

Consultation between reporting officers and thorough counselling of the Subject play a key role in the warning process. Every effort must be made to ensure that the shortcomings are identified, and the proposed solution explained to and understood by the Subject, who must also acknowledge in writing the advice given, the future process and consequences in writing. While the Formal Warning issued to the individual is to contain sufficient detail to meet this requirement, the 'Review of Warning' SJAR should be seen as a culmination of the Level 2 and Level 3 review periods in which an honest, accurate, unambiguous and coherent assessment of performance is given to the Subject, taking into account all relevant factors and illustrated by reference to specific failures. There must be no mention of any impending or anticipated disciplinary action, SIB investigations, or acquittal after trial. The Subject has the opportunity to comment in the 'Subject Comments Slip' on receipt of the SJAR from the 1RO (see JSP757 Chapter 3 regarding the options available).

5763. Application for Discharge/Reversion

Specific advice about the process of making application, tailored to the type of discharge, is detailed in Chapter 54 and, if further assistance is required, available from the Navy Command Headquarters Casework Cell.

5764. Retention of Formal Warning Documentation

All records relating to a Formal Warning are to be retained in the raising unit. Where the rating or other rank leaves the unit on assignment, copies of all warning documentation (Level 1, 2 and/or 3) must be forwarded under covering letter to the CO of the new unit and receipt confirmed; the CO retains responsibility for ensuring that personnel proceeding on assignment remain under warning and that the receiving unit is adequately informed of such circumstances. Where the individual is removed from warning, these documents are to be destroyed 12 months from the date of removal.

5765. Routine SJAR Falling within a Period of Formal Warning

Annual, Annual/ Supersession or Annual/End of Tour SJARs are to be raised when they become due in accordance with JSP 757 Chapter 2 Annex 2C after the Formal Appraisal Review or during the period prior to the Formal Warning Level 1 Review. However, it is probable that there will have been insufficient opportunity for the Subject's shortcomings to have been addressed. In these circumstances, while the performance attributes should indicate that the rating or other rank is graded below 'Performing to the standard expected in all respects', the Overall Performance Grade must not be lower than 'C'. Routine reports are not required when the Formal Warning has been escalated to Level 2 or Level 3.

5766. Foreign and Commonwealth Personnel

The system of sequential Warnings for Foreign and Commonwealth Students differ from the provisions of this Para in two important respects:

a. The Foreign and Commonwealth Training equivalent of a Captain's Warning is a National Warning. Commodores or Captains of basic professional training establishments and specialist professional training engineering schools are authorised to give National Warnings.

b. The award of any warnings is to be reported in writing to International Defence Training (Royal Navy) (IDT(RN)) immediately. This is particularly important where withdrawal from training or back classing is under consideration, in which case, consultation with IDT(RN) will be necessary prior to a final decision being taken.

5767. Warnings for Discharge SHORE

In cases other than those for Temperamental Unsuitability, Compassionate, Fraudulent Entry, Drugs or Medical Reasons, it is expected that ratings or other ranks will have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to redeem themselves before an application is made for discharge. This period will depend on the circumstances but is normally to be at least 3 months and not more than 12 months. This warning should be recorded on a Formal Warning Proforma (Annex 57D), countersigned by the Subject and retained with their Service Documents and, if required, on a SPEC SJAR on JPA. If, after the period stipulated, there has been a satisfactory improvement, individuals are to be informed that they are no longer under warning for discharge and their documents annotated accordingly. A further proforma should record that the individual is no longer under warning and be signed by the CO and the individual. If there has been no improvement, and the CO decides to proceed with the application for discharge, details of the warning given are to be stated. If, for some special reason, a warning was considered inappropriate, this point is to be covered in the application. If an individual is assigned to another ship or establishment while the application is being considered, this should be recorded on a separate proforma and a copy of the application is to be included with the Service Documents. A similar procedure should be carried out if an individual is assigned between being warned and an application being made for discharge.

5768. Warnings for Inadequacy

Ratings and other ranks that hold the rate of Leading Hand (or equivalent) and above who are unable to perform their duties due to inadequacy must be warned for reversion following the Warning Process procedure. Specific guidance for Warnings for Reversion is given in Chapter 70. Ratings and other ranks who are unable to perform their duties at the lowest rate/rank to which they can be reverted (see Relative Rates Table at Annex 65A) due to physical or mental incapacity (not of a nature to warrant invaliding) or incompetence may be warned for Discharge SHORE (Inadequacy) (see Para 5443 a sub para (3) and sub para (4)).

5769. Alcohol

Alcohol and abuse of alcohol may lead to disciplinary problems which should be dealt with as disciplinary matters. Under circumstances where an individual's efficiency, physical condition or value to the Service becomes materially impaired through addiction, Discharge SHORE may ultimately be recommended. Personnel should be placed on formal warnings for 'Discharge SHORE (Alcohol)' and follow the standard 3-tier process in accordance with Paras 5755-5765. Specific guidance for Divisional Officers on managing the problem drinker is at Para 6 to Appendix 1 to Annex 21J, which must be consulted in all cases.

5770. Royal Navy Fitness Test (RNFT) Failure

The guidance and process for the administration of the RNFT (see Chapter 21 and Chapter 29) includes separate and distinct instructions for warning and discharge from the Service following failure of RNFT.

5771. Naval Annual Personal Weapons Test (NAPWT) Failure

The NAPWT failure policy is detailed in BRd 8988 Chapter 10 and contains separate warning instructions.

5772. Warnings for Discharge SNLR (Unruly)

Individuals who are considered to warrant Discharge SNLR (Unruly) will normally have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to reform as in Para 5767 before an application is made for discharge. Para 5444 is to apply to warnings if the individual is approaching pension. This warning may be dispensed with in cases in which it would not be appropriate, for example after a serious civil conviction.

5773. Warnings for Ratings and Other Ranks Serving on an Extended Career

Guidance on Warnings relating to Ratings and Other Ranks who are serving on an Extended Career are detailed in Para 4945 sub para k.

ANNEX 57A

INITIAL CAREER REPORTING (ICR) - GUIDANCE AND PROCESSES

1. JPA Appraisal System - Procedure and Responsibilities

ICR is to be delivered utilising the JPA (on-line) Course Report (Non Appraisal) – MOD 2020E. The report is to be initiated at course commencement, either by a nominated Appraisal Administrator (AA) (preferably with the Finalise Flag) assigned to a member of the Training Establishment/School staff or by the trainee via 'Self Service Employee – Initiate own Appraisal'. In all circumstances, the reporting chain is to reflect the assigned Divisional Officer or Course instructor as the 1RO. An outline of the process is as follows:

a. Select Report Type: 'Course Report' followed by Occasion: 'Course Report (Non Appraisal)' - Action: AA.

b. Insert 'Year' (e.g. 2013/14), and period of report (start/end dates of course/stage of course or agreed report dates where the course is protracted) - Action: AA.

c. Insert the Service No. of the first person in the reporting chain (AA or 1RO) and complete the reporting chain with a 2RO and the AA with Finalise Flag as required - Action: AA.

d. 1RO completes narratives (1850 characters, including spaces), recommendation free text – 925 characters), contact time with Subject, course competencies (pass marks?), course grade achieved (see Table 1 below) – yellow fields are mandatory - Action: RO.

e. Subject accesses JPA, reads report and clicks complete on Student Certificate (default states "I have read this report and received a copy" - Action: Subject.

f. 1RO clicks 'next owner' (either 2RO at sea for instance or AA with Finalise Flag) - Action: RO.

g. Report finalised on-line and appears in Subject's JPA Self Service and CM's workflow - Action: AA.

2. Report Compilation

The report narrative should focus on course performance against the professional course criteria and fulfilment of the All Ratings First Sea Draft (ARFSD) TPS. Consideration should also be given to the inclusion of comments on:

a. Ability to complete task book training;

b. Leadership potential and suitability for early promotion;

c. Team ethic and core values and standards.

3. Recommendation for CW or FTS

Where this is given, it should be supported by empirical evidence of heightened leadership/professional potential should be included within the Potential section of the report. Should the subject display exceptionally high or low qualities or be affected by extraordinary circumstances, the 2RO (who should be Lt RN or above in this instance) is to be consulted and included in the reporting chain.

4. Course Grading Assessment

While this section is mandatory, it is nonetheless a free text box. Consequently, course grades are to be restricted to the following:

Grades		Comment
A	Exceptional	A 2RO must be consulted before awarding this grade and should only be used for Fastrack/CW candidates
A-	Above Average	
B+	High Average	
B	Average	Average Pass
B-	Low Average	
C	Below Average	
D	Well below Average	Must Consult 2RO. In the exceptional circumstance that a rating is transferred to sea with this grading a 2RO of Lt RN or above will must be assigned and report on the individual.

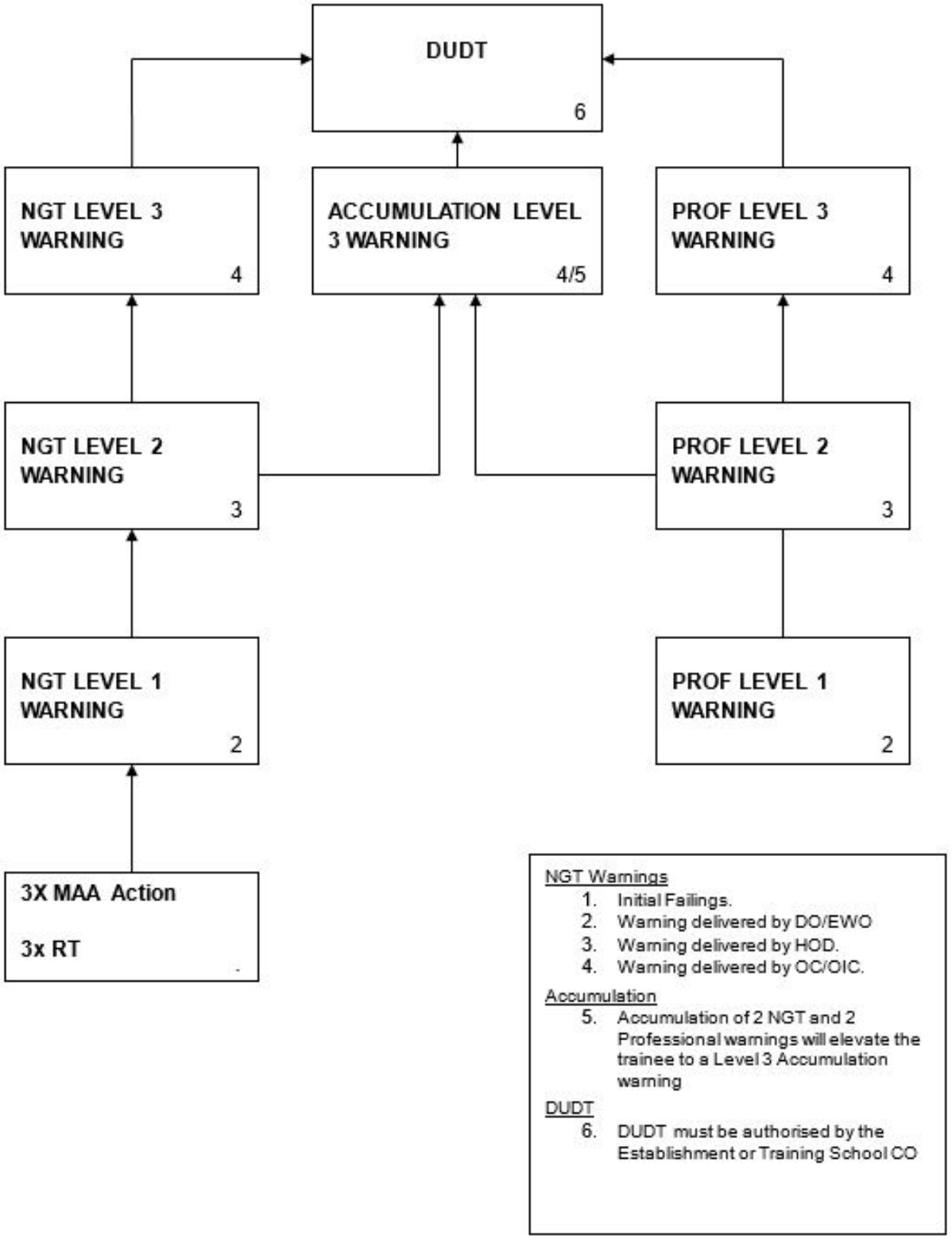
In the context of course achievement, a “B” grading equates to an average pass. There is specific fail grade, given that any rating not passing Professional Course would not reach GTS in any case. However, any student who fails and is held for further training or branch transfer or is Discharged SHORE “Deemed Unsuitable During Training (DUDT)” is to receive a report either at the end of the course or immediately prior to being withdrawn or removed from a course, whichever is appropriate.

5. UTS Personnel placed under Training Warning

Individual Establishments/ Schools operate their own process for placing UTS ratings on warning and this will continue. The warnings are to be removed on completion of UTS training.

ANNEX 57B

UTS WARNING PROCESS



NGT Warnings

1. Initial Failings.
2. Warning delivered by DO/EWO
3. Warning delivered by HOD.
4. Warning delivered by OC/OIC.

Accumulation

5. Accumulation of 2 NGT and 2 Professional warnings will elevate the trainee to a Level 3 Accumulation warning

DUDT

6. DUDT must be authorised by the Establishment or Training School CO

ANNEX 57C

RATINGS DEEMED TO BE OF CONCERN - HANDOVER PROFORMA

Recruit XXXXX, Service Number XXXXX, who will join your unit on DD MMM YY is being highlighted to you as a Rating of Interest.

1. Warnings

Academic Warning level:
(Expand with information as required)

NGT Warning level:
(Expand with information as required)

2. Compassionate

The trainee has encountered the following compassionate issues:

(Within the normal limits of confidentiality or with the trainee's permission, details of the compassionate issue to be as fully explained as possible)

3. Medical

The trainee has encountered a problem of a medical nature which requires the following limitations on their training:

(Details of the limitations to be explained as fully as possible whilst maintaining medical confidentiality)

4. Additional Information

The following additional information is forwarded to aid the Divisional Officer in compiling a more complete profile of the trainee:

(Details of the additional information which may be of interest)

Rating's Details

Name/Rate:

Service Number:

Signature:

Date:

Releasing DO's Details	Receiving DO's Details
Name/Rank/Rate:	Name/Rank/Rate:
Service Number:	Service Number:
Signature:	Signature:
Date:	Date:

ANNEX 57D

FORMAL WARNING FOR RN RATINGS AND RM OTHER RANKS



Annex 57D can be accessed from the Home Page under the Forms Link.

ANNEX 57E

STANDARD REPORT FORM (RN)

(REV FEB 18)

Service No.	Date of Birth	Rank	Seniority	Surname and Initials

Branch & Specialisation	Date Assumed (POP Date)	Unit/Establishment/Ship

Occasion	Period
INTO(O) REPORT	

Performance Attributes (SRF only) **Overall Performance Grade** ☐

Adaptability & Initiative	☐	Awareness & Understanding	☐	Breadth of Perspective	☐	Communication & Influence	☐	Delivering Results	☐
Leadership	☐	Physical & Mental Resilience	☐	Problem Solving & Decision Making	☐	Teamwork & Collaboration	☐	Values & Standards	☐

1. Reporting Officer's Assessment

LEADERSHIP

PROFESSIONAL

HOLISTIC

FITNESS

WARNINGS

CONCLUSION

POTENTIAL (SRF only)

Name	Rank	Appointment
Unit	Signature	Date

2. Second Reporting Officer's Assessment (SRF Only)

I have contact with this officer's work		OverallPerformance Grade	

Name Rank Appointment

Unit Signature Date

3. Subject Officer's Statement

I have been given the opportunity to make written comments and received guidance on the significance of my Premature Termination of Career Point.

- I do not wish to do so ☐ - My comments are attached ☐

Name Date

ANNEX 57F

IMPOSITION OF ADMIRALTY BOARD WARNING

STUDENT: .....

ESTABLISHMENT/SHIP: .....

TYPE OF WARNING: .....

This is to certify that (*Rank*)…..... (*Surname*)..... has been informed that they have been placed under Admiralty Board (*Type of Warning*)..... with effect from (*Date*)..... .

The officer has been warned that: .....

(This part of warning to be advised by the Navy Command Headquarters Officer Terms of Service Manager as appropriate)

SIGNATURE: .....(*Warning Officer*)

NAME: .....

DATE: .....

I acknowledge this warning and understand that, should I be unable to reach the required standard, this will in all probability result in my compulsory withdrawal from training and the termination of my appointment.

SIGNATURE: .....(*Student*)

NAME: .....

DATE: .....

REMOVAL OF ADMIRALTY BOARD WARNING

STUDENT: .....

ESTABLISHMENT/SHIP: .....

TYPE OF WARNING: .....

This is to certify that (*Rank*)…..... (*Surname*)..... has been informed that they have been removed from Admiralty Board (*Type of Warning*)..... with effect from (*Date*)..... .

SIGNATURE: .....(*Warning Officer*)

NAME: .....

DATE: .....

SIGNATURE: .....(*Student*)

NAME: .....

DATE: .....

ANNEX 57G

IMPOSITION OF WARNING FOR UNSATISFACTORY PROGRESS

RM YOUNG OFFICER: .....

TRAINING ESTABLISHMENT/COMMANDO: .....

TYPE OF WARNING: * .....

This is to certify that (*Rank*)…..... (*Surname*)..... has been warned that he has failed to reach the standards required of a Young Officer under training and that, unless there is an immediate and sustained improvement in his performance, consideration will be given to his withdrawal from training and termination of his appointment.

SIGNATURE: .....(*Warning Officer*)

NAME: .....

DATE: .....

SIGNATURE: .....(*Young Officer*)

NAME: .....

DATE: .....

* Insert “Commandant CTCRM/Commanding Officer’s” as appropriate

REMOVAL OF WARNING FOR UNSATISFACTORY PROGRESS

RM YOUNG OFFICER: .....

TRAINING ESTABLISHMENT/COMMANDO: .....

TYPE OF WARNING: * .....

This is to certify that (*Rank*)…..... (*Surname*)..... has been removed from

* ……..Warning.

SIGNATURE: .....(*Warning Officer*)

NAME: .....

DATE: .....

SIGNATURE: .....(*Young Officer*)

NAME: .....

DATE: .....

* Insert “Commandant CTCRM/Commanding Officer’s” as appropriate

CHAPTER 58

MANAGEMENT OF CAREER

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 58

MANAGEMENT OF CAREER

5801. Definition

Career management may be defined as “the assignment of individuals in accordance with endorsed current and future Service requirements, exploiting skills, career development needs and, whenever possible, personal preferences, whilst providing advice on future career paths”. Further detail on the aims of career management can be found in Chapter 59 - Assignment Principles

5802. Provision of Career Management Advice

a. **Officers and Warrant Officers 1st Class.** Career Managers (CM) are to maintain and encourage regular personal contact between themselves and their assignees, both ‘in office’ and during their visits to ships and establishments. For their part, both individual officers are encouraged to maintain contact with their CM by e-mail, telephone, or by visits to discuss their assignments, careers, preferences and circumstances.

b. **Ratings/RMOR.** Career Management advice is available to all ratings on request. Specific advice is provided as follows:

(1) **Senior Ratings.** Career management advice and guidance is available from the relevant CM in NCHQ Portsmouth (or in the case of SM ratings the CMC in Faslane and for FAA, the CMCs in Culdrose, Yeovilton and Marham).

(2) **Junior Ratings.**

(a) EWO or CMC CMs in Devonport, Faslane or Portsmouth or CMCs in Naval Air Stations and at RAF Marham, for advice on current/next assignments, career courses and immediate concerns. For some smaller branches Career Management has been retained by the appropriate Career Management team in NCHQ Portsmouth.

(b) Waterfront Careers Advisers in base ports provide broader career management advice, e.g. issues on career development, out of specialisation opportunities and Dual-Serving Parents (DSP) (see Para 5808).

(3) **RMOR.**

(a) RM Career Advisors (RMCAs), located in most major RM units, and the RM Career Management team (Leach Building, NCHQ, Portsmouth), provide general careers advice

(b) Specialisation Advisers (SA) are primarily based in the lead training schools for their Specialisation and in NCHQ. They provide SME advice relating to their particular specialisation.

5803. Assignment Preferences

a. The primary means of indicating individual assignment preferences to CMs is via JPA. The importance of keeping these preferences up-to-date cannot be sufficiently stressed. Updates can be enacted at any time, but the following occasions are considered mandatory:

(1) New Entries: on completion of Phase 2 Training.

(2) On sea service and LFS: when an assignment order is received detailing a relief or when indication is received that the individual will be assigned without relief (e.g. a ship decommissioning).

(3) Annually for RMs – Updates MUST include the date the amendments or update was entered even if no changes have been made.

(4) When preferences change OR personal circumstances change

b. JPA preference data can include Sea and shore preferences and also allow individual to volunteer for operational tours. Ratings who have identified a particular position in which they wish to serve can submit an Electronic C240 as appropriate, or can register their interest through the MySCIO App.

c. **RM Only.** Whenever an individual submits any change to their preferences it is the duty of those line managers in the hierarchy/workflow chain to ensure that recommendations are made about the individual's suitability or availability before it is forwarded to the next person in the chain and ultimately the relevant RM Career Manager (DRM for Band Service).

d. Divisional Officers are to assist with advice about career preferences and encourage divisional members to utilise the career management services available when appropriate.

e. Further information on Assignment Preferences, including guidance on how to update personal preferences in JPA can be found at Annex 58A.

5804. Career Interviews

a. **Officers and Senior Ratings.** Officers and Senior Rates are entitled to a Career Interview (CI) every 3 years, to take place at least 6 months prior to FAD with the aim for CIs to be on the change of every full assignment (i.e. a CI may not be needed for an Op Tour but the plan for the follow on assignment would require a CI. Engineer Officers are encouraged to use the Engineer Career and Registration Logbook (ECaRL) in preparation for CMI, MPAR and OJARs. Full details on the CI process can be found at Annex 58B

b. **Junior Ratings.** The DO is the first point of contact for the individual's career development with support from the EWO and DEPCO, who will be able to provide more specialist advice to DO/ the individual in liaison with CMC CM (for more information see Chapter 21 (Divisional System). Junior Ratings also have the ability to engage directly with their Career Manager and to have CIs every 3 years at least 6 months prior to FAD. The interview will take the form of a 30 minute conversation organised after the individual has completed the SCIO Career Interview Proforma to highlight personal circumstances and preferences for assignments.

c. In all cases, individuals should complete a Career Proforma via SCIO prior to a Career Interview – instructions on how to do this can be provided by an individual's CM.

d. **Royal Marines.** CIs will be conducted for all ORs by the Unit Royal Marines Career Advisor (RMCA) but may also be undertaken by the Specialisation Advisor or the Chain of Command. The CI will be recorded on the OR's SCIO Career Proforma or, if this is not operationally possible, on a locally produced RMCA CI Proforma which will be uploaded to the OR's SCIO account. A CI will occur:

(1) On change of every full assignment.

(2) A Career Counselling Interview at 12-months point post King's Squad Pass Out (KSPO).

(3) 3-years post KSPO.

(4) Or on request.

5805. Enhanced Security Clearances - DV Clearance

Due to the nature of their duties, a number of positions require a higher than normal level of security clearance (Developed Vetting (DV) clearance). These clearances are both expensive and time consuming to process and necessarily involve some intrusion into personal privacy. In line with MOD guidance, the number of DV clearances is to be kept to the minimum required for operational effectiveness. Top level information on DV clearances can be found in JSP 440 Pt 6; further detail can be found in Chapter 63; desk level instructions for CMs on DV applications and renewal can be found at Annex 58D.

5806. Disclosure and Barring Service (DBS) Checks

As a result of the Criminal Justice and Court Services Act 2000 - Working with Children and Vulnerable Adults, certain assignments require the nominee to have undergone a Disclosure and Barring Service (formerly Criminal Record Bureau (CRB)) check. These are currently tagged in JPA with a legacy CRB competence. When assigning to such a position, CMs are required to nominate personnel for Certificates of Disclosure and to ensure they hold them prior to assignment into the position, or, if a Certificate is already held, to confirm it is at the correct level and remains in date for the period of the assignment. Full details on the type of positions requiring the initiation of a check, levels of disclosure and the process for requesting clearance can be found in Chapter 60 Section 7.

5807. Marital or Civil Partnership Status and Long Term and Established Relationships

a. The rules in Para 5807 sub para b to sub para d below relate to career management and assigning only. They do not relate to situations properly characterised as misconduct, nor do they relate to pay/pensions (see Para 2706 and Para 2162) and other matters where marital status is, or may be, taken into account (some of which are covered in the appropriate Chapter of this BR).

b. CMs take no account of marital or civil partnership status in developing career plans and determining assignments. Personnel will not therefore be placed in, or excluded from, any specific assignment, at home or abroad, simply on the ground of their marital or civil partnership status. This general principle applies to those who are formally married and also to those in stable relationships regardless of the sexual orientation of those involved (the only exception to this principle is in those few circumstances where the law permits marital or civil partnership status to be taken into account; such situations will arise rarely).

c. **Service Couples.**

(1) The principles above apply to those whose spouse/civil partner is also serving. The following additional points, however, should be noted:

(a) CMs will deal with each party to a relationship as an individual in their own right. Accordingly, each party will be assigned according to the four aims of assigning (see Chapter 59), i.e. it is not possible to plan joint careers.

(b) Within the overarching principle at (a) above, service couples are of course allowed to express personal preferences and these will be reflected whenever possible. CMs are aware of the demands of Naval service in terms of separation and will try to mitigate these whenever possible if individuals so request (special consideration will also be given where parental responsibilities are involved - see Para 5808.- DSP).

(c) Service in the same ship/establishment/command is neither guaranteed nor prohibited. Accordingly, couples may serve together provided that no adverse impact occurs, or is likely to occur, on the efficiency or operational effectiveness of the Service. Whether there is, or is likely to be, an adverse impact is to be judged in the light of the circumstances at the time. The mere existence of a relationship does not adversely impact on the Service, but if there is a risk that either party may be inhibited in the performance of their duties by the relationship, then the Service interest is engaged. It will also be engaged if the relationship leads to suspicions of favouritism or bias by either party, especially if one is more senior. More specifically, an adverse impact is generally likely in the following circumstances:

i. Where one of the parties is in a position to influence appraisal reports written on the other. This will usually arise where one is in the formal reporting chain of another, but may also arise if one is expected to provide a significant input into the assessment of the other. In both situations, the objectivity of reports will be called into question.

ii. Where one has functional authority over the other. There is a risk that the existence of the relationship may lead to favouritism, for example in compiling duty rosters, granting leave etc. A relationship between an instructor and student is particularly vulnerable in this regard.

iii. Where the parties have frequent dealings with each other in the performance of their duties. This is more likely in a small ship or unit than a large one.

iv. Where there is a wide rank disparity between the parties. This is a matter of degree and depends on the precise circumstances of the case. There is no objection in principle to officer-rating relationships, but, if the circumstances are such that there is a risk of over-familiarity between one party and the acquaintances of the other, then the Service interest may be engaged.

(2) Where they are aware that a relationship is already in existence, career managers will consult the prospective employer before assigning individuals to the same ship/establishment/command. Where a relationship begins while parties are serving together, then the Commanding Officer should consider whether the relationship impacts, or is likely to impact, adversely on the efficiency or operational effectiveness of the unit. COs should refer to the guidance at Para 2144 (Armed Forces Code of Social Conduct) and apply the Service Test. If the situation justifies intervention, a CO should apply an appropriate sanction. The CO may make an application to land one of the parties, using the procedure in Para 6006 (Removal from Assignment). If an application is made, the CO will be expected to demonstrate that the Service interest is clearly compromised and that the adverse impact cannot be reduced to acceptable levels by reasonable adjustments to working practices onboard. If Service couples do serve in the same ship/establishment/command, the ’no touching’ rule applies in the same way as it does to everyone else.

(3) Those who are married, in a civil partnership, or in a long-term relationship, and are assigned to serve at sea together will not be accommodated together due to the potential for adverse impact on OC.

d. **Relatives.** The rules above also apply where Service personnel serve with relatives (siblings, parents, children) by blood, marriage or adoption.

5808. Dual-Serving Parents (DSP) Policy

a. In situations where service parents[1] are both on active service[2] in the Royal Navy[3] and have joint parental responsibility for a child(ren)[4] who are aged under 18 years, it is generally in the interests of the Service, the SP and the child(ren) to avoid a situation where both parents are assigned to sea, deployed or absent from the child(ren) for a significant period at the same time. Absences apart from sea service[5] and deployment include career training and augmentation outside of the current assignment area. As such, dual-serving parents may apply for DSP status in order to deconflict these activities to provide continuity of childcare. DSP status will not be authorised where either SP is in receipt of Continuity of Education (CEA) allowance for the child(ren) to which the DSP status is requested.

b. DSP status allows one dual-serving parent to be recognised as the Primary Carer, thus ensuring assignment is compatible with childcare responsibilities. The Primary Carer status will move between both parents throughout their careers. The policy does not mean that dual-serving parents will complete less sea service or deploy less than their contemporaries during the course of their careers; it is simply a mechanism to de-conflict sea service, deployment and career training of dual-serving parents in recognition of the unique challenges faced by these Service Persons (SP).

c. The SP with Primary Carer status should not be considered for augmentation/trawls out of the area that they are currently assigned but may still be considered for trawls within local area bases/establishments. The Chain of Command should consider if nomination of a Primary Carer for augmentation for trawls/augmentation is likely to significantly impact their ordinary childcare responsibilities; where such a likelihood exists, the SP should not be nominated.

d. The DSP policy will be applied where possible where the other parent is serving in the Army or RAF [6], subject to adherence to other single Service and/or Unified Career Management (UCM) policy.

[1] DSP applies equally to dual-serving parents who are married, in a civil partnership, long term established relationship, separated or divorced: the intent of the policy is to recognise the child who has both parents, or people with legal responsibility for them, serving.
[2] Does not include SP on FTRS(HC), however, in exceptional circumstances, advice should be sought from the DSP Manager.
[3] Or where the other parent is serving in the Army or RAF.
[4] Referred to as ‘dual-serving parents’.
[5] Defined as 'service at sea' as distinct from sea service, which is a workforce term that is applicable also to employment in units not actually at sea.
[6] The policy will not be applied where either parent is serving in the Royal Fleet Auxiliary (RFA). RFA personnel are Civil Servants, as such, they do not have the commitment of ‘service’. The MOD is committed to empowering and supporting a diverse workforce and developing a suite of legally compliant contemporary and inclusive options to address the challenges of modern family life and provide addition scope of choice with flexible working opportunities for all. For RFA personnel, options include a process to deconflict sea assignments, Enhanced Shared Parental Pay, and policy to apply for defined and published rotational 2 or 3 year shore-based roles after a qualifying period of Worldwide Sea Assignment. RFA policy lead should be consulted for further advice.

e. **DSP Process.** DSP status is applied through the following process:

(1) Both dual-serving parents are required to submit the DSP Application Form (Annex 58E)[7] via e-mail to their respective Career Managers (CM). This should be done by all SP that wish to apply for DSP status, regardless of current assignments[8]. Career Managers will engage to confirm that each SP has submitted an application form and discuss their career management. Both SP must consent for DSP status to be applied.

(2) Career Managers will arrange a joint career interview[9] with both SP[10]; the DSP Manager[11] will chair this joint career interview if appropriate in the circumstances. This joint career interview must be conducted before DSP status is applied, and no later than six months prior to the start of the assignment in which DSP status is requested in order to comply with the associated PFS assignment notice timelines. The aim of this, and all subsequent DSP joint career interviews, is to agree employment and training solutions which meet both the needs of the Service and the needs of the SP. Joint career interview discussions should include (but not limited to):

(a) Deconfliction of sea service and deployments to avoid concurrent absences.

(b) Career training requirements which will result in extended absences, and changeover of Primary Carer status to facilitate career training[12].

(c) Other needs of children, such as geographic preferences[13] due to childcare provision/education, support network, housing, medical etc.

(d) Length of assignments, i.e. for dual-serving parents, it may offer greater stability for assignments to be the same length (if possible).

(e) Handover plan for Primary Carer status[14].

(f) A holistic view of Separated Service totals.

(g) Other Flexible Service[15] options that may be required.

[7] With the intention for Annex A to be digitised in SCIO in the future.
[8] There is no requirement for SP with existing legacy SWDC agreements to submit an application until their next review.
[9] This can be conducted by the most appropriate and convenient means, e.g. Face to face, online etc.
[10] There will be scenarios where joint career interviews are not appropriate e.g., where domestic abuse is a factor. There is a mandatory question regarding consent to joint careers interviews on the DSP Application Form. Joint career interviews will not be conducted where consent is not provided by both SP. CMs will engage with the DSP Manager to discuss the most appropriate strategy where consent is not given.
[11] NAVY PEOPLE-CM DCOS.
[12] Inclusive of all branch/trade mandatory career training and other training such as ICSC and ACSC.
[13] Whilst geographical preferences will be taken into account, it does not preclude assigning outside of these to a different area.
[14] A handover timescale is difficult to assess and should be discussed on a case-by-case basis.
[15] JSP 750, Chapter 2: Flexible Service.

(3) Following agreement of career management, respective CM will update JPA records with DSP status[16] highlighting whether the SP is 'Primary Carer' or 'non-Primary Carer'. Assignment Orders will be issued at the appropriate time. Both the Service and the SP have an obligation to comply with the plan agreed at the DSP joint career interview. Where an agreement cannot be reached by the SP and/or CM, the DSP Manager will be consulted for a final decision.

(4) DSP eligibility and markers are subject to mandatory review at least annually by the CM. This will include a discussion with the other SP CM to ensure continued eligibility and review current arrangements. Any discrepancies or issues should be highlighted to the DSP Manager.

(5) DSP Application Forms must be re-submitted no less than 6 months ahead of FAD or where a significant change is anticipated, such as a requirement to attend career training. It will be the responsibility of the SP to bring their situation and aspirations to the attention of their CM at the earliest opportunity. Furthermore, the CM is to be informed immediately if there is a change in the personal circumstances of either or both SP, for example, if one SP leaves the Service or if one Service Person no longer has joint responsibility for a child(ren) through a Court Order.

(6) Subsequent joint career interviews will be conducted as required by the SP.

f. **DSP Caveats.** The following caveats will apply;

(1) Liability for sea service and deployments against the requirements of their particular branch remains for both SP[17] and must be equitably deconflicted over their careers. Primary Carer status applies equally to both SP; presumptions this will fall to one parent over the other must not be made.

(2) A SP should not normally be marked a Primary Carer for in excess of 5 years consecutively. Careful assessment of the particular circumstances and the needs of the Service should be made if a longer period for one SP as Primary Carer is required. There should normally be a minimum handover of Primary Carer status for 2 years, after one SP has held the tag for 5 years. There should also be a holistic view of Separated Service totals in relation to fair allocation of the Primary Carer status. The DSP Manager should be consulted for advice if required.

(3) Exceptionally, it may be necessary for overriding operational reasons for both SP to be assigned to sea or deployed service at the same time. This action will only be taken with the agreement of Director Personnel and Training/Naval Secretary (Dir P&T/NavSec).

[16] The Service Number of the other parents must be recorded on this record.
[17] The Flexible Service provisions provide options for part time working, and restricted separation.

5809. Single Parent Policy

a. **Definition of a Single (or lone) Parent.** There is no official agreed definition of a single (or lone) parent; however, for the purpose of this policy, a single (or lone) parent is defined as a Service Person in PStat Cat 2[18] who has sole parental responsibility for dependent child(ren) aged 18 years and under[19]; this means a single parent where there is no other person that has legal parental responsibility for the child(ren)[20].

b. **Eligibility.** The policy will apply to SP that meet the definition at para 5809.a; where necessary, advice regarding eligibility may be sought from SO2 Women and Families Policy[21]. Where a SP does not meet the definition at para 5809.a, the policy will not apply[22].

c. **Policy Overview.** It is the responsibility of the SP to ensure that adequate childcare arrangements are in place in order to meet the requirements of their employment, including sea service and other types of deployments, career training and overnight/out of hours duties required by their role. However, it is generally in the interests of the Service, the SP and the child(ren) to ensure appropriate management and support to SP categorised as a single (or lone) parent, recognising that they provide sole parental responsibility. The policy is designed to assist single (or lone) parents to adequately plan in balancing childcare and safeguarding around the challenges of service life. As such, Single Parent Policy includes:

(1) The requirement for Commanding Officers and Divisional Officers/Line Managers to ensure the appropriate management of single parents serving in the RN, and;

(2) Standardises career management relating to single parents serving in the RN.

d. **Requirements of the CO and Divisional Officer/Line Manager.** Where a SP meets the definition of a single (or lone) parent iaw para 5809.a, the CO (delegated to DO/LM) is to:

(1) Encourage single parents to review routinely and refresh ‘Employee Domestic and Welfare Considerations’ on JPA.

(2) Discuss the impact and timing of career training to identify where support may be required around planning to attend career training.

[18] JSP 752 Version 54 April 2023.docx (sharepoint.com) Para 02.0203b.
[19] Where the child is in full time education at the time they reach their 18th birthday, then it will apply until 10 September the year they reach the end of state/further education stage following their 18th birthday.
[20] E.g. Maternal or Paternal parent absent from birth, parent deceased, a court order removing parental responsibility.
[21] NAVY PEOPLE-PSP EMP POL SO2.
[22] Where the SP is separated from the other parent who is also serving in RN, Army or RAF, Dual Serving Parents (DSP) Policy may apply. See para 5808, Dual-Serving Parents (DSP) Policy.

(3) Consider the impact and management of overnight/out of hours duties. Temporary exemptions may be considered iaw para 3515, on a case-by case basis.

(4) Discuss Flexible Working Arrangements[23] and approve where practicable.

(5) Consider the impact of trawls and assist in compiling effective 'pain and grief' statements or equivalent[24].

e. **Career Management.** SP categorised as single (or lone) parents may request a career interview[25]. SP should ensure that the 'Employee and Welfare Considerations' information in JPA is kept up to date. The aim of this career interview is to agree employment and training solutions which meet both the needs of the Service and the needs of the SP. Career interview discussions should include (but not limited to):

(1) Timing of sea service and deployments to minimise the impact to the child(ren)[26].

(2) Timing of career training[27] to minimise the impact to the child(ren).

(3) Other needs of the child(ren), such as geographic preferences[28] due to childcare provision/education, support network, housing, medical, etc.

(4) Other Flexible Service[29]12 options that may be required.

(5) Subsequent career interviews will be conducted as required by the SP.

5810. Continuity of Education Allowance (CEA)

Full details on the eligibility and application of CEA can be found in JSP 752 Ch 14. Guidance to CMs on the completion of the Eligibility Certificate can be found at Annex 58F.

[23] JSP 750, Chapter 1: Alternative Working Arrangements (JSP750_Part1.pdf (sharepoint.com)).
[24] The SP should not be considered for augmentation/trawls out of the area that they are currently assigned (unless they volunteer) but may still be considered for trawls within local area bases/establishments. The Chain of Command should consider if nomination of the SP for trawls/augmentation is likely to significantly impact their ordinary childcare responsibilities; where such a likelihood exists, the SP should not be nominated.
[25] The request for a Career Interview to supplement the 'entitled' provision iaw BRd3, Chapter 58, Para 5804, exists for particular significant changes in circumstances (which is not unique to single parenthood) and may be of use to single parents if they have specific concerns around their career plans.
[26] SP categorised as single (or lone) parents are not exempt from sea assignments or deployments. Whilst the preferences of the SP will be taken into account, they may still be assigned outside of these preferences. Where the SP wishes to avoid separation entirely, flexible service options should be considered.
[27] Inclusive of all branch/trade mandatory career training and other training such as ICSC and ACSC.
[28] Whilst geographical preferences will be taken into account, it does not preclude assigning outside of these to a different area.
[29] JSP 750, Chapter 2: Flexible Service.

5811. Medical

a. **Reporting and Recording of Medical Categories.** A list of the Joint Medical Employment Standards (JMES) (see 2009DIN01-183 and JSP 346 Chapter 5) is at Annex 58G. It is important that all information concerning changes to JMES is retained so that CMs can determine quickly whether there are any limitations to an individual's employability. The following guidelines apply:

(1) JPA records are to be updated to reflect any current medical restriction of more than one month's duration. All permanent changes of medical category are to be recorded as an assigning restriction.

(2) COs/Line Managers are to be made aware of personnel joining who have a reduced JMES; however, the circumstances which necessitated re-categorisation are not to be disclosed.

(3) If a CM is in any doubt as to the medical suitability of an individual for a particular position, the UCM MED team should be consulted.

(4) Whenever a CM is informed by a CO, Head of Establishment or Head of Department that an individual's mental or psychiatric condition is such that a security problem might arise in post, they are to call the employer's attention to their obligation to render an aftercare report in accordance with JSP 4400, Vol 2, Chapter 18 Annex C.

(5) When an individual is medically re-categorised (either up or down), the COs of units are to report all changes promptly by e-mail in signal format to the appropriate CM/CMC mailbox, depending on the branch and rank/rate of the individual. When a JMES below MFD is given, the review date must also be reported.

(6) In the case of inpatients of Defence Medical Groups (DMGs – formerly Military Defence Hospital Units (MDHUs)), the reporting action will be taken by the CO.

(7) An area restriction can only be given for clinical reasons. Welfare or domestic concerns should be addressed by Royal Navy Family and People Support (RN FPS) and not by allocating a medical limitation code.

b. **Invaliding.** See Chapter 54 Section 2.

c. **Royal Navy Medical Board of Survey (RNMBOS) and Royal Navy Medical Employability Board (RNMEB).** See Para 2804. CMs should be aware that the RNMBOS, RNMEB and invaliding process all happen without formal assigning actions. Care must be taken to 'track' these individuals through this process especially if there are additional issues such as welfare or discipline overlaying the medical ones. Any issues regarding RNMBOS and/or RNMEB should in the first instance be referred to the Secretary of the RNMBOS (INM-MES MAO).

(1) **Personnel Placed Permanently in Categories P3 or 7.** Personnel can be recommended for a Permanent Medical Category (PMC) by the RNMBOS which is then approved by the RNMEB. A JMES with appropriate medical limitations will also be issued and will dictate assignment restriction.

(2) **Personnel rated Permanently Unfit for Naval Service/Royal Marine Service (PUNS/PURMS - MEDCAT P8).** Following RNMBOS, personnel made PUNS/PURMS are to be assigned to the most appropriate MA5 Terminal Leave margin position in accordance with the RNMBOS signal and placed in MEDCAT P8 prior to discharge (see Margin Activity Guide at Annex 3B).

(3) There are no medical grounds for delaying an individual's release from the Service except for iaw JSP 760 19.004. In all other cases personnel are to be assigned to Release when due, notwithstanding that they are medically downgraded[30].

d. **Vaccinations and Immunisations.**

(1) COs are to ensure that all necessary vaccinations and immunisations are completed in time prior to deployments and to ensure that individuals are not prevented from joining their new unit on the effective date.

(2) Vaccinations are to take place in accordance with JSP 950 Leaflet 7-1-1: Immunological Protection of Entitled Individuals.

e. **Assigning Personnel Prone to Sea-Sickness.**

(1) Personnel serving in small ships who suffer from chronic sea sickness will be medically re-categorised MLD (Frigates and above only) and the appropriate assignment action taken.

(2) After 12 months Sea Service in a larger ship, such personnel will either be re-categorised MFD if the response to service in frigates and above has been satisfactory, or referred to Executive Authorities to assess continuance in service if seasickness persists (see BR 1750A Article 0803 for further guidance).

[30] BR1750a (Handbook of Naval Medical Standards) Art 0316.

(3) Because of their commitment to small ships, personnel in the Diver and Mine Warfare specialisations are to be downgraded as soon as the problem becomes manifest and considered for Discharge Shore in accordance with Para 5451 sub para j.

f. **Dental Fitness.** Following receipt of an AO, COs are to ensure that personnel detailed for assignment to ships, overseas establishments and to the Submarine Service are dentally examined at the first opportunity. Personnel selected for Submarine Service, whether volunteers or not, are to be dentally examined and rendered dentally fit prior to joining Basic Submarine Training, with the exception of those from ships and establishments where no Dental Officer is available.

g. **Fitness for Service in Submarines.** See BR 1750A Handbook of Naval Medical Standards Ch 9.

(1) All individuals assigned to SM service are to have a preliminary medical examination carried out by their Unit MO to assess their medical fitness for initial Submarine training before joining Basic Submarine Training.

(2) Where a preliminary medical examination reveals a temporary unfitness, which may reasonably be expected to be resolved within 6 months, the relevant CM should be notified by signal so that appropriate assignment action can be taken.

(3) Should the MO carrying out the medical examination assess an individual is permanently unfit for service in submarines, the examination report and full medical documents are to be forwarded to INM for attention of the SMO(SM) for final assessment. The individual's CM is to be informed by signal.

5812. Maternity Arrangements

a. The following are the key references:

(1) JSP 760 - Tri-Service Regulations for Leave and other types of absences (Chapter 20 - Maternity Leave).

(2) BRd 3(1) Chapter 35.

b. All details pertaining to the administration and assignment of pregnant individuals are contained in the above references.

c. Once an individual has had their pregnancy confirmed, and at a time concurrent with their wishes, they will be given the Med Cat P4. Unless serving at sea (see below), they will remain in their assignment until they commence their maternity leave. The latest an individual must inform their CO that they are pregnant is in the 15th week before the expected week of confinement (i.e. the estimated week of childbirth).

d. On confirmation that an individual serving at sea is pregnant, the ship is to transfer them ashore at the earliest convenient opportunity[31]. For Squadded ratings, the ship is to signal the relevant CMC, info NCHQ (FAO the relevant CM) stating the temporary disposal of the rating. The CMC will Manage Move the rating ashore. For non-Squadded ratings and officers, the ship is to signal NCHQ (for attention of the relevant DDPD CM) to request assignment instructions. This is to ensure that the Service can fulfil its legal obligations and responsibilities for the individual's health, and that of their unborn child, and to preserve operational effectiveness. Guidance for EWOs and CMC CMs can be found in Annex 3B and SSDIs (Chapter 3 – Margin Activities).

e. Service personnel who are assigned to the MA4 maternity margin and who belong to any of the three major Waterfronts will be managed through their appropriate geographic Recovery Cell. Those assigned to RNAS Culdrose or RNAS Yeovilton, however, are to be managed under their MA4 margin and should, wherever possible, remain under the care and management of the Divisional team within their parent Squadron or Unit throughout the time that they are assigned to MA4.

f. The pregnant individual should attend a meeting with the CM no later than 15 weeks before the expected week of confinement (but certainly before they depart on maternity leave) in order to ensure that they have appropriate and sufficient information relating to their future assignment in order for them to begin making provision for childcare, housing etc.

g. To ensure that the Maternity Desk in the UPO (and any receiving DO where applicable) has early visibility of the individual, the assignment to the MA4 margin must be completed by no later than week 27 of the pregnancy. This will allow the maternity desk to make early contact with them for the mandatory administrative actions to be completed.

h. All CMs are to ensure that, when assigning individuals (both officers and ratings) to the appropriate MA4 sub-category (A–C)[32], Assignment Orders include an action in the Additional Assignment Details for the individual **to undertake a maternity absence interview at their appropriate Recovery Cell (or through their Divisional Officer if being maintained by their parent Unit, Establishment or Squadron), prior to their MA4 start date.** Individuals who are geographically remote from a Recovery Cell should contact their nearest Recovery Cell by telephone or email. Guidance on the use of the Margin for assigning pregnant personnel can be found in the Margin Activity Guide (see Annex 3B).

i. Career Managers are to keep in contact with the individual throughout their maternity leave period and should inform them of the follow-on assignment in accordance with CAT A PFS standards for assignment notice (i.e. three months before return to work for an assignment within base port area, and five months before return to work for an assignment outside of base port area).

[31] If the ship is alongside, the individual may remain onboard until 28th week of pregnancy (subject to a risk assessment being conducted which permits this outcome).
[32] The MTM MA4 pooled positions are located in DRAKE, and NEPTUNE and PORTSMOUTH only.

j. Where an SP has opted to leave the RN as of right of being pregnant, her new TX date will be calculated by the Release Office and appended to the JPA Form R005. The JPA Form R005 should then be forwarded for processing by the relevant agencies (CM and DBS). The CM is to use the JPA Form R005 as the authority to amend the current Contract End Date, which will ensure the subject gains access to resettlement entitlements and that any other mandatory pay and allowance actions are completed.

5813. Extensions of Service (EOS)

The policy regarding Extensions of Service is at Chapter 49 Section 3. Annex 58I provides further guidance specific to Career Management.

5814. Unlawful Discrimination

Discrimination on the grounds of race, gender, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity/paternity, and marriage and civil partnership is unlawful. CMs are to make themselves familiar with the MOD's code of practice on Equality and Diversity and Naval policy on Diversity and Inclusion. CMs should appreciate the forms which discrimination can take and guard against them. More detail can be found at Annex 58J and Chapter 30.

5815. Records and Reports

a. **Appraisal Reports.** See Chapter 57.

b. **Personnel Records.** The following personnel records are kept by CMs and/or the Promotions Section, in addition to records held in JPA:

(1) **Officers.** The purpose, content and the disposal of each of these files is described in detail at Annex 58K.

(a) **Official Record (OR).** (See Annex 58K Para 1 and Para 2.)

(b) **Personal File (PF).** (See Annex 58K Para 3.)

(c) **Appraisal Report File (ARF).** (See Annex 58K Para 4 and Para 5.)

(d) When appropriate, a Quarterly Report File (QRF) (see Chapter 57 Section 5) will also be raised.

(2) **Ratings and Other Ranks.**

(a) No personnel files (outside JPA) are held by CMs on any ratings and other ranks other than for WO1s.

(b) Ratings and Other Ranks Promotion Sections maintain promotion dossiers for all personnel on the trained strength of the Royal Navy. These dossiers form the basis for consideration by Selection Boards. Dossiers will be raised on receipt of an individual's first Appraisal Report after joining the trained strength and will contain Appraisal Reports, along with copies of professional and leadership course reports, as applicable. The same dossiers will also be used by Extended Career (EC) Boards where ratings/ORs are eligible for such consideration.

(3) **Changing of a Name.** Changing a name is an action that cannot be undertaken on JPA by a self-service user. Application is to be made to the Unit HR Administrator, who will verify the documents (marriage certificate, deed poll etc.) and then enter the information on Maintain Personal Details on JPA.

(4) **Service Number.** Royal Navy personnel are allocated a tri-service number by JPA which does not differentiate between gender or rate/ranks. The individual will retain this Service Number throughout their subsequent Service career. A Service Number, once allocated, is never reallocated or used again even though the individual concerned may not, in the event, finally enter the Service.

(5) Conduct Records (S3300d and JPA Formal Discipline Record (FDR) (see Annex 58K Para 10).

c. **Maritime Reserve Personnel.** See Chapter 102 Section 11.

d. **The Navy Directory.** The Navy Directory is published annually and can be found on the Defence Intranet. Officers' service details which appear in the Navy List are taken directly from JPA records. If any errors to Navy List entries are noted, an amendment form is to be completed and forwarded to the Editor as directed.

5816. Disclosure of Information

Guidance on disclosure of information is at Para 0109. Certain exemptions are permitted for CMs, which are detailed at Annex 58L.

ANNEX 58A

ASSIGNMENT PREFERENCES

1. Introduction

Employee Preferences and Employee Sea Preferences in JPA 'Self-service Employee' contain the only information normally available to CMs on preferences and personal circumstances. It is important, therefore, that when personal details change, Preferences should be updated. Preferences assist the CM to place the individual, whenever possible, in a position to the advantage of both the Service and the individual. An individual with no preferences will be recorded as '1st Preference' in any assignment.

2. Preference Assignments

Job or assignment areas listed under 2nd and 3rd Preference will be regarded as a Preference assignment and recorded as '1st Preference'. The first complement assignment for all individuals will be recorded as 1PRE.

3. Comments and Aspirations

To provide as much information as possible individuals should not only state their preferences, but also make use of the Comments and Career Aspirations fields. The more information on JPA, the more chance an individual has of obtaining their preferences.

4. Advice

Divisional Officers must ensure ratings complete their preferences in JPA promptly and accurately, assisting where necessary with advice on courses and qualifications. For further advice, Ratings' Career Management Advisers (CAs) are located in HM Naval Bases Portsmouth, Devonport and Faslane, and Royal Naval Air Stations at Culdrose and Yeovilton. RM Regional Career Development Advisers (RCDAs) are located in Portsmouth Naval Base and CTCRM Lympstone. They provide advice on assigning and career progression to all ratings and ORs.

5. JPA Process

Guidance on how to update personal preferences in JPA can be found at Appendix 58A-1.

6. Occasions for Inputting Preferences

Employee Preferences and Employee Sea Preferences are to be inputted on the following occasions:

a. New Entries: When first given access to JPA Self-Service.

b. Re-Entries: on re-entry.

c. On sea service and LFS: when an Assignment Order is received detailing a relief, or when indication is received that the individual will be assigned without relief (eg. a ship decommissioning).

d. Annually for RMs - Updates MUST include the date the amendments or update was entered, even if no changes have been made.

e. Before Annual SJAR/OJAR is raised.

f. At any time: when a Service person wishes to update the information.

g. Before last assignment preceding release, if different to current preferences.

7. Application for a Particular Course or Position (R)

a. JPA Self-Service does not provide a facility for applying for a particular course or position. An electronic form, together with guidance notes, however, is available on the DDPD website through the 'Course/Assignment Application' button. The form should not be used solely to ask for a particular unit; this should be done through JPA Self-Service Preferences.

b. It should be noted that there is no facility to record this information in JPA in a way that can be searched by CMs.

c. **RM.** Chain of command within the unit MUST forward to the relevant desk to ensure that name is added to the appropriate list.

8. Last Assignment before Release

a. Service personnel whose final assignment in the Service is at a place of duty which is not their first UK preference recorded on JPA may be entitled to Disturbance Allowance and Removal of Personal Effects benefits to assist them in settling their family in the area to which they intend to resettle. The rules for entitlement can be found in JSP 752 Chapter 7 Section 4.

b. If changing geographical preference for this last assignment, the change must be made in sufficient time for the CM to be aware of it before the assignment is considered.

9. Base Port Changes

a. Personnel are assigned taking into account their preferences, as stated in JPA. The 'assignment type' as recorded on the Assigning Record (AR) shows them either to be assigned in accordance with their preference - 1PRE, or not - NPRE.

b. A change in a ship's base port may affect the relationship between an individual's assignment type and their preferences and the assignment type may not reflect the new base port. Accordingly, whenever a ship's base port is changed, CMs are to review all Assignment Orders for the Ship's Company and any personnel detailed to join. If the 'assignment type' does not accord with the individual's current preference, an Assignment Order is to be issued to change it, effective from the date of the change in base port.

10. Shore Service Preference - Geographical Designations

In order to ensure equal treatment and the correct annotation of assignment type on assignment orders, the UK locations listed below are to be considered in the same geographic area in relation to assignment type and a preference for either is to be recorded as 1PRE.

a.	London and Northwood	-	1PRE
b.	Bath and Bristol	-	1PRE
c.	Taunton and Yeovilton	-	1PRE
d.	Portsmouth and Gosport	-	1PRE
e.	Plymouth and Dartmouth	-	1PRE

APPENDIX 1 TO ANNEX 58A

ASSIGNMENT PREFERENCES IN JPA

1. Updating Personal Preferences - Timing

Ensure your preferences reflect what you want by updating them as and when your wishes change. Updates can be enacted at any time and at the very least should be completed or updated prior to your AR being initiated (at the start of your reporting year).

2. Process

Your Personal Career Preferences should be entered into JPA as follows:

a. Log on to **JPA Self Service - Employee**. Under **Extra Information Types**, select **Employee Preferences** and **Update**.

b. Under **Preference Category** always select **Routine** and in **Preference Priority** choose either **Location or Appointment** depending on which is more important to you.

c. Under **Location, 1st, 2nd and 3rd Choice** click on the torch, then click **Go**. This lists all locations in alphabetical order, including overseas options. Locations are listed by Area e.g. A_SCOTLAND, or County e.g. C_HAM for Hampshire. A full list of locations can be found on the JPA Appraisal Website.



Note. *To select Portsmouth, type* ***%Ports*** *in the blank text box to the left of the* ***Go*** *button, this will then display Portsmouth.* ***%Ply*** *will bring up Plymouth,* ***%Fas*** *will bring up Faslane. For an OpTour in, say, Afghanistan, type in* ***%Afgh***.

d. **Location Negative Choice** is where you don't want to go.

e. **Waive Notice** should say **Yes** if you are content to be assigned anywhere (including assignments which would be considered as Non-Preference) with less than normal Assigning Notice (see Chapter 59 Section 11).

f. Under **Job 1st, 2nd and 3rd Choice**, click on the torch. In the blank text box type %RN then click **Go**. You can refine your search by typing, for example, %RN|Eng (use the vertical line Field Separator – located to the left of the z key), which brings up all Engineering jobs. Scroll through the list by clicking **Next 10** to find the job field of your choice. The job choices are quite generic so consider your preferences carefully. Your choice can be expanded upon in the Career Aspirations (free text) box.



Note. *Officers only: typing '****Joint%****' in the 'Job' box will display a list of Joint options to select from.*

g. **Job Negative Choice** should be used to show jobs you really wish to avoid.

h. **Comments and Career Aspirations** are free text boxes and should be used to expand upon your preferences or to tell your Career Manager about your aspirations and plans for your future development and employment. You should also use these boxes to detail any courses you wish to attend as they do not appear in the Location/Job Choices lists in JPA..

i. Volunteer for Commission (Other Ranks), Volunteer for Further Service (Other Ranks) and Volunteer for Change of Commission (Officers) are self-explanatory, however, make sure your selections are RN/RM specific.

j. When you have finished filling out your preferences, click **Apply**, next then **Submit** otherwise your preferences will not be saved.

ANNEX 58B

OFFICER'S CAREER INTERVIEW

1. Aims

Career Interviews are available to all Service Personnel and are a chance to review career aspirations, identify personal drivers, provide career guidance and thereby help the officer to look ahead and plan their career. The SCIO Career Interview Proforma (guidance in Annex 58B Appendix 1) is a tool that helps both the individual and CM to develop a realistic career path for the individual, whilst managing expectations not least through the individual's honest completion of the 'SWOT' analysis.

2. Periodicity

RN personnel should be interviewed in person or by telephone/web conference by their Career Manager at least every three years.

3. Preparation

It is important that all aspects of career management are considered when preparing for a career interview. CMs should ensure that an individual has completed and submitted the SCIO Career Interview Proforma in advance of the interview.

4. Conduct

All interviews will vary according to the circumstances and the needs of the individual concerned. However, personnel can expect the following points to be covered:

a. An analysis of the individual's appointing preferences, personal driving factors and pressures, 'self-analysis' (using the SWOT grid of the Career Interview Proforma) and long-term aspirations.

b. An explanation of the mechanics of the promotion system and the terms/gradings used, alongside an indication of the distribution of promotions against seniority and promotion numbers. If relevant, a review of the individual's Promotion Board gradings whilst in zone and the Career Manager's assessment of the grading trend will also be discussed in order to give an indication of promotion prospects.

c. Discussion of Career Timeline (including factors such as reporting dates, Promotion and/or Commission transfer signals, Promotion/Commission transfer zones, Commission Termination date and time remaining).

d. A proposed Assigning Plan and agreement of any further action required.

It is vital that Career Managers put individuals at ease. Junior personnel in particular can find their career interview a daunting prospect but it is vital that a full and frank discussion is achieved if the aims of the interview are to be fully met.

5. Data Review and Checks

Time should be taken during the interview to ensure that current data held in JPA and in SCIO is correct, including home and living address, telephone/email contact data, professional qualifications and competencies with any expiry e.g. RNFT, SC/DV and Sea Safety and CBRNDC. Interviewees should be reminded that it is incumbent on them to ensure that this data is kept up to date. This check is essential to ensure that records are accurate and up to date in compliance with the Data Protection Act (DPA – see Para 0110).

6. Record of Interview/Data Protection Act

Career interviews form an integral part in career management decisions and an appropriate record should be retained in support of the audit trail. These records will be disclosable under the terms of the DPA and must be a true reflection of the discussion. The SCIO Career Interview Proforma is an auditable document that must be sent to the individual, retained on their profile and used for all Career Interviews.

7. Personnel nearing End of Service/Considering Early Termination

CMs should remind officers approaching the end of service or those considering applying for Early Termination to confirm their entitlements to Graduated Resettlement Training (GRT) with reference to the authorities detailed in JSP 534. CMs should also remind individuals that they will be expected to take their GRT during their last assignment and not between their last assignment and Terminal Leave/Release, save in exceptional circumstances with the approval of the branch SO1. If exceptional approval is given, they will remain as an overbearing in the organisation in which they were serving immediately prior to discharge and the costs of the individual will fall to that organisation during the GRT period.

8. Next Assignment for In-Zone Personnel and Disclosure of Promotion Grades

As a default, CMs should continue to discuss and plan future assignments on the basis that the individual remains in their current rank (this is to avoid an individual construing a discussion about assigning in the higher rank as an indication that they will be promoted). Although CMs will disclose previous promotion grades, care is to be taken not to give an individual any grounds for believing that they may be selected for promotion in the next assignment. In the case of personnel at the top of the promotion zone, plans for the future and assignments can be discussed on the basis of the individual being selected but Career Managers are to be careful in their expectation management of the individual and are to seek advice from their CofC prior to doing so.

9. Promotion

It is appropriate that an individual should be able to make important career decisions in light of the probability of their promotion. During a Career Interview, individuals will be able to discuss their chances of promotion with their Career Manager (see Para 4 sub para b). It is worth noting that it is impossible to predict an individual's promotion prospects with certainty and the Career Manager's assessment should, therefore, be regarded as an informed prediction based on the knowledge to hand at the time (individuals should remember that Career Managers can still offer them interesting and satisfying careers, even if they do not secure promotion).

APPENDIX 1 TO ANNEX 58B

SCIO CAREER INTERVIEW PROFORMA

CAREER INTERVIEW PROFORMA - GUIDANCE TO THE INTERVIEWEE FOR THE COMPLETION OF PART ONE

1. Personal Details and Assigning Preferences

The first part of the SCIO Career Interview Proforma should be checked fully by the individual to ensure that dates, competencies, clearances and preferences are showing correctly from the data held in JPA. The Career Manager will work based in this information and if it is incorrect, JPA should be updated prior to the Career Interview. There are then several free text boxes and drop down menus to express preferences for training, Op Tours and LFS opportunities.

2. Personal Drivers

The next area is a self-analysis of those aspects of the interviewee's private life and personal aspirations that impact upon career management. This is an important area that requires an honest approach when being completed. Individuals should try and capture all issues that could impact on next and future assignment plans, however trivial they may appear. The ‘personal priorities’ area is to be used to record where an individual's career is placed in relation to wider life goals. Whilst specific jobs can be used to illustrate as examples, the main focus should be on the ‘desired effects’. More detail is better with prompting detail in “?” bubbles to the right and with each text box expandable.

3. ‘SWOT’ Analysis

‘SWOT’ is a useful tool to inform the career management decision-making process. Areas should be completed as follows:

a. **Strengths.** Those positive aspects or distinctive attributes or competencies that place an individual above the majority of their peer group.

b. **Weaknesses.** Those negative aspects or competence shortcomings that limit professional effectiveness or which need to be corrected or additional action to minimise their impact. This might highlight a career development need.

c. **Career Opportunities.** Those favourable employment areas, conditions or environments that would enable the individual to excel.

d. **Career Threats.** Those unfavourable employment areas, conditions or environments that could inhibit an individual's performance and/or achievement of potential.

4. Favourited Jobs

The SCIO Career Interview Proforma automatically updates with the most recent favourited roles from the SCIO/MyNavy jobs list and is a very useful way of highlighting opportunities that the individual is interested in to the Career Manager.

5. Timeline

The individual should review the data that is pulling through for rank/rate, assignment, courses, appraisals, and performance at selection boards[1]. They are then able to add data under "Factors" that demonstrate their future assignment aspirations, and other relevant information, to the Career Manager. This should be realistic and based on performance and time remaining within the Service.

6. Career Fields – Officers Only

Officers that are OF3 or senior must ensure they have up to date Career Fields on SCIO. This is updated via SCIO>My Profile>Right hand drop down menu>Career Fields. Details about the Career Fields are as follows:

FIELD	DEFINITION	EXAMPLES
Management of Defence	Posts that develop defence policy and strategy, manage at the military strategic level and deliver Departmental and TLB non-operational outputs.	MOD Centre, NCHQ, DCDC, JFC Joint Warfare etc.
Operations	Posts which deliver outputs within formation HQs (or other service establishments as necessary) in connection with the conduct of operations (including Force Generation and Force Preparation).	HM Ships/Subs, RM Cdo Units, FAA NAS, PJHQ, MARBATSTAFFs (MBS / CAF / 3 Cdo^{X} / COMUKTG), Frontline Flotillas / Sqns
Operational Support	Posts which deliver outputs within formation HQs (or other Service establishments as necessary) in connection with support to the conduct of operations.	NCHQ, PJHQ, DI, NBCs, FOST Sea, DGISS etc.
Defence Engagement	Posts which either enable and/or deliver engagement between UK Defence and other organisations at home and abroad.	Defence Diplomacy; liaison, exchange & Loan Service with other Nations, international organisations and UK Government Depts; posts in NATO HQs; International Policy & Planning, NATO & European Policy; Media Operations & Corporate Communications; Culture & Language appointments.
Capability and Acquisition Management	Posts that develop and execute capability and acquisition policy, strategy, planning & finance; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects.	DE&S, DSTL, NCHQ, DGISS
Personnel	Posts involved with all aspects of the training and provision of trained personnel; recruiting; personnel strategy, policy and planning; manpower planning and career management of SP.	2SL, Core Training, MWS, FOST Shore, FAA NAS, ACOS(PCap), NCHQ etc.

[1] Shows as 'PSB'

SCIO CAREER INTERVIEW PROFORMA - GUIDANCE TO THE CAREER MANAGER FOR THE COMPLETION OF PART TWO

1. Date of Interview and Interview Aim

Self-explanatory.

2. Career Management Administration Checks

The Career Manager is to check fully the Part One of the Proforma, investigating further where applicable. Further data pulls through from JPA and SCIO to the Part Two of the Proforma and should be checked. The Assignment Restrictions are particularly important and if SWDC (now known as Dual Serving Parents (DSP) but still tagged as SWDC in JPA), consider the requirement for a joint Career Interview in line with policy[2]; advice can be sought from the DSP Manager if required.

3. Discussion

To cover the points highlighted by Part One and Part Two and any additional Branch specific issues deemed appropriate by the Career Manager. Anything requiring recording should be written in the CM Notes section; opportunities for further training should also be recorded.

a. **Boards.** Ensure that the individual is aware of their promotion, commission transfer, professional course / Command zones. Previous Board Gradings (showing in SCIO timeline) are to be discussed with the interviewee.

b. **Current Performance.** Career Managers should have an honest conversation with the individual about their current ‘pack’ comparative to their peer group and explain where an individual sits in relation to the promotion[3] average.

c. **Future Aspirations.** The individual’s future aspirations, using the Part One career timeline as appropriate, should be discussed, with the Career Manager highlighting opportunities and threats against the individual’s portfolio and other aspirations to allow the individual to make informed decisions.

4. Assignment Plan

To be developed in conjunction with the interviewee’s comments, aspirations and preferences as recorded in Part One, and the context defined during earlier discussions. Assignment options are mapped according to overall suitability and career development potential. Branch and CAPPS roles (as appropriate) should be ‘offered’ using the Part Two for the individual to do research into and to then provide a preference order to the Career Manager; roles that do not show on the SCIO drop-down menus should be listed under ‘other available roles’.

5. Required Further Action

Actions for both individual and Career Manager should be recorded for follow-up action.

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[2] BR3, Ch58, para 5807
[3] Or other Career Milestone as appropriate.

6. Administration

The SCIO Career Interview Proforma can be saved, printed and exported via PDF. When submitted, it saves to SCIO and sends it direct to the interviewee for their use and records.

ANNEX 58C

SPARE

ANNEX 58D

DEVELOPED VETTING (DV) CLEARANCES - CM INSTRUCTIONS

1. Policy

A Developed Vetting (DV) clearance is expensive and time consuming to process and necessarily involves considerable intrusion into personal privacy. In keeping with MOD guidelines, the number of DV clearances is to be kept to the minimum needed for operational effectiveness. Details about DV clearances may be found in Chapter 63 and JSP 440 Pt 6.

2. Responsibilities of Career Managers

Career Managers are responsible for:

a. Applying for DV security clearances where the requirement is specified by the Establishment or authorised by other proper authority.

b. On request, provide copies of DV clearance certificates to the subject (and to organisations to which personnel are to be assigned as required).

c. Assisting SYVETT when requested in expediting the DV process.

3. Application for DV Clearance

a. DV Clearance applications are processed through the SYVETT cell. Requests are to be raised through the SyVett Application functionality within SCIO or, where that is not possible, using the form at Appendix 58D-1.

b. Once DV security clearance has been applied for and the DV clearance pack has been forwarded to the assignee, it is the responsibility of Security Vetting Management Officer (SYVETT) to monitor the return of questionnaires and check for accurate completion prior to onward transmission to UK Security Vetting (UKSV). SYVETT will update CMs/clerks of any delays in the DV process.

4. Review of Clearances

CMs are to review, on a monthly basis, the future requirement for clearances in issue ideally 8 months before they expire, and make an application for their renewal if necessary.

5. Applying for/Renewal of DV Security Clearances

The following points are to be borne in mind when applying for, or requesting renewal of, a clearance:

a. A person whose future in the Service is in doubt, by reason of conduct, suitability, medical condition or other relevant reasons, is not to be considered for a post that requires a DV clearance. An initial DV (i.e. where it has not been held at any time previously) is not to be requested for personnel who have less than two years to serve.

b. Normally a *minimum* of four to five months' notice is required to complete clearance procedures. When less notice is unavoidable, CMs are to inform the future employing unit of the possibility of delay in granting a clearance. The fact that this has been done should be confirmed to UKSV via SYVETT when applying for the clearance. Priority will not normally be accorded to short notice requests for clearance unless a reasonable explanation is given. Where, as an exception, a clearance is required as a priority case a letter signed by the relevant branch CM SO1 is to accompany the paperwork to UKSV requesting Priority action and giving the justification for this (see also Para 9 for Emergency Unsupervised Access).

c. Where a requirement for DV clearance is not specifically authorised by the Establishment e.g. if an approved Establishment change is imminent or the requirement is for attendance on a career course etc. a brief explanation should be given when applying for the clearance.

d. When a person assigned to a NATO or LFS post already holds the required clearance, but its validity will expire whilst still overseas, it is essential that CMs task early review of the clearance so that renewal procedures are completed before the assignee departs from UK. All renewals of clearances involve interview of the prospective clearance holder, a process that cannot be carried out abroad.

e. If an assignment is subsequently changed, consideration must be given to any application which may have been made for a DV clearance. UKSV should be notified at the earliest opportunity should cancellation of the application be required.

f. Specific requirements for Attaché/Defence Adviser posts and Exchange assignments can be found in Para 5911 and Annex 59C.

6. Period of Clearance

An initial DV is normally granted for a period of seven years. At approximately the six years and four months point the CM should review the continued requirement i.e.. whether the individual is still in a DV billet or likely to require DV for a future assignment, and request a review if necessary. Following a routine review, and assuming no problems, DV clearance will be granted for up to seven years. Extensions to DV clearance should not normally be necessary, however, they may be requested from UKSV in certain circumstances e.g. if an individual is due to leave the RN shortly after expiry of DV and full review would not be justified or if a routine review has started but is not finished by the time the old clearance expires.

7. DV Clearance Certificates

Once UKSV and/or SYVETT have informed CMs that DV clearance is complete a copy of the clearance certificate should be added to the SCIO personal file. Their competence profile will be updated in JPA by the UKSV.

8. Queries

In general, any queries should be taken up in the first instance with the UKSV Help Desk on York 01904 662644 (Mil 94777 2644). If the Help Desk is unable to assist they will refer the query to the relevant Case Officer.

9. Emergency Clearance

a. For short term operational reasons, it may be necessary to allow DV access to designated personnel who do not hold a current DV clearance. In these circumstances, written application is to be made by the CO, Line Manager, or CM as appropriate, to Navy PSyA-Aftercare SO3C[1]. The following information is to be supplied:

(1) The name, service number and rank of the individual involved.

(2) Justification, and the period for which clearance is likely to be required.

(3) Confirmation that all local records and reports have been checked and reveal no matters of security concern in respect of such a clearance.

(4) In the case of a requirement for a Crypto Custodian, confirmation that no other officer with a current DV clearance is available.

b. On receipt of the application, Navy PSyA will carry out internal checks and, if they prove satisfactory, will grant Emergency Unsupervised Access (EUA) for the period requested, providing it does not exceed six months.

c. On receipt of authorisation, the CO/Line Manager, is to ensure that the person granted access is kept under strict supervision regarding conduct, and has access limited to just that information and equipment that is necessary for the performance of relevant tasks.



Note. *EUA will only be granted once the DV security questionnaire form has been completed and sent to UKSV.*

10. Denial, Withdrawal or Limitation of Security Clearance

Navy PSyA will normally alert the CM when a UKSV recommendation for denial or withdrawal is being considered. Alternative arrangements may be planned, but no assignment should be made until the formal decision has been taken. In practice the decision to withdraw or deny security clearance is made by Navy PSyA under delegated powers.

11. The Security 'Risk Register'

There is a requirement placed on the UKSV and Navy PSyA to hold a register of cases of individuals who are considered to be in a position of vulnerability to adverse pressure and thus may present a potential security risk. Vetting confidentiality necessarily restricts the amount of information that UKSV or Navy PSyA will release to a CM but in the majority of cases the restriction will not prevent an assignment going ahead. It is essential to note that an individual whose name appears on the Risk Register is not de facto a security risk; it is simply a means whereby potential problems can be monitored by the security authorities. In most cases the circumstances leading to inclusion on the Risk Register will have come to light during the vetting process and the individual will thus be well aware that there are security concerns. The Register is reviewed by UKSV and Navy PSyA on a monthly basis and names are not added or removed without Navy PSyA's approval.

[1] Requests may be made by e-mail to NAVY PSYA-AFTERCARE SO3C, copy to NAVY PSYA-RN STRAPSO ASST or by signal to RNPSYA PORTSMOUTH using SIC YAY, copy to SCU Leydene for Corp Strapso RN.

12. NATO COSMIC Top Secret Clearance Certificates

a. Where a DV is being initiated for a full assignment requiring one or more of these certificates, a request can be made to the UKSV at the same time as the DV paperwork is submitted to York and it will be issued when the clearance process has been completed. Where a certificate is required and the DV is already in place, or where it is for SC level only, a request should be made to SYVETT. It should be noted that under the current NATO rules, it may be necessary to renew the clearance before a certificate can be issued. It is therefore very important that they are requested in good time for any review to be completed. Certificates will not be issued more than six months in advance of the assignment.

b. CMs may issue certificates in those cases where it is required for a course or other assignment that lasts for a few weeks only. In all cases certificates should only be issued for the individual's current level of clearance i.e. to TOP SECRET if needed and they have DV or SECRET if SC only.

13. ATOMAL Clearance

An officer required to have access to ATOMAL information will be indoctrinated locally within their unit. They must, as a prerequisite, have the appropriate level of security clearance. In addition, the officer must be a British Citizen as defined by the Nationality Act 1981. Special rules cover access which may be given to non-British citizens who are members of, or associated with, HM Forces. Citizenship can be verified from:

a. A Passport.

b. A Certificate of Registration as a British citizen.

c. A Birth Certificate.

d. An officer requiring access to ATOMAL information must be indoctrinated in accordance with NATO regulations before access can be permitted. Uniformed personnel awarded a NATO ATOMAL clearance may be indoctrinated locally on the authority of the NATO Commanding Officer or Head of Establishment provided that their security certificates do not expressly debar them from access to the information involved.

14. Security Clearances for Dual Assignments

The Dual Assignments List is held by the People Ops Augmentation team and an individual's requirement is detailed on their assignment order. Both indicate any requirement for DV clearance. CMs are responsible for initiating clearances as required.

15. Assistance to Navy PSyA - Access to Officers' Records

a. A list of Navy PSyA staff who are authorised to have full or limited access to assigning and promotion records in the course of enquiries will be updated periodically by Navy PSyA and will be promulgated periodically by Dir P&T/COS(P) Temporary Memorandum.

b. CMs are required to inform Navy PSyA of any matters of potential security significance which are brought to their notice, whether in OJAR/SJAR reports or during the assigning dialogue.

16. Special Access Operations (SAO) Assignments

Throughout MOD there are facilities known as Special Areas of Operation (SAO), also known as Special Access Operations, within which a particularly sensitive source of intelligence is protected. Such intelligence can only be handled by staff who have been specially approved for this work and who meet strict vetting and nationality criteria. These criteria are laid down in JSP 440 Pt6, Sect 2, Chapter 7 and require that those assigned into such a billet must hold DV clearance and they and their direct relatives must be British. In exceptional cases it is possible to grant a waiver to the nationality criterion but only when there is a clearly identifiable compelling need for a person to fill a particular post. Such a need could be the individual holding unique skills or for those with limited career opportunities outside the SAO compartment. Each application for a waiver is considered on a case-by-case basis and cannot be guaranteed. SAO posts can be identified through JPA using the Review Job/Position Requirements function. Further information on SAO clearance can be found at the Reference or by contacting PSyA.

APPENDIX 1 TO ANNEX 58D

SYVETT-003A / DV (Rev 05/09) – DESPATCHED ON:

This notification is to inform you that DV Security Clearance is required for:

Surname:	Forename:
Rank:	Branch:
Service No:	Date of Birth:
Initial DV or Review:	Date Required By: (Do Not Enter ASAP)
Assignment Requiring Clearance	Unit: Full Assignment Title:
Current Location (mailing address):	
Email Address of applicant: (Supervisor/XO or alternative must be provided)	
MF 1938 Barcode	
Any other information that you think may be useful to the vetting authorities	
Requesting Career Manager's name	
Branch	
E-mail address	
Telephone Number	

THIS FORM MUST BE COMPLETED IN FULL OR IT WILL BE RETURNED TO CM

THIS FORM MUST NOW BE SENT ELECTRONICALLY TO: NAVY PSYA-SYVETT

ANNEX 58E

DUAL-SERVING PARENTS (DSP) APPLICATION FORM

DSP status documentation is raised upon application from Service Persons who have a child or children less than 18 years of age and where they have a simultaneous Sea Service, deployment, and career training liability.

PART 1 - DSP INFORMATION

Service Details

Name	
Rank/Rate	
Branch	
Service Number	
Unit and Current Assignment PID	
FAD in Current Assignment	
Engagement Expiry Date	
PStat Category	
Career Manager	
Current Separated Service Total	
Are you applying for Primary or Non-Primary Carer Status?	
Enter details of any anticipated career training courses	
Is there any additional information you wish to enter for consideration?	

Details of other Service Person with Parental Responsibility[1]

Name	
Rank/Rate	
Branch	
Service Number (if known)	
Career Manager (if known)	

Child(ren) Information

Date(s) of birth of child(ren) to which the DSP policy applies	
Date youngest child reaches 18	
Date child is due to finish full time education (if later than above)	
Are you in receipt of CEA for this child(ren)?[2]	
Are the details of your child(ren) recorded on JPA?	

[1] The other Service Person is responsible for completing and submitting their own application. It is recommended that both application forms are submitted concurrently.
[2] DSP status will not be approved where the SP is in receipt of CEA for the child(ren) to which the DSP application applies.

Service Person Declaration

1. I have read and understood the contents of BRd3(1) Chap 58, para 5808, with reference to Sea Service, deployment, and career training liability for DSP parents.

2. I understand that the policy does not mean that dual-serving parents will complete less sea service or deploy less than their contemporaries during the course of their careers and that it is simply a mechanism to de-conflict.

3. I understand that the Primary Carer can still be considered for augmentation/trawls within local area bases/establishments.

4. I understand that normally SP will not be marked a Primary Carer for in excess of 5 years consecutively, and that a minimum handover of Primary Carer status for 2 years after one SP has held the tag for 5 years.

5. I understand that a holistic view of Separated Service totals will be taken in relation to fair allocation of the Primary Carer status.

6. I understand that is it my responsibility, not that of Navy People Career Managers, to ensure that the formal DSP status paperwork is raised and kept up to date in a timely manner.

7. I understand that I must inform my Career Manager should my personal circumstances change, and any deviations from the terms of the DSP contract will invalidate the agreement and I will be liable for immediate assigning action.

8. I understand that my Career Manager will base any assigning on my preferences, and I confirm these are up to date in JPA.

9. I confirm that the child(ren) to which this application applies, resides with me or the other SP to which this policy applies.

10. I confirm that I am not in receipt of CEA for the child(ren) to which this DSP application applies.

11. I confirm that the information provided above is true and accurate and, where applicable, is recorded on JPA.

12. I **consent/do not consent** (delete as applicable) to a joint career interview[3].

Service Person Signature		Date	

Once Part 1 above is complete, this form should be submitted via e-mail to the Service Person's Career Manager.

[3] Where consent to a joint career interview is not given, the Career Manager will consult with the DSP Manager so that joint Career Management can occur via an alternative method.

PART 2 – CAREER MANAGER DECISION

13. The Career Manager has consulted with the other SP with parental responsibilities Career Manager to confirm a DSP Application has been submitted and relevant data confirmed.

14. The SP has been interviewed by their Career Manager and the DSP policy has been fully explained.

15. The SP has been informed that a holistic view of Separated Service totals have been considered in relation to fair allocation of Primary Carer status with the following decision being made:

The SP will hold the DSP Status of: **Primary Carer/ Non-Primary Carer** (Delete as necessary)

16. I confirm the SP has been informed of the above decision.

Career Manager Signature	Name	Rate	Date

PART 3 – CAREER MANAGER ACTIONS

Following the DSP decision being made, and the SP being informed, the CM is to take the following action:

17. JPA Action – Update JPA Assignment Restriction field to reflect the following details:

a. Enter Applicable From Date – This is the date of the assignment order for which the DSP status is requested.

b. Enter a Review On Date – This is when to expect the SP to re-submit their DSP Application Form no less than 6 months ahead of FAD.

c. Enter Restriction Category – SWDC[4].

d. Restriction Detail – In here the CM is to enter:

(1) DSP Status – Either ‘Primary Carer’ or ‘Non-Primary Carer’.

(2) Other Parent details – Name, Rank/Rate, Service Number.

(3) DSP Status End Date – Date youngest child reaches 18.

The information entered will replicate onto SCIO under Individual Readiness Plan (IRP).

[4] SWDC is a legacy tab which will be updated in JPA in due course but should still be used until the change has been implemented.

Career Manager to note:

18. Any previous SWDC/DSP information is to remain on restrictions so to retain the history for future assigning/DSP decisions.

19. A SP should not normally be marked a Primary Carer for in excess of 5 years consecutively. There should be a minimum handover of Primary Carer status for 2 years after one SP has held the tag for 5 years.

PART 4 – NOTES FOR DSP APPLICANTS AND CAREER MANAGERS

20. Applying for the DSP status does not mandate that one parent must be assigned or remain at sea or deployed because the other parent has been assigned ashore. Both parents may be assigned to shore positions (no guarantee of the same geographical location), and this should be considered by CMs particularly where the sea going parent is nearing their FAD, in which case CMs may wish to honour their MTA.

21. Extending one parent at Sea may have Separated Service implications particularly for Officers and Senior Rates.

22. DSP LHs and AB1s who have not achieved OPS in their current rate are most likely to remain at sea or be assigned to sea service.

23. Squadded Spec AB2s applying for the DSP status will normally remain assigned to sea service as there are no Shore positions for AB2s.

24. The Navy People Career Manager's DSP decision is final. Every endeavour is made to match a Service Person's preferences to the requirements of the Service, but this may not always be possible.

25. It is the responsibility of DSP applicants to ensure they have adequate childcare provision arrangements in place throughout the DSP status period to cover any assignment, duty, or augmentation requirements they may be tasked to undertake. Childcare advice and support is available through the Parent Support and Information Team.

26. It is the responsibility of DSP applicants to ensure they check their own SCIO account to ensure their DSP is recorded under their Individual Readiness Plan (IRP) and if not to contact their Career Manager at the earliest opportunity to rectify.

In accordance with the Data Protection Act 2018, the Ministry of Defence will collect and process the information supplied on this form in connection with matters concerning personnel administration and policies. In order to comply with our statutory obligations, the data will be retained and reviewed as necessary, and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.

ANNEX 58F

CONTINUITY OF EDUCATION ALLOWANCES - GUIDANCE FOR CAREER MANAGERS

1. Continuity of Education (CEA) - Background

All rules for CEA are laid down in JSP 752 Chapter 14. The Strategic Remuneration Review (SRR) led to some changes in the regulations and process for Service personnel applying for Continuity of Education Allowance (CEA)[1]. The most notable of these was the replacement of the 'mobility' certificate with a new 'eligibility' certificate. The form is self-explanatory but, given the role of Assignment Authorities in the completion of these forms this guidance serves to highlight the changes in what CMs are now required to do. Despite the introduction of the latest certificate, the policy governing entitlement to CEA remains unchanged; its fundamental purpose is to assist Service personnel achieve continuity of education for their children who would otherwise be denied in the state day school sector if their children accompanied them on frequent assignments both at home and overseas. In claiming CEA an individual must fully accept that **mobility and accompanied service are overriding principles for maintaining entitlement** except when in assignments that are designated INVOLSEP.

2. CEA Costs

Current figures indicate that CEA costs the MOD (and taxpayer) in excess of £200m annually for between 4,500 - 5,000 claimants across all 3 Services[2]. Currently the Senior (Board) allowance is £5412 per term which for an average claim of 7 years equates to a total cost in excess of £200K (gross) - of which the claimant would receive a net sum of approximately £114K. Clearly CEA represents a very significant proportion (approximately 25%) of the overall annual MOD allowances budget, for a relatively small proportion of the population (2%). It is not surprising therefore that CEA is under close scrutiny. Indeed, to safeguard CEA for those who genuinely need it, it is crucially important that it is carefully managed and that adherence to the regulations is enforced at all levels.

3. CEA Eligibility

One of the safeguards in the CEA process is the CEA Eligibility Certificate[3], which requires action by CMs; an example is at Appendix 58F-1. In common with the Mobility Certificate, this has to be completed on the following occasions:

a. On submission of an initial claim

b. On change of school

c. At the beginning of each new assignment

d. When an existing certificate is more than 3 years old and a new claim is to be submitted.

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[1] Promulgated in 2008DIN01-191 (1 Sep 08) – CEA – Changes to Regulations JSP 752 Ch 15 and SP Pol's SP 05.03.08.01 dated 5 Dec 08 - CEA DL: Changes in JSP 752 Regulations: Continuity of Education Allowance (CEA).
[2] There are about 1000 RN/RM claimants today of whom about 59% are officers and 41% ratings.
[3] The latest CEA Eligibility Certificate was introduced in Sep 08 and replaced the previous CEA Mobility Certificate; 2008DIN-01-191 refers.

4. CEA Certificate

The certificate has 5 sections, 2 of which are of particular interest:

a. **Part 1.** Completed by the claimant, Part 1 includes an acceptance of the rationale for CEA (i.e. to enable continuity of education), a commitment to family mobility and an undertaking that the individual's family has accompanied them to their current/new assignment or an explanation of why not, for example because the assignment is designated INVOLSEP. This section requires the claimant to list their family residence and residence at work addresses during their last 3 appointments. This is an important part of the enhanced governance of CEA by the Children's Education Advisory Service (CEAS) and is designed to document a history of family mobility which is likely to be subject to investigation if it suggests that an individual has not been fulfilling their mobility commitment whilst in receipt of CEA. It is of course possible that there could be acceptable reasons for any such occurrence.

b. **Part 2.** Part 2 is the most significant change for CMs. The crucial difference lies in the wording of the judgement required by the CM. The 'mobility' certificate asked whether the claimant had a '*current **liability** [or not] to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years'; the replacement 'eligibility' certificate asks whether the claimant ...'*is ***likely** [or not] to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years.*' The rationale behind this change is not to seek to reduce or to abolish CEA, but rather seek to improve assurance measures that it is being paid for the purpose for which it is intended.

5. Assessment

It is essential that CMs consider Part 2 of the certificate carefully and that their assessments are honest, objective and consistent. There is nothing complicated in the meaning and interpretation of the word 'likely'; it simply means that there is a 50% or greater chance of a move (in the next 4 years). The CM must consider each specific case on all its individual merits. The CM's decision must be an informed one that is specific to the individual claimant, taking into account the age, rank, time served, trade/specialisation intricacies, promotability, Operational Pinch Points and operational tempo, to name but a few variables. When all these factors are taken into account, it could possibly emerge that most CEA claimants will be adjudged to be ***likely** to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years*. That said, the change from 'liability' to 'likelihood' might identify a few claimants who, whilst they retain a liability to be assigned away elsewhere, which all individuals have, in reality are very unlikely to be so assigned. This might be because, for instance of, their specialisation, career stage, personal choice or assignment preference.

6. Final Assignment

The revised Eligibility Certificate also has an additional option to identify those who are already in receipt of CEA but are coming to the end of their career. Where a CM considers that the claimant ***is unlikely*** *to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years)* but only because the individual is entering their final assignment, and there is no intent of a further assignment, they should annotate this as the most applicable statement: '3. *An existing claimant is entering their end of career assignment.'*

7. Investigation

The CM's judgement is not binding. It is simply an honest judgement, or best reasonable assessment, made at the time of application based on balance of probability (not certainty) at the time, taking all relevant factors into account - and there will undoubtedly be occasions where situations change or the needs of the Service require that people deemed 'likely' will not be reassigned out of area and vice versa. The subsequent database[4] generated, encapsulating claimants' previous addresses, will identify where this happens repeatedly and these instances will then be open to further investigation and review of CEA eligibility by CEAS. That said, there may be good reason for such occurrences in which case CEA eligibility will withstand such review. As stated above, the important thing is that CMs must be honest, objective and consistent and take all of the many factors affecting the individual into account when completing Part 2 of the Eligibility Certificate.

8. Review

It is stressed that CEA will not automatically stop if a Career Manager adjudges a claimant to be unlikely to be assigned to a new duty station in the next 4 years. Instead, it will initiate a review of CEA eligibility to be undertaken by the claimant's Commanding Officer. It is this review which will confirm eligibility, and it will take into account all of the criteria listed in the regulations in JSP 752 Chapter 14[5]. Therefore, CMs can act with certainty, confident that their part in the CEA process is merely to judge the likelihood of an individual's continued mobility and not to establish their eligibility for CEA.

9. Governance

The changes are not intended to initiate a purge of or clampdown on CEA claims; it is about governance of the scheme and adapting the application process to provide assurance that CEA is being used for the purpose intended. It is crucial that there is consistency across the board in the implementation of CEA policy and the associated procedures hence this guidance and an audit of the approval process.

10. Questions

A list of Frequently Asked Questions on CEA Eligibility is at Appendix 58F-2.

[4] Derived from Part 1 of the CEA Eligibility Certificates
[5] The criteria includes, but is not limited to: claimant is a Regular SP, (for continuation claims) a valid CEA Eligibility Certificate and CEAS Boarding School Certificate, child of eligible age, CEAS approved school, maintain a family at a home in which they would normally reside with their children when the exigencies of the Service permit, serving accompanied or in an INVOLSEP assignment, in last assignment, stage of education..

APPENDIX 1 TO ANNEX 58F

SPECIMEN CEA ELIGIBILITY CERTIFICATE

JSP 752 Chapter 14

This certificate is to be read and signed immediately prior to the following occasions:

a. Submission of Initial Claims, or
b. On change of school, or
c. The beginning of each new assignment, or
d. If the current certificate is more than 3 years old at the time a CEA claim is submitted.

It is to be completed by Service claimants and submitted to CEAS. Once verified by CEAS, the original will be returned to the claimant and is to be retained for audit and to support future claims.

PART 1 - TO BE COMPLETED BY THE SERVICE CLAIMANT SERIAL NUMBER:

Number:…… Rank:…… Name:……..

Svc/Regt/Corps:…… Current Unit:……

Unit Address including postcode ……

……

Unit telephone number…… Unit Fax number ……..……

Email ……

1. I have read and understand the regulations relating to payment of CEA and I accept:

a. The CEA I am claiming is paid to enable continuity of education for the child(ren) for which I claim.

b. A commitment to family mobility and that when I am assigned I will continue to serve accompanied. If I fail to relocate my family on assignment my entitlement to CEA will be reviewed and will cease unless I am INVOLSEP or gain exceptional authority from PACC iaw JSP 752 Chapter 14 to serve unaccompanied and retain CEA.

c. I will immediately inform my unit HR of any changes to my personal circumstances that may impact upon my entitlement to claim CEA.

2.* My spouse/civil partner, or child(ren) (for PStat Cat 2), have accompanied me to my (new) assignment station and addresses are as follows:

At my (new) Assignment Station/Unit My family currently reside at:	Resident at Work Address (RWA) (if different from family address)
…… …… …… ……	…….. …….. …….. ……

3.* My spouse/civil partner, or child(ren) (for PStat Cat 2), have not accompanied me to my new assignment station because:

……..
……..
……..
……..

HISTORY OF SERVICE CLAIMANT'S LAST THREE ASSIGNMENTS
(Last 3 preceding assignments - not to include operational assignments attracting INVOLSEP) Attach a continuation sheet where there is more than one address at any assignment or a mid-assignment move.

DATE (mm/yy)	ASSIGNMENT STATION	HOME ADDRESS (FAMILY RESIDENCE)	RESIDENCE AT WORK ADDRESS (RWA)
Assignment 1.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……
Assignment 2.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……
Assignment 3.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……

Signed …….. Dated ……..…

PART 2 - TO BE COMPLETED BY THE ASSIGNMENT AUTHORITY

From:…….. Reference:……

1.* Number…….. Rank…… Name…… is likely to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years.

or

2.* Because of the nature of the above Service person's qualifications and projected career pattern, they are unlikely to be posted more than 50 miles from their current duty station for at least 4 years.

or

3.* The above Service person is an existing claimant entering their end of career assignment (see JSP 752 Chapter 14 Para 14.0119).

Signature:…… Date:……..

Name and Rank:……

Appointment:……Assignment Authority Stamp

Delete paragraph as appropriate.

PART 3 – TO BE COMPLETED BY CLAIMANT'S CO (OR FORMALLY DELEGATED REPRESENTATIVE) – See JSP 752 Chapter 14 Para 14.0108.d

PART 4 - TO BE COMPLETED BY THE INITIAL SERVICE CLAIMANT, AND ON CHANGING SCHOOLS, AFTER CONTACTING CHILDREN'S EDUCATION ADVISORY SERVICE (CEAS)

CHILD DETAILS
First Name(s) …….. Surname ……

Date of birth …… Male/Female …….

Current home address including postcode …….…….....

……...……..

Contact Telephone Number:……...…….

THE SHORTLIST OF BOARDING SCHOOLS YOU HAVE CONSIDERED

1. …….

2. …….

3. …….

DETAILS OF CHOSEN SCHOOL

School name and address including postcode ……..

……

Telephone number …… Fax number ……

Email ……..

Proposed start date ……(A copy of the letter from the school offering a boarding/day place is to be enclosed with this application). This is for a Full Boarding/Weekly Boarding/Day Pupil placement (Delete which is not applicable).

Give your reasons for selecting the chosen school …….....……..

……

……

Current school with dates ……...…….

Previous schools attended with dates ……....……..

.....

……

1. For a weekly boarding placement I am enclosing a signed copy of Annex F to Chapter 14 of JSP 752.
2. For a day pupil placement I confirm that my child will be attending the same school as a sibling who has completed the statutory minimum 3 terms as a boarder. I understand that my child will resume boarding when my circumstances change. (JSP 752 Chapter 14)

3. I have considered a number of schools including the Duke of York's Royal Military School, Queen Victoria School, Dunblane and all State Boarding Schools. If I need to reconsider these arrangements at any time I will notify you in writing.

Signature …… Date ……

PART 5 – TO BE COMPLETED BY CEAS ON RECEIPT OF COMPLETED CEA ELIGIBILITY CERTIFICATE FROM SERVICE CLAIMANT

As this form is uniquely serial numbered and tracked, it must be returned to CEAS even if the application is not supported.

Return completed form with letter from school and a weekly boarder's certificate as shown at Annex F to Chapter 14 of JSP 752 (if applicable) to:

CEAS
Bldg 190
Trenchard Lines
Upavon
Pewsey
Wiltshire SN9 6BE

Tel: Upavon Mil (94344) ext 8244, Civil 01980 618244
Fax: Upavon Mil (94344) ext 8245, Civil 01980 618245
Email: enquiries@ceas.detsa.co.uk

CEAS Action Only: Stamp

Date Received:

Signature Supported/To be Reviewed

Boarding School Certificate Issued: Yes/No

APPENDIX 2 TO ANNEX 58F

CONTINUITY OF EDUCATION ALLOWANCE (CEA) ELIGIBILITY - FREQUENTLY ASKED QUESTIONS

1. Why has the policy changed?

a. It hasn't. Most importantly, there are no plans to abolish CEA, in fact quite the opposite: support for the underlying principle of financial assistance for Service personnel who send their children to boarding school in order to serve accompanied, remains as strong as ever. CEA is the new name for Boarding School Allowance and was re-named in April 2006 to coincide with the launch of Joint Personnel Administration and the bringing together of the 3 Services various pay and allowances rules in a series of Joint Service Publications or JSP. The policy laid down in JSP 752 Chapter 14 (Tri-Service Regulations for Allowances) clearly sets out the entitlement parameters for eligibility for this allowance and they have not changed here.

b. The underlying principle of CEA remains that family mobility/accompanied service is inherent in claiming the allowance.

c. The aim of the certificate and updated policy is not to reduce or abolish CEA, but rather the revised certificate aims to improve audit procedures and ensure that the allowance is being appropriately managed and ineligible claims prevented. This will be accomplished by both internal unit audits and external audits by the Children's Education Advisory Service (CEAS); they hold MOD's Accredited School Database, which currently includes over 400 educational establishments. The underlying principle of CEA remains that family mobility is inherent in claiming the allowance.

2. Why does the Eligibility Certificate now focus on likelihood of moving, rather than liability to move, to an assignment more than 50 miles from their current assignment in the next 4 years?

a. To better reflect the underlying principle of CEA which is family mobility/accompanied service.

b. Furthermore, the likelihood of moving is just one of several factors on which the form focuses in order to assess a claimant's eligibility for CEA. Others are:

(1) An acceptance, by the claimant of the rationale for CEA (i.e. to enable continuity of education in accordance with the policy laid down in JSP 752).

(2) A commitment, by the claimant, to family mobility and an undertaking that the individual's family has accompanied them to their current/new assignment or an explanation of why not, e.g. because it is designated INVOLSEP.

(3) A statement by the claimant listing their family residence and residence at work addresses during their last 3 appointments.

(4) An entitlement and eligibility statement by the Commanding Officer. All of these are looked at together for any eligibility assessment by the claimant's Commanding Officer. These are all in place, as assurance measures, to protect this important allowance for the future.

3. What does ‘likely’ mean?

There is nothing complicated in the meaning and interpretation of the word ‘likely’; it simply means that there is a 50% or greater chance of a move (in the next 4 years). But the Career Manager must consider each specific case on all its individual merits. Their decision must be an informed one that is specific to the individual claimant, taking into account the age, rank, time served, trade/specialisation intricacies, promotability, Operational Pinch Points and operational tempo, to name but a few variables.

4. Will all claimants’ eligibility to CEA be affected immediately by the changes?

Not before they are next required to submit an Eligibility Certificate. A new CEA Eligibility Certificate is required to be completed in the following circumstances:

a. for all initial claims,

b. on a change of school thereafter,

c. at the beginning of each new assignment,

d. where the certificate is over 3 years old.

e. on any change of personal or family circumstance.

5. Will a ‘not likely to move’ assessment by a Career Manager automatically mean that a claimant is no longer entitled to CEA?

No. The Career Manager’s role is merely to provide an assessment of the likelihood that a claimant might move in the next 4 years. It is not an assessment of eligibility. If a Career Manager’s assessment is a ‘not likely’ this will initiate a review of eligibility for CEA by the Unit Commanding Officer. They will then assess eligibility based upon all aspects of the Certificate’s content and all other variables, including provision for special circumstances.

6. What if the claimant does not agree with their Career Manager’s assessment of the likelihood of him moving?

Any review of eligibility for CEA is conducted by the Unit Commanding Officer. They will then assess all variables, including provision for special circumstances, before signing the CEA Eligibility Certificate.

7. What if the claimant does not agree with their CO’s or the CEAS’s assessment of their eligibility?

They may appeal the decision to the SPVA JPAC PACC.

8. Can a claimant considered unlikely to move to an assignment more than 50 miles from their current assignment in the next 4 years be eligible for CEA?

Yes, they may if they are in their final assignment, or in order to complete the current stage of education, or for welfare, compassionate and other exceptional circumstances, if approved by SPVA JPAC PACC.

9. Are there preserved rights or transition arrangements for those currently claiming CEA?

No, but their eligibility cannot be affected before they are next required to submit an Eligibility Certificate, and even if declared ‘unlikely’ they may still remain eligible for the reasons in the answer to Q8.

10. When will the database of claimants' previous addresses as recorded in Part 1 of their Eligibility Certificates be first used?

Audits can be called for at any time by an individual unit, the single Services, the Centre or the NAO. Claimants should retain all paperwork and CEA Eligibility Certificates.

ANNEX 58G

JOINT MEDICAL EMPLOYMENT STANDARD (JMES)

1. Medical Deployment Standard (MDS)

The MDS code describes the medical capacity for deployment. Table 58G-1 details the MDS codes and their meaning.

Table 58G-1. Medical Deployment Standard Codes

MDS Code	Description
MFD Medically Fully Deployable	1. Fit to deploy to all parts of the world on contingent or follow-on operations without any limitations or requirements for routine medical support beyond deployed Primary Healthcare.
MLD Medically Limited Deployability	2. Deployment limited due to: a. A medical condition. b. Medical treatment needs. c. Medical support requirements. d. Risk arising from exposure to specific climates eg heat or cold. e. The need to avoid specific exposures eg noise or chemicals. 3. A grade MLD requires a medical risk assessment (MRA) to be carried out for deployment. The decision on that deployment will depend on the medical condition, individual function, the proposed employment, length of the deployment and the medical support available. 4. MLD personnel may vary from those with minimal limitations who can be used in a wide range of roles and situations to those who can only undertake a limited role or Career Employment Group (CEG) within a specific, well supported setting.
MND Medically Not Deployable	5. Not deployable outside the United Kingdom 6. May be admitted to or under the care of a Medical Facility (MF) or awaiting medical discharge (A6 L6 M6 E5 or 6).

2. Medical Employment Standard (MES)

The MES code relates to an individual's employment in their branch/trade duties and is expressed as numerical degrees in four functional areas (detailed elements), indicated by the letters A, L, M and E. These reflect medical fitness for duties in the **A**ir, **L**and and **M**aritime environments and any additional specific **E**nvironment and Medical Support considerations. All detailed elements of the MES are to be allocated for each individual. Table 58G-2 details the MES codes and their meaning.

Table 58G-2. Medical Employment Standard Codes

AIR		
MES Code	**Description**	**Notes**
A1	Fit for flying duties without restriction.	Only for aircrew.
A2	Fit for flying duties but has reduced hearing or eyesight.	Only for aircrew.
A3	Fit for duties in the air within the stated employment or MedLims.	Only for aircrew.
A4	Fit to be flown in a passenger aircraft.	
A5	Unfit to be taken into the air.	Except as aeromedical evacuation patients.
A6	Unfit for any duties in the aviation environment.	Duties in the aviation environment include, but not limited to, air traffic control, baggage handling, aircraft towing, aircraft maintenance, airfield driving and duties on a flying station/base.
LAND		
L1	Fit for unrestricted duty.	
L2	Fit for high readiness roles with minor limitations.	Must be able to undertake Pre-Employment Training (PET) and Individual Pre-Deployment Training (IPDT) to deliver the minimum personal military skills to allow an individual to carry out the requirements of their job specification while maintaining their own FP and positively contributing to the FP of those around them. RN/RM may be unfit for defined aspects of mandatory fitness testing or modifications to command courses may be required but fully employable and deployable in branch/trade.
L3	Fit for limited duties but with some restrictions subject to MRA.	Should not impose a significant and/or constant demand on the medical services if deployed, on exercise or deployments. The individual may deploy on operations or overseas exercises following completion of a MRA. Have no limitations in their ability to function wearing personal equipment demanded of the environment, branch/trade and rank.
L4	Fit for certain deployed roles into well-established MOB locations subject to Consultant Occupational Physician MRA.	Individuals whose medical conditions have the potential to pose a significant risk on deployment in the land environment. May be reliant on an uninterrupted supply of medication and/or a reliable cold chain. Must be able to function wearing a helmet and the minimum theatre standard body armour. Likely to be restricted to MOB only.
L5	Unfit deployment. Fit for branch/trade and limited UK operations.	May be fit limited UK operations. May be employed within their branch/trade and are fit for UK internal operations within the bounds of their MedLims.
L6	Unfit for service in the land environment.	Unfit for any duties.
MARITIME		
M1	Fit for unrestricted duties.	May be employed and deployed worldwide in the maritime environment.
M2	Fit for restricted duties afloat within the limitations stated.	Fir for duties at sea but may be restricted to specific size or type of vessel, have medical support needs or environmental limitations as indicated by the MES and MedLims. To be employed or deployed within the MedLims specified.

Table 58G-2. Medical Employment Standard Codes (Continued)

MARITIME		
MES Code	**Description**	**Notes**
M3	Fit for restricted duties in a vessel in harbour or alongside with the limitations as stated.	Able to safely move around a ship alongside or within the confines of a harbour including the ability to evacuate from the vessel and take emergency action (eg fire-fighting and damage control) without assistance. Unfit to serve at sea but may serve within the confines of a port or harbour.
M4	Fit to be carried as embarked forces in transit.	RN personnel should not be graded M4. RM personnel should not normally be graded M4.
M5	Fit for restricted duties ashore within the limitations as stated.	Not to work on ships/submarines alongside and may not be able to complete all duties required of their branch/trade ashore.
M6	Unfit for any duties in the maritime environment.	Long-term sick or in a MTF for >28 days or given a medical board recommendation for discharge.
ENVIRONMENTAL AND MEDICAL SUPPORT		
E1	Fit for worldwide service in all environments.	Fit to deploy on contingent and enduring operations with no requirement for medical care within the deployed location beyond Primary Healthcare (or equivalent).
E2	Fit for unrestricted duties but with a medical risk marker.	Has a specific medical condition, which does not currently affect employability or deploy ability but may do so in the future. Has no climatic restriction and no requirement for medical support bar adequate supply of medication. The medical condition is stable with treatment. Should loss of medication occur for <1 week this should not lead to clinical deterioration in the condition or functional degradation during that time. Examples of medical risk markers are early noise induced hearing loss, stable chronic condition requiring medical monitoring.
E3	Restricted employment outside UK due to medical support or environmental requirements.	Fit subject to limitations as will require access to enhanced medical support or has specific medications requirements unlikely to be compatible with contingent operations. Fit to be in areas within limitations eg climatic injuries, hearing loss, susceptibility to environmental exposure. Personnel may require guaranteed access to an MO outside UK waters or only be deployable where access to Secondary Healthcare is possible.
E4	**Only** to be employed out of the UK where there is access to established 'NHS equivalent or better' Primary and Secondary Healthcare.	Has a medical condition requiring access either routinely or as an emergency to medical care at a level equivalent to that provided in the UK. Limited to Overseas Bases only (excludes Falklands and Diego Garcia).
E5	May be employed within the UK only.	To be employed appropriately to their MedLims within the UK. See M grade for ability to be employed on a ship.
E6	Pregnancy/Maternity.	Only to be used when the woman has formally informed her employer of her pregnancy **and** she has given her written consent for MES to be displayed as E6 or a contemporaneous record has been made in the clinical notes confirming permission granted. E6 is to be maintained until the Service woman has successfully completed a return to work medical post pregnancy and/or maternity leave.

3. Medical Limitations

a. The JMES provides sufficient information to the Executive and line management to enable them to understand employability and deployability but does not give sufficient information to allow a precise understanding of how an individual may be employed. This is achieved by the use of Medical Limitations (MedLims) and their accompanying codes.

b. In DMICP MedLims are listed in the order they are applied. More than 12 MedLims can be applied in DMICP but only 12 will be visible to personnel staff on JPA. If >12 MedLims are applied, MedLim ‘000’ will automatically appear on JPA. This MedLim directs the CoC to seek further medical advice on employability.

c. Table 58G-3 details the MedLim codes available with their meaning.

Table 58G-3. Medical Limitation Codes

1000 Series - Miscellaneous Domain		
Sub-domain	**MedLim Code**	**Description**
MedLims (>12)	000	> 12 MedLims allocated – CoC to seek further advice on employability
Not otherwise specified	1100	Restrictions on Service duties and employment not specified by a MedLim (details in med docs)
Working conditions	1200	Unfit shift work
Working conditions	1201	Unfit for night work
Working conditions	1202	Unfit for lone working
Working conditions	1203	Unfit to work at height
Working conditions	1204	Unfit to work on gantries
Working conditions	1205	Unfit to work underground
Working conditions	1206	Unfit to work in confined spaces
Working conditions	1207	Unfit to work without direct supervision
Working conditions	1208	Fit limited duties in trade or branch (type will be specified in Med Docs)
Working conditions	1209	Office duties only
Working conditions	1210	Fit limited working hours agreed between MO and Line Manager
Working conditions	1211	Unfit to conduct EPPs
Working conditions (App 9)	1212	Passenger - land vehicles restriction
Working conditions (App 9)	1213	Workplace restrictions
Employment	1300	Medical marker (no functional limitation)
Employment	1301	Employment subject to single-Service crewing restrictions
Employment	1302	Enlisted below entry standards
Employment (App 9)	1303	Refer to Appendix 9
Safety critical duties	1400	Unfit to conduct safety critical duties
Safety critical duties	1401	Unfit to undertake service driving
Safety critical duties	1402	Unfit to undertake service driving with passengers
Safety critical duties	1403	Unfit to drive specific vehicle (type will be specified in med docs)
Safety critical duties	1404	Not to be responsible for operating machinery
Safety critical duties	1405	Unfit for work with unguarded machinery
Safety critical duties	1406	Below required colour perception standard requires supervision for colour discrimination tasks
Food handling	1500	Unfit food handling
Food handling	1501	Unfit for galley/kitchen duties
Diet	1600	Must have opportunity for regular meals
Diet	1601	To have access to a gluten free diet at all times
Diet	1602	To have access to specialist diet (type will be specified in med docs)

Table 58G-3. Medical Limitation Codes (Continued)

2000 Series - Aviation Domain		
Sub-domain	**MedLim Code**	**Description**
Flying	2000	Unfit solo pilot – must fly with a pilot suitably qualified on type
Flying	2001	Unfit solo (aircrew category will be specified in med docs)
Flying	2002	Unfit specific aircraft (type(s) to be specified in med docs)
Flying	2003	Fit (details to be specified in med docs) flying duties only
Flying	2004	Unfit (conditions of flight to be specified in med docs)
Flying	2005	Permanently unfit flying duties
Flying	2006	Unfit to climb on aircraft
Flying	2007	Unfit ejection seat aircraft
Flying	2008	Restricted employability because of anthropometric limitations
Controlling	2100	Unfit aircraft controlling duties
Controlling	2101	Fit to control only when another qualified controller is on duty and in close proximity
Hearing/Vision	2200	Aircrew assessed as hearing standard <H1 but with a satisfactory functional hearing test iaw AP1269A
Hearing/Vision	2201	Must wear approved visual correction when flying or controlling aircraft
Hearing/Vision	2202	Must carry approved corrective flying spectacles when flying or controlling aircraft
Respirators	2300	Unfit aircrew respirators
STASS	2400	Fit dry/poolside STASS training only
STASS	2401	Unfit any STASS training
Parachuting	2500	Unfit land parachuting
Parachuting	2501	Unfit sea parachuting

3000 Series - Land Domain		
Sub-domain	**MedLim Code**	**Description**
Deployment	3000	Limited operational land deployments. Employable within the confines of a rear echelon only
Deployment	3001	No operational land deployments. Must not deploy to any operational arena
Deployment (App 9)	3002	Fit for short land deployments subject to Medical Risk Assessment
Deployment	3003	Fit detachments in worldwide areas not exceeding 30 days
Mobility (App 9)	3100	Infantry activities (including digging) restrictions
Mobility (App 9)	3101	Travel on foot across rough terrain restrictions
Mobility (App 9)	3102	Move tactically and adopting fire positions restrictions
Field conditions (App 9)	3200	Living in field conditions restrictions

4000 Series - Maritime Domain		
Sub-domain	**MedLim Code**	**Description**
Ships/submarines	4000	Fit to serve in frigates and above only
Ships/submarines	4001	Fit for short visits to a ship/submarine alongside only
Ships/submarines	4002	Fit to serve in ships or submarines at sea in UK waters only
Ships/submarines	4003	Fit to serve in ships or submarines at sea in UK and Northern Europe waters only
Ships/submarines	4004	Fit for submarines in UK and US fleet exercise areas within medevac range
Ships/submarines	4005	Temporarily unfit submarine service
Ships/submarines	4006	Permanently unfit submarine service

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

4000 Series - Maritime Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Ships/submarines	4007	Permanently unfit service on a submarine at sea (fit SM duties alongside/ashore)
Ships/submarines	4008	Permanently unfit service on a submarine at sea or alongside (fit SM duties ashore only)
Marine Craft	4100	Unfit fast boat transits and boat operations in rough sea states
Royal Marines	4200	Permanently unfit for Royal Marines General Service
Diving	4300	Temporarily unfit diving
Diving	4301	Permanently unfit diving
Diving	4302	Fit to dive, with restrictions assigned by SMO Underwater Med/RNMBOS. D/W MO for medical restrictor
Diving	4303	Unfit mixed gas diving, navigation and watch keeping duties (for CP4 divers iaw BR1750A 1219b)
Sea survival/fire-fighting	4400	Unfit for BSSC or ISSC
Sea survival/fire-fighting	4401	Unfit for BSSC or ISSC but fir Embarked Forces Fire Fighting Training
Sea survival/fire-fighting	4402	Unfit fire-fighting training and duties
Dockyard	4500	Unfit to work on dockyard edges
Medical review	4600	Fit for short embarked deployments subject to MRA
Medical support	4601	Fit to serve in ships, submarines or RM Units with a permanent MO borne only
Medical support	4602	Needs access to a MO within 24 hours when deployed outside UK waters
Medical support	4603	Needs access to a MO within 2 days when deployed outside UK waters
Medical support	4604	Needs access to a MO within 3 days when deployed outside UK waters
Medical support	4605	Needs access to a MO within 5 days when deployed outside UK waters
Medical support	4606	Needs access to a MO within 7 days when deployed outside UK waters

5000 Series - Environmental and Medical Support Domain		
Sub-domain	**MedLim Code**	**Description**
Geographical	5000	Geographical/Regional assignment restrictions (details specified in medical documents)
Geographical	5001	Unfit to deploy, travel or reside in malarious areas
Geographical	5002	Unfit Service outside base areas
Climatic (App 9)	5100	Climatic restrictions – To be employed in appropriate thermal environment
Climatic	5101	Unfit for work outdoors
Climatic	5102	Unfit exposure to hot environments (including within the UK) seek guidance from medical staff
Climatic	5103	Unfit exposure to cold environments (including within the UK) seek guidance from medical staff
Climatic	5104	Unfit exposure to excessively wet environments
Climatic	5105	Unfit exposure bright lights/strong sunlight
Climatic	5106	To wear Service/civilian PPE to ensure hands and feet are kept warm
Climatic	5107	Fit to be employed in temperate climates only

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

5000 Series - Environmental and Medical Support Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Environmental hazards	5200	Unfit exposure skin irritants/sensitisers (type will be specified in med docs)
Environmental hazards	5201	Unfit exposure to dusts, fumes and vapours (type will be specified in med docs)
Environmental hazards	5202	Has (or may have) been exposed to environ hazard, avoid further exposure, refer to med docs/JPA
Med support	5300	Not to conduct safety critical duties if medical support device(s) unavailable
Med support	5301	To have access to appropriate power supply for medical equipment
Med support	5302	Requires access to irradiated Blood Products
Auto-upgrade	5400	ROHC auto-upgrade: if not upgraded MFD within 12 mths is to return to RNMBOS/FMB
Auto-upgrade	5401	ROHC upgrade: if not upgraded MFD or MFD (8001 + or - 5504) within 12 mths return to RNMBOS/FMB
Auto-upgrade	5402	PMO/SMO upgrade: if not upgraded MFD or MFD (8001 + or - 5504) within 12 mths return to RNMBOS/FMB
Medical review	5500	Must have MRA undertaken by ROHC prior to Exercise/IPDT/deployment
Medical review	5501	To be made available for regular medical reviews
Medical review	5502	For annual review by PMO/SMO
Medical review	5503	For annual review by Regional OH Consultant
Medical review	5504	Requires MRS prior to attendance on Command Course
JCC/SCC	5600	Fit for modified JCC or SCC/JCC or SCC (RM Band) only

6000 Series - Locomotion, Lifting and Carrying Domain		
Sub-domain	**MedLim Code**	**Description**
Locomotion	6000	Unfit strenuous physical exertion
Locomotion	6001	Requires to be seated at place of work
Locomotion	6002	Fit sedentary duties only
Locomotion	6003	Unable to sit for long periods
Locomotion	6004	Unable to stand for long periods
Locomotion	6005	Unfit for work kneeling down
Locomotion	6006	Unfit marching/drill
Locomotion	6007	Able to walk short distances only
Locomotion	6008	Unable to climb stairs regularly in course of duty
Locomotion	6009	Unable to climb vertical ladders
Upper limbs	6100	Fit limited use of one hand/arm (details will be specified in med docs)
Lifting/Carrying	6200	Unfit heavy lifting
Lifting/Carrying	6201	No load carrying

7000 Series - Hearing and Vision Domain		
Sub-domain	**MedLim Code**	**Description**
Hearing	7000	To have annual audiograms with subsequent review by PMO/SMO
Hearing	7001	To ensure correct use of hearing personal protective equipment iaw Hearing Conservation Programme
Hearing	7002	To avoid unprotected exposure to loud noise
Hearing	7003	Unfit exposure to noise above (to be specified) level

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

7000 Series - Hearing and Vision Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Hearing	7004	Unfit wearing of headsets
Hearing	7005	Unfit split headsets
Vision	7100	To wear appropriate eye protection including specialist or tinted eyewear

8000 Series - Physical Fitness and Rehabilitation Domain		
Sub-domain	**MedLim Code**	**Description**
Fitness testing	8000	Medically exempt from all requirements of RNFT/RAFFT/PFA
Fitness testing	8001	Fit for Alternative Aerobic Assessment or Rockport Walk element of RNFT/RAFFT
Fitness testing	8002	Unfit upper body/strength test element of the RNFT
Fitness testing	8003	Unfit RM BFT/CFT/ACFT/speed marches
Fitness testing	8004	Unfit AFT/OFT/speed marches
Fitness testing (App 9)	8005	Unfit to walk 3.2km carrying 15kg
Fitness testing	8006	Unfit OFT
Fitness testing	8007	Unfit Alternative Aerobic Assessment
Fitness testing	8008	Unfit press-ups
Fitness testing	8009	Alternative press-up hand position allowed
Fitness testing	8010	Unfit sit-ups
PT	8100	Unfit running
PT	8101	Unfit impact activity
PT	8102	Unfit organised physical training; fit individual PT programme only
PT	8103	Unfit upper body PT
PT	8104	Restricted lower limb non-impact physical training
Rehabilitation	8200	Individual to be made available to follow rehabilitation PT programme
Rehabilitation	8201	Graduated rehabilitation as directed by Clinical Lead
Rehabilitation	8202	Graduated rehab including supervised phased return to limited sea duties as directed by Clinical Lead
Rehabilitation	8203	Fit travel outside UK on duty for adaptive sport/adventurous training/represent the Service following MRA
Rehabilitation	8204	Unfit Multi Activity Course
Rehabilitation	8205	Unfit Core Recovery Event 1
Rehabilitation	8206	Unfit Core Recovery Event 2
Rehabilitation	8207	Unfit Core Recovery Event 3
Sport	8300	Unfit sport (to be specified in med docs)
Sport	8301	Unfit contact sports
Sport	8302	Unfit solo swimming

9000 Series - Military Tasks Domain		
Sub-domain	**MedLim Code**	**Description**
Weapon handling	9000	Unfit handling live arms
Weapon handling	9001	Unfit live weapons/fit simulation
Weapon handling	9002	Unfit APWT
Weapon handling (App 9)	9003	Ranges restrictions
Weapon handling (App 9)	9004	Weapon handling restrictions
Guard/Ceremonial	9200	Unfit guard duties

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

9000 Series - Military Tasks Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Guard/Ceremonial	9201	Unfit for ceremonial duties
Personal Kit and Equipment	9300	Clothing restrictions/military PPE (to be specified in med docs)
Personal Kit and Equipment	9301	Unfit wearing Service footwear (to be specified in med docs)
Personal Kit and Equipment	9302	Unfit non-aircrew respirators
Dog handling	9400	Unfit for dog handling
CBRN	9500	Unfit CBRN threat areas, unable to tolerate CBRN protection and/or prophylactic measures
Unit	9600	Unfit to return to original unit
UKSF	9700	Permanently unfit UKSF Selection

ANNEX 58H

SPARE

ANNEX 58I

CM GUIDANCE FOR PROCESSING EXTENSION OF SERVICE REQUESTS

1. Principles

Extensions of Service (EOS) may be used for the following reasons:

a. To act as a short-term workforce regulator by increasing the total bearing of all specialisations in order to meet the global requirement.

b. To assist in alleviating shortages in any particular specialisation or sub-spec that cannot be solved by using officers of other specialisations.

c. To retain officers with deep specialist skills or knowledge of which there is a shortage.

2. Types of EOS

There are two types of EOS (defined at Para 5811):

a. **Career Manager's EOS.** A 'Career Manager's' (CM) EOS can be for up to a total of six months. CMs are not to give EOS which individually or cumulatively exceed six months in total, nor are they to add a CM's EOS to the end of a 'full' EOS; this limitation is necessary in view of the significant hidden pension implications of EOS. Any EOS which results in a cumulative total of over six months is to be processed as a 'full' EOS.

b. **Full EOS.** As a guideline, 2½ years is normal but periods up to five years may be considered. In general, the RM gives up to two years for an EoS; anything greater is classed as an Extended Career for which a Selection Board is convened.

3. Administrative Action

The following procedure is to be followed:

a. **Application.** After discussion with the CM, an individual should apply for all types of EOS by raising a Form S61(Rev 11/13) which can be found via a link on the RN Web A-Z under Forms (Royal Navy). Once completed, with the medical declaration signed as required, the form should be forwarded electronically through the chain of command to the relevant CM.

b. **Process.** On receipt of the S61, the CM is to staff the request by completing Part 6 of the S61 and ensure that, for a 'full' extension, a copy of an SJAR/OJAR (no more than six months old) with a relevant recommendation for the EOS and medical certificate have been received. The application form should be distributed (soft copy via email) through each team's SO1 CM (officers)/SO2 CM (ratings) to the relevant Branch Manager (who is required to scrutinise against branch and specialisation requirements) and thereafter, for a 'full' extension only, to NAVY PEOPLE-TRAINING N5 SWPO/R SO1 for scrutiny against overall bearing/requirement and financial control aspects. After Branch Manager and SWP scrutiny, the application should be returned to the CM.

c. **Final Approval.** SO1 CMs (Officers) and SO2 CMs (Ratings) are delegated authority to approve a CM's EOS and 'Full' EOS subject to there being a branch shortage; if the branch is in balance or overborne, Head of Career Management (Hd CM)/Hd N5 approval is required. Additionally, if the extension takes the individual beyond age 60, Hd CM's approval must be sought.

d. **Administrative Action.** Once an application has been approved, the CM (or delegated Admin Support Staff) is to amend the individual's JPA contract in accordance with current JPA 'kill-card' SOPs. For officers, the completed application form is to be retained within the officer's PF. For ratings, the completed form is returned to the unit for retention.

e. **IC(12).** A maximum EOS of two years (i.e. to 14 years) may be granted to officers serving on normal IC commissions.

4. Where retirement dates are to be extended from before 31 Mar to 1 Apr or later (ie. one that gives the individual the advantage of having terminal benefits assessed under a later and more favourable pension code), CMs must ensure that the extension is for genuine Service reasons.

5. Ratings are not to be granted an EOS purely to retain eligibility to an EC. The fact that approval of a requested extension for a service requirement makes an individual eligible for consideration for EC is entirely coincidental. CMs are to ensure that this is clearly understood by Divisional Officers and applicants/potential applicants in any discussions.

ANNEX 58J

UNLAWFUL DISCRIMINATION - GUIDANCE FOR CAREER MANAGERS

1. The Equality Act 2010 brought together a raft of anti-discrimination legislation, extended some protections to characteristics that were not previously covered and strengthened particular aspects of equality law. The 9 Protected Characteristics under the Act are:

- sex (gender);
- sexual orientation;
- gender re-assignment;
- race and ethnicity;
- religion or belief;
- marriage or civil partnership;
- pregnancy and maternity;
- age; and
- disability.

2. Discrimination occurs when someone is treated less favourably or is disadvantaged because of a protected characteristic above, whether direct or indirect, intentional or unintentional. Discrimination is generally unlawful, however it can be justified if you can show that it is 'a proportionate means of achieving a legitimate aim'. Types of discrimination are:

a. **Direct Discrimination.** Occurs when someone is treated less favourably than others because of a Protected Characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below). For example, turning down an assignment for an individual who is lesbian, because you believe that the team she will lead is homophobic and think her sexual orientation would prevent her from gaining the team's respect and managing them effectively would be direct sexual orientation discrimination.

b. **Perceptive Discrimination.** Direct discrimination against someone because others think they possess a particular Protected Characteristic (not applicable to Marriage or Civil Partnership And Pregnancy and Maternity). For example, not considering a 30 year old man for a youth recruiting assignment because visibly he appears much older and wouldn't establish rapport with young people, would be discrimination on the perception of age.

c. **Associative Discrimination.** Direct discrimination against someone because they associate with another person who possesses a Protected Characteristic (not applicable to Marriage or Civil Partnership and Pregnancy and Maternity). For example, not assigning an individual who associates with Muslims, because you believe this would prevent them from carrying out their duties or gaining the respect and trust of their team, would be discrimination because of association with religion or belief.

d. **Indirect Discrimination.** Occurs when you have a rule or policy that applies to everyone but particularly disadvantages people who share a Protected Characteristic. For example, it is likely that a policy that only allows men to serve in Afghanistan would be indirect discrimination because of sex. However, if the cultural nature of a particular assignment dictated that the mission could only be carried out effectively by a man, then discrimination could be justified as a “proportionate means of achieving a legitimate aim”.

3. Exemptions

The Armed Forces have been granted very limited exemptions in respect of Age, Disability, Gender Reassignment and Sex, for the purpose of ensuring the combat effectiveness of the Armed Forces. For example it may be a genuine occupational requirement to be a man, or not to be a transsexual person.

4. Further advice and guidance can be sought from Diversity and Inclusion Policy staff and Service Legal Advisers.

ANNEX 58K

PERSONAL RECORDS

1. Official Records

a. Official Records (ORs) are placed before promotion or transfer Boards. The Officers' or Ratings' and Other Ranks' Promotions Sections of Deputy Director People Delivery (DDPD) are responsible for the accurate and timely completion of ORs. The OR contains a CV derived from JPA and copies of all recent appraisal reports, going back as far as directed in the Transfer/Promotion Board Instructions written for specific Selection Boards. The OR may also contain copies of reports and letters as follows:

(1) Reports in special format from UN Service and Joint Service, NATO and other non-RN Defence Colleges.

(2) NATO letters of appreciation and efficiency reports, Ambassadors', High Commissioners' and Head of Defence Sales' reports on attachés and advisers.

(3) Honours or Awards (see JSP 761).

(4) Formal intimations of appreciation, commendation or praise by Commonwealth or foreign governments or foreign Naval authorities, including NATO and the United Nations, and by the Admiralty Board, Commanders-in-Chief and independent Flag Officers.

(5) Court Martial convictions, and censures by Admiralty Board and formal warnings when so directed, expressions of severe displeasure by a Commander-in-Chief or independent Flag Officer, censure by Commonwealth or foreign governments or foreign Naval authorities including NATO when so directed by the Admiralty Board.

b. Under the Rehabilitation of Offenders Act 1974, all censures awarded as a result of conviction by a civil court, for some neglect in professional duty, or for conduct where formal disciplinary proceedings are not appropriate, are expunged from the OR when the stipulated period of rehabilitation has expired. All censures are regarded as spent after five years and all Court Martial convictions after five years if the offence or punishment is not specifically covered by the Act.

2. Access by Third Parties to Official Records

Once finalised, the AR is released to the subject reported on so that they can read the comments made by higher reporting officers. No information is released inside or outside the Service except on the strictest need-to-know basis. Any exceptions require the personal approval of the Career Management authority acting on behalf of the Admiralty Board. Any requests for information from solicitors, employment consultancies or other such organisations are not to be acknowledged but immediately passed to the appropriate Secretariat. The release of other types of personal information is governed by JSP 400.

3. Personal File (PF)

The PF is held by the appropriate Career Manager. It is split into two parts. One part - PF(AR) - contains copies of the individual's ARs for the use of the Career Manager. The second part – PF(MC) - contains miscellaneous correspondence that is:

a. A record of all assignments.

b. Any other occurrences such as:

(1) Requests.

(2) Medical categories.

(3) Special qualifications.

(4) Correspondence to and from the individual officer.

c. Honours and Awards.

d. Letters of appreciation etc.

e. Expressions of displeasure of Commanders-in-Chief, Independent Flag Officers and Area Flag Officers, but only if such action is recommended by the Initiating Officer.

f. Admiralty Board formal warnings when not included in the ARF.

g. Censures, Courts Martial, and Summary Trial convictions (see para 6 et seq below).

4. Appraisal Report File (ARF)

An officer's ARF contains:

a. All original ARs written on the officer.

b. All original Awards, Honours and Censures.

c. All original 'official' letters of appreciation etc.

5. Custody of ARFs

ARFs are stored as follows:

a. For all RN and RM officers up to and including Commander and Lt Col – in archives in a separate building adjacent to Victory Building.

b. For all Captains, Commodores, Colonels and Brigadiers - in the Naval Assistant's office.

c. For all 2* officers and above - in the Naval Secretary's office.

6. Censures

a. The following censures are recorded in the PF(MC) and ARF:

(1) Admiralty Board Severe Displeasure or Displeasure.

(2) CinC/Flt Cdr's or independent Flag Officer's Severe Displeasure.

b. Other censures are recorded as follows:

(1) **Admiralty Board Formal Warning.** OR if so directed. Retained permanently in PF(MC).

(2) **CinC/Flt Cdr's or Independent Flag Officer's Displeasure.** PF(MC) if so directed. Retained permanently in PF(MC).

(3) **CinC/Flt Cdr's or Independent Flag Officer's Formal Warnings and Loggings by Commanding Officers.** These are not recorded.

(4) **Any Form of Censure by Commonwealth or Foreign Governments or Military Authorities, including the UN, EU or NATO.** These are only to be noted in the OR if the Admiralty Board so directs or if formal censure by the Admiralty Board is incurred.

7. Recording of Courts Martial and Summary Trial Convictions and Acquittals

a. **Convictions.** All Courts Martial convictions are noted in both the PF(MC) and ARF. The Promotions Section will action any necessary amendments to the JPA record (e.g. changes of seniority).

b. **Loss of Seniority.** If underzone or in zone, loss of seniority has an effect on when an officer comes into zone or on how long they remain in zone (even if the effect is to lengthen their time in the zone). If overzone, loss of seniority does not have the effect of rendering the officer re-eligible for selective promotion.

c. **Acquittals and Quashing of Convictions.** Acquittals at Courts Martial are recorded in the PF(MC) only. If a Court Martial conviction is subsequently overturned by the Court Martial Appeal Court the PF(MC) notation of the conviction is to be marked "Quashed" while the Promotion Section is to remove the Court Martial summary sheet from the OR. If, however, the sentence is quashed after the summary sheet has been presented to a promotion board, the summary sheet will be annotated "Quashed" and will only be removed from the OR once the selection process is complete for that year. On the rare occasions that an AR makes reference to a Court Martial, and other correcting action is not practical, the AR is similarly to be annotated "Quashed".

d. **Disclosure of Courts Martial Proceedings.** Requests for disclosure of Courts Martial proceedings should be addressed to NAVY SEC-2 DISCIPLINE 1A.

e. **Summary Hearings of Officers**

(1) The Armed Forces Act 2006 provides for officers of or below the rank of Commander to be dealt with by way of summary hearing for minor offences. The Navy Board has directed that there will be a rebuttable presumption that reprimands will be recorded in the PF(MC) for 2 years and severe reprimands will be recorded in the PF(MC) and OR for 3 years. Navy Legal-SHRC will inform DDPD/Hd Proms of charges which have been proved.

(2) In the normal course of events, Career Managers will be unaware of a summary hearing of a member of their plot and the fact of a summary hearing should have no implications for assigning. It may, however, on occasion, be necessary for a Career Manager to note that an officer is involved in a summary hearing, for example if the holding of a summary hearing has an effect on the timing of an assignment. If such an exceptional case arises, a note may be made in the PF(MC) or the scribble pad, but care should be taken to destroy such records under DPA Principle 5 if the charge is not proven or if the proved charge is not recorded. In the unlikely event that an offence heard summarily forms the basis of an application to land an officer, then a record of summary hearing may be kept in the PF(MC) insofar as it is an integral part of the landing application.

8. Rehabilitation of Offenders Act

a. Under the Rehabilitation of Offenders Act 1974, a censure awarded as a result of actions listed in the following sub paragraphs should be expunged from the OR when the stipulated period of rehabilitation has expired. All censures should be regarded as spent after 5 years; all Court Martial convictions after the stipulated period or after 5 years if the offence or punishment is not specifically covered by the Act. This 5 year period commences on the date of conviction or, in the case of a custodial sentence, on its completion.

(1) Conviction by a Civil Court;

(2) Police Caution (PC);

(3) Some neglect in professional duties;

(4) Conduct where formal disciplinary proceedings are not appropriate;

b. Although the Act demands that all such convictions or censures are spent after the appropriate period, for the purposes of consideration of promotion, career planning and assigning, the Act recognises and allows that they should, subsequent to becoming spent, be taken into account, if appropriate in considering matters affecting National Security or in considering levels of punishment or censure after a subsequent conviction or incident meriting further censure. Records of Court Martial convictions and censures are not, therefore, expunged when they are spent, but retained as the permanent record in the MOD from which information may be obtained for DV and more sensitive security vetting purposes when required by DVA and for Court Martial when required by the Court.

c. Promotions Section will ensure that all records of censure etc. are expunged from the OR five years after conviction. If the five year period expires during the selection process, then the reference point for calculating the end point is to be the date the transfer/promotion boxes are dispatched to board members.

9. Disposal of Records

On retirement or discharge. the PFs of officers are archived at a specialist facility in Swadlincote, Derbyshire, by TNT Archive Services under a Pan-Govt contract. The files are retained for 100 years from a person's date of birth. The file contents are to be weeded so that only the following items remain enclosed:

a. The PF.

b. Assignment record sheet.

c. Reports as RN rating (for SUY Officers).

d. Assignment/Officer letters on entry or transfer.

e. Certificates e.g.:

(1) BWC.

(2) ONC.

(3) Charge Certificates.

(4) Security clearance records.

(5) Courts Martial reports.

(6) Medical reports.

(7) Special commendations.

(8) FT Naval Aviation Advisor reports, especially for RAF candidates.

(9) Record of flying experience and ability S3168.

(10) Retirement letters (PVR, redundancy etc).

(11) NOK forms.

(12) Official Secrets Act Declaration.

(13) Any correspondence or signals which may indicate health, financial, personal problems and intentions regarding future work/home e.g. joining RAN, moving to USA etc. (no other correspondence between officers and CMs is required).

(14) Commodore BRNC reports on withdrawal from training (YOs only).

10. Conduct Record (RN Form S3300d and Wallet S3300e) and JPA Formal Discipline Record (FDR)

a. **Purpose.** The Conduct Record (CR), RN Form S3300d (with the associated spent conviction wallet, RN Form S3300e), was introduced on 1 Jan 00 in order to provide a comprehensive, through-career record of Service and civil convictions for the minority of individuals who offend. The entire series of S3300 forms is superseded by records on JPA (S3300a, S3300b and S3300c having been subsumed into the SJAR). From Jul 09, all discipline occurrences that were previously reported on Forms S3300d and S3300e were reported to JPA Discipline, from where it is possible to produce the Formal Discipline Record (FDR) as an auto-fill form. Any remaining forms S3300d and S3300e must be retained for those personnel that have them, since an individual's discipline history prior to JPA will not be uploaded but will continue to be recorded on these forms.

b. **Retention and Access.** The CR (where applicable) is an integral part of a rating's/other rank's service documents and is normally to be retained by the UPO/Ship's Office. The CR and FDR are available to the following but only in the circumstances detailed:

(1) **Divisional/Commanding Officer.** When the individual joins – only if under a continuing sentence (i.e. ongoing suspended sentences/Second Class for Conduct/Service Supervision and Punishment Order (from 31 Oct 09)).

(2) **Divisional/Commanding Officer.** Unspent convictions only - when considering administrative decisions (e.g. Service Penalties).

(3) **RN Police/Coxswains.** Full access to the CR and FDR when investigating an alleged offence.

(4) **Divisional Officer.** Full CR and FDR when preparing for disciplinary proceedings.

(5) **Commanding Officer/other Subordinate Commander.** Full CR and FDR - when considering the results of an investigation, to inform the decision on charging or referral to the Director of Service Prosecutions. After finding a charge proved, or a charge is admitted, to inform the decisions on sentence.

(6) **Court Martial.** Full CR and FDR will only be referred to after a finding of guilt or a guilty plea (if such occurs).

(7) **Ratings and Other Ranks.** May see or have a copy of their own CR and FDR on request and will be given a copy when charged with a Service offence.

c. **Previous Raising of a CR.** A CR was raised on all personnel serving on 1 Jan 00; after this date until 31 Oct 09, on entry or re-entry a CR was raised for all new entrants and those re-entrants who did not have a CR raised during their previous service. From 31 Oct 09, Form S3300d and accompanying wallet S3300e are no longer issued and the FDR via JPA is the sole source of disciplinary history for new entry personnel.

d. **Content.** The CR (where one exists) comprises a covering folder (RN Form S3300d) within which is stored:

(1) Copies of any charge sheets or equivalents from the Army or RAF.

(2) Copies of Punishment Warrants.

(3) Signals of court martial conviction(s) and sentence.

(4) Reports of civil convictions and PCs; plus (if required).

(5) RN Form S3300e, a wallet, to which relevant documents are moved when convictions become ‘spent’.

e. Only findings or admissions of guilt resulted in entries in the CR. No information concerning unproven offences or acquittals at trial is to be included.

f. Documents included in the CR wallet (S3300e) were annotated with the appropriate rehabilitation period (see PLAGO Para 0708).

g. The CR records the following:

(1) Log number.

(2) Date of conviction.

(3) Reference/details of relevant documents.

(4) Rehabilitation date.

(5) Whether offence was reported to the Police National Computer.

(6) Time forfeited details (see Para 10 sub para n).

(7) Good Conduct Badges (GCB), the Long Service and Good Conduct Medal (LS&GCM), the Meritorious Service Medal (MSM) (see Para 10 sub para s).

h. **Log Number/Documents.** Details of all convictions prior to 31 Oct 09 were recorded and a copy of the relevant documents (i.e. S241, S271, AFB252, Court Martial Signal) inserted within the Conduct Record. Each document was numbered sequentially and the number inserted in the Log No. column.

i. **Conviction Date.** The entry in this column is the date of conviction e.g. date warrant signed at page 2/Court Martial finding/Civil Court finding/date PC signed by the individual.

j. **Reference/Details.** The document reference inserted in this column is the ship/unit, form number and serial number (i.e. NONSUCH/S241/16, NONSUCH/C57/3 etc) or the Court Martial signal (originator and DTG).

k. **Career Check (CC).** Prior to 31 Oct 09, where a conviction gave rise to a CC this was recorded within the CR as well as being recorded in JPA under Warnings and Sanctions. A CC may affect eligibility for GCB, LS&GCM and MSM (see JSP 761 Chapter 5), promotion (see Part 8 of this BR) and other administrative changes (see individual regulations). A CC has no effect when recorded on the CR of an individual aged under 17½. The CC date entered on the CR was one of the following:

(1) Date of conviction e.g. date warrant signed on page 2/Court Martial finding/Civil Court finding/date PC signed by the individual; or

(2) Date of release from prison/Young Offenders Institution/detention or removal from Second Class for Conduct; or

(3) N/A, denoting ‘Not Applicable’ as sentence/conviction/PC did not give rise to a CC.

l. **Rehabilitation Date.** Guidance on the Rehabilitation of Offenders Act can be found in PLAGO Para 0708. The Rehabilitation Date will be the prescribed period of time since the date of conviction. Rehabilitation periods are detailed in Annexes A and B of PLAGO Para 0708. A further conviction during the rehabilitation period of a previous offence may extend the rehabilitation period of the earlier offence. In this instance, where the rehabilitation period is changed by another offence (Annex C of PLAGO Para 0708), the original date is to be ruled through and the new date inserted. If there is any doubt, advice should be sought from DCS-LAW-DIS.

m. **Reported to PNC.** The column for reporting to the Police National Computer has an entry ‘Yes’ or ‘No’.

n. **Time Forfeited.** Time forfeited arises from imprisonment/Young Offenders Institution (YOI) detention, detention and, in some circumstances, Service Penalties. The number of days forfeited plus D, P, CP, A, Pay F or N/A was recorded on the CR (Time forfeited column) as appropriate:

(1)	D	Detention.
(2)	P	Imprisonment/YOI.
(3)	CP	Civil Power (BR 2 Para 3906).
(4)	A	Stoppages of pay for absence over leave under Army or RAF Regulations.

(5) Pay F Forfeiture of pay.

(6) N/A Not applicable.

o. **Second Class for Conduct.** The CC date entered on page 2 of the CR was the date of removal from Second Class for Conduct.

p. **Detention/Imprisonment.** The CC date to be entered on the CR log was either the date of conviction (if sentence was suspended) or date of release from Detention/imprisonment.

q. **Committal of Suspended Sentences.** Where a suspended sentence is committed, the original CC date and the N/A entry under the time forfeited column were ruled through. A new CC date and number of days forfeited was inserted above on completion of sentence.

r. **Remittal or Enforcement of Suspended Sentences.** When a suspended sentence was remitted or enforced, details were to be recorded upon the relevant supporting documents:

(1) **Suspension of Sentence after Committal.** The effective date and number of days served, and 'Residue Suspended';

(2) **Remission of Suspended Sentence.** Effective date; notation 'Suspended' or 'Residue Suspended' ruled through; and enter 'Remitted' or 'Residue Remitted' as appropriate;

(3) **Committal or Re-committal Following Suspension of Sentence.** Effective date; ruled through notation suspension of sentence or of 'Suspended' or 'Residue Suspended' and residue of sentence; and enter notation 'Committed' or 'Recommitted' as required.

s. **Good Conduct Badges, LS&GC Medal and MSM.** Awards, deprivations, forfeitures and restorations of Good Conduct Badges, the LS&GC Medal and the MSM were recorded within the CR (see JSP 761 Chapter 5). Note: Prior to 1 Jan 00 such entries were recorded on the Certificate of Service.

t. **Bring Up Review Date Box.** The Bring-up/Review date Box should have been completed only in pencil. It was provided for UPO staff to note 'bring up' dates for review of suspended sentence, Second Class for Conduct and re-promotion as appropriate. When no longer extant, any entry was to be erased.

u. **Annual Sighting.** The requirement for Annual Sighting ceased on 31 Oct 09 with the obsolescence of the CR.

v. **Losses and Replacement.** In the event of loss of a CR, application is can be made to DCS-LAW-DIS for reconstruction from the historical information (prior to 31 Oct 09) held in the Discipline Database.

w. **Disposal of CR.** The CR becomes the property of the individual at their leaving the Service.

x. **Spent Convictions Wallet (RN Form S3300e).** As stated in Para 10 sub para a, the S3300e, as a repository of information on spent convictions, became obsolete from 31 Oct 09 with convictions recorded after this date being entered in JPA only and accessed via the FDR which should in future identify those convictions that are spent. Reference can be made to PLAGO Para 0708 to decide which of those convictions entered on the CR can be classified as 'spent' and the details filed in the S3300e.

y. Under the Rehabilitation of Offenders Act 1974 (ROA) all sentences passed by Service and civilian courts are subject to various rehabilitation periods (see PLAGO Para 0708 for periods and further details). Once an offence has been rehabilitated or 'spent', it is not to be considered when administrative decisions regarding employment or career are made, unless those decisions are exempt from the provisions of the ROA e.g. eligibility for the award of medals.

z. To avoid inadvertent consideration of CR documents relating to spent convictions, such documents are to be placed within the spent convictions wallet (RN Form S3300e). This is then to be secured, by the same India tag, within the CR (RN Form S3300d) and underneath other documents, if any, relating to unspent convictions.

Table 58K-1. Career Manager's Documentation Retention Periods

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
JPA	Automated electronic system containing details of Officer; e.g. employment listing, NoK, marital category, qualifications – academic and service history.	To assist assigning and Career Management. Search for Officers with particular qualifications required for specific posts.	On discharge from Active Service, final full print retained in P File	JPA coexists alongside the P file. Depending on the discharge code, a slightly modified record is then retained until the officer's Emergency Liability ends or he reaches age 60. (Officers whose commission is terminated without Emergency liability - e.g. conscientious objectors - have their records reduced to a stub immediately). The JPA record is then reduced to a stub, but the full record is retained so it can be resurrected in the event of conscription, re-entry or enquiry.
Appraisal Report File	Original OJARs, honours, awards and censures (Admiralty Board Severe Displeasure or Displeasure, CINC/Flt Cdr or FO Severe Displeasure) and letters of appreciation etc	Repository of original documentation. Currently Stowed away from Proms Section for Business Continuity and Disaster Recovery purposes.	Retain 100 years from DOB*	File is held by DDPD (Proms) away from Proms Section and CMs' Records for Business Continuity and Disaster Recovery reasons.
Personal File - split into PF(MC) and PF(AR)	See separate sections below	To give CM a complete history of the individual for career management purposes.	Retain 100 years from DOB*, subject to regular review (e.g. 2-yearly weeding cycle) to discard inaccurate or out of date information and the destruction of individual papers specified below.	PF(MC) is Miscellaneous Correspondence, collected iaw DPA principles 1-4 and regularly reviewed. PF(AR) is the CM's copy of appraisal reports. The PF is held by CMs until the officer leaves the Service. It is then passed to CM (Reserves) who retain until Officer attains age 60 (if leaving to pension) completion of Emergency Liability in other cases. The file is then passed to Restore (formerly TNT) Swadlincote.

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
PF(AR)	CMs copies of OJARs and other reports.	Gives CM complete reporting history of individual.	Retain 100 years from DOB*.	There is a need for this file as the contents of Proms/Transfer files will be limited to the more recent reports; the precise contents will vary according to rules set by CM (Reserves).
PF(MC)	Routine Correspondence between CMs and individual		5 years from last record unless grounds exist for further retention	As a guideline routine correspondence associated with the officer's last, current and next assignments should be kept. Records may be kept longer if they are contentious or they shed more light on a particular effect on an officer's career than the mere fact of the assignment. Details which are obviously transient (e.g. arranging a time for a meeting) should be destroyed during the review process.
	AIB Letter of assignment/ admission to RN		Retain 100 yrs from DOB*	
	Commission Transfer letters		2 years from date of transfer unless grounds for further retention exist.	Successful transfers are likely to be un-contentious. Unsuccessful transfers or matters of dispute or complaint should be held longer.
	Records of all assignments, i.e. job history or CV.		Retain 100 years from DOB*	An up-to-date JPA CV/job history will suffice.
	Commendation/A wards letters		Retain 100 years from DOB*	Commendations and awards letters are not on JPA. Citations/ Recommendations for an award are not disclosable under DPA.
	Censures		100 yrs from DOB*	Note: Higher censures also in ARF and in OR. Lower level censures (e.g. CINC/Flt Cdr or FO Displeasure), if directed to be retained in PF(MC), will only be kept in PF. Censures are spent after 5 yrs but are to be retained for DVA/ national security purposes.
	Court-Martial Convictions		100 yrs from DOB*	Any records of not guilty findings will be retained for 100 yrs from DOB. Electronic discipline records exist on JPA and the RN Historic Database and may be accesses through NAVY SEC-2 DISCIPLINE 1A. Court-Martial convictions that are spent must still be retained in PF(MC) for DVA/ national security purposes.
	Interview Notes, e.g. Career Interview Proforma		Retain 5 yrs from date of record.	As a guideline, CIPs relating to the last two assignments should be kept. Where relevant or contentious, CIPs may be kept longer.
	E190s		Retain 100 yrs from date of birth*	Subsume into PF when officer joins trained strength.
	MOD Official Secret Act Declarations		Retain 100 yrs from DOB*	

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
	Medical information relating to career management		Retain while relevant and current.	The PF(MC) is not the medical record. Medical records must be kept by medical authorities for 100 yrs from DOB.
	Unpaid leave documentation, e.g. maternity, career break		100 yrs from DOB*	
	Welfare correspondence		Retain while relevant and current.	Welfare records must be kept by proper authorities, e.g. NPFS.
	Subject Access Requests		7yrs from date of last enclosure*	
	AHR papers from temporary file		100 yrs from DOB, unless AHR was not awarded.	
	DV Clearance Certificate		Retain for currency of certificate	
	Disclosure Certificates, e.g. from Criminal Records Bureau		Retain for currency of certificate	
	Assigning Preference Form/Card		3 yrs from date of record.	
Adverse Report File	OJARs, letters ordering imposition of and removal from Special/Quarterly reporting.	Provide full record and audit trail of adverse reporting instances.	Retain 100 yrs from DOB*	Adverse Report files are administered by DDPD (Proms). Once Adverse Reporting ceases (or officer is discharged), the Adverse Report file should be amalgamated with the PF in the custody of the CM.

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
Temp File Acting Higher Rank	Letters, reports, miscellaneous papers depending of subject.	To allow a particular issue to be staffed by relevant dates without compromising security by circulating the complete PF relating to the individual.	Held until staffing is complete, then incorporated into PF(MC).	
Honours & Awards.	Honours lists. Gallantry awards. Citations. Application for LSGC Medal	Information collated on personnel included on nomination lists.	* INFORMATION NOT RELEASED UNDER DPA 98	

Notes:

*1. The above guidelines draw heavily on Ministry of Defence Data Protection Act 1998 Guidance Notes: No.5 Document Retention Periods, revised by Info Access Pol - 10 Oct 05 MOD guidance is marked *.*

2. The scrutiny of files for weeding/retention should never be a purely mechanistic task. The above guidelines help in the exercise of judgement and discretion.

3. Aim to:

a. Weed any packs when they cross the desk.

b. Have a registry weeding plan (e.g. 2-yearly cycle).

c. Record weeding action for audit trail.

ANNEX 58L

DISCLOSURE OF INFORMATION - EXCEPTIONS

1. Bona Fide Enquiries

Confirmation is given, in bona fide enquiries, of length of service and other similar facts about careers which reflect to the credit of the individuals or is in their interest (e.g. facts which enable assessment of claims being pursued by the individual).

2. Disclosure to DVA Staff, Security Services and Intelligence Departments

a. Dir P&T/NavSec has granted named DBS(NSV) staff permission to remove ARs and career management files for scrutiny during the course of DV enquiries, subject to the following provisos:

(1) All files must be signed in and out at the appropriate career management desk.

(2) Files drawn must be recoverable at short notice and are to be returned as soon as they are finished with and certainly on the same working day as they are drawn.

(3) Files may be drawn only by those on the list of named investigators.

(4) No copies are to be taken of any of the files' contents.

b. Access is granted to Security Service representatives introduced to SO1 Branch CMs personally by certain nominated officers of Navy Command PSyA.

c. The names of three Intelligence Officers who may have direct access to officers' records are known to Dir P&T/NavSec. They have been instructed to contact Dir P&T DCOS when necessary, who will arrange an examination within the Directorate concerned, or to contact the CM Reserves Cell in the case of Retired Officers.

3. Disclosure of Information for MSF/Civil Service Employment Reference Purposes

a. **Candidates for Employment as a Civil Servant (Military Support Function).** The necessary information is to be supplied for the Selection Board by CMs. In order to process the clearances, Security Officers (Investigating) from the Personnel Security Investigating Unit (PSIU) of MOD Sy and authorised investigators from other Government Departments, on showing their identity cards, are allowed access to the personal records of RN Officers or Retired Officers who have applied for MSF posts requiring DV clearance in the MOD or other Government Departments. The officers' records are not to be removed except where an officer is seeking employment in a post in PSyA; their personal record file may be passed to PSyA for personal scrutiny. Medical information may only be divulged by NCHQ Medical Division and then only when written confirmation is provided that the person concerned is being considered for a post requiring a DV security clearance.

b. **Candidates for Employment in Other Government Departments (OGDs).** Disclosure of necessary facts to OGDs who have a 'need-to-know' eg. in connection with applications for employment, is normally to be made by a personal letter, approved and signed at SO1 Branch CM level. Contents of the officer's official reports are not to be disclosed but a general paraphrase of the officer's overall performance may be given. Alternatively, authorised investigators may be allowed access as in Para 3 sub para c.

c. **Candidates for Civil Service Band B Appointments.** There is a specific requirement of the Civil Service Commission for reports on officers who are applicants for Principal grade appointments in the Administration Group of the Home Civil Service. In such cases report forms to be used for this purpose will be received from the Civil Service Department. These reports, and any other references which may be asked for in respect of RN officers, are to be provided by the appropriate OCM. In the case of Retired List officers of Commander's rank and below, their reports and references will be provided by the CM Reserves Cell.

4. Disclosure of Information to Support Commonwealth and Inter-Service Transfer Applications

a. Requests for copies of ARs for an officer seeking permanent transfer to the Navy, Army or Air Force of Australia, Canada or New Zealand should be dealt with as follows:

(1) Enquirers should be told that officers will have in their possession all ARs written since Apr 97.

(2) Reports written before Apr 97 were compiled by Reporting Officers on the assumption that they would not be disclosed to outside authorities. MOD owes a duty of confidentiality to such Reporting Officers and is therefore unable to disclose copies of the reports in question.

(3) Providing the individual consents, in writing, an officer's CM will provide a summary of their career to date (ie. a list of appointments/assignments with a 2-3 sentence précis of performance for each).

b. Copies of ARs on an officer seeking transfer to the Army or RAF may be forwarded to the appropriate authorities by the appropriate CM Admin Support.

5. Admiralty Board Submissions for the Administrative Discharge of Officers

Copies of ARs covering the relevant period (generally that under Quarterly Report) leading up to the submission for discharge may be made available to CNLS for the specific purpose of providing supporting evidence for the Board Submission itself.

6. Disclosure of Information for Statistical Research

Navy People Strategy HR Research Cell staff are allowed access to personal records held by Career Managers and in JPA for statistical research only. Any other access must be cleared with Dir P&T on a case-by-case basis. Records must not be removed from the Department.

7. Disclosure of Medical Information

Requests for medical information should be referred to SO1 OCM Med.

8. Disclosure of Addresses

a. Addresses of Active Service or Retired Officers are not normally disclosed, but whenever disclosure is refused, an offer is to be made to forward pre-paid correspondence to the current unit address of an Active Service Officer or the last known private address of a Retired Officer. Where appropriate it should be explained that this policy arises from the need to preserve the confidential nature of personal service records, which are held for official purposes only.

b. Under certain circumstances, exceptions may be made in the case of Police, Solicitors, the Clerk of a Court or Probation Officer and other Departments of the Crown. Addresses may be supplied in writing or by telephone but in the latter case the individual making the enquiry is to be asked to give a name and telephone number in order that their identity may be checked. Additionally, the Chaplain of the Fleet has been authorised by the Second Sea Lord to disclose the Service addresses of Jewish personnel to the Senior Jewish Chaplain to HM Forces and may therefore approach CMs for this information.

c. Private addresses of Active Service Officers may be disclosed only to the Police.

d. Servicemen and women have been consistently advised to maintain anonymity as far as possible in the light of the current general threat from terrorism. Although official mail for Service personnel will normally be addressed to their service address, occasions will arise when this is not possible and a private address must be used. In addition, official mail for retired personnel must, of necessity, be addressed to their private address. Plain envelopes are, therefore, to be used for all official mail necessarily addressed to private addresses and mention of rank and decorations is to be omitted. Mail for individuals serving abroad should invariably be addressed to the BFPO address. Current MOD and RN regulations for despatch of mail to Northern Ireland and to Eire are to be complied with.

9. Memorandum on Service of Legal Process on Members of HM Forces

A memorandum, issued by the Lord Chancellor's Office on 26 Jul 79, was prepared for the information of solicitors who might wish, on behalf of their clients, to serve legal process in civil proceedings in the courts of England and Wales on people who are (or who, at the material time, were) regular members of HM Forces. This memorandum sets out the procedure to be followed in respect of enquiries from the plaintiff's solicitor needing to find out where a service person is serving and the assistance they may be given in serving proceedings on the serviceperson. Should a subpoena be received, the relevant Staff Legal Adviser should be consulted immediately.

CHAPTER 59

ASSIGNMENT PRINCIPLES

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 59

ASSIGNMENT PRINCIPLES

SECTION 1

AIMS OF ASSIGNING/CAREER MANAGEMENT

5901. Assigning Role

Career Managers have details of every position available to Naval Personnel either from an Establishment List, Career Field or General Position, requirement for higher training or a letter of authority for some special or temporary positions. As each position requires filling because of completion of the current incumbent's assignment, sickness or other cause, or as new positions are created, it is the responsibility of the CMs, within their respective branch teams, to identify and nominate a suitable individual for that purpose. The CMs are aware of the range of personnel available with the correct skill sets and experience and take into account any individual preferences. CMs then match individuals to positions reflecting the principles of assigning set out below.

5902. Career Managers' Aims

The aims for Career Managers of Naval personnel are to meet, as far as possible, the following requirements:

a. **Endorsed Current and Future Service Requirement.** The needs of the Service override all other factors with the aim of filling positions with suitable incumbents at the right time with the right skills. This needs to be achieved - against a backdrop of change, the emergence of high priority, short notice requirements and reducing workforce - in such a way that gapping and turbulence are minimised.

b. **Exploiting Skills.** To maximise the return on training investment; consolidating any skills acquired after training and to use such skills for the benefit of the Service.

c. **Career Development Needs.** To plan career progression so that best use is made of personal abilities, whilst broadening experience and providing further training, thereby ensuring that their suitability for promotion is developed and can be properly assessed.

d. **Personal Preferences.** To pay due regard to the wishes of individuals for the type, locality and to some extent the timing of their Assignments, noting where possible their personal and family circumstances (guidance regarding accompanied and unaccompanied service can be found in Chapter 25, specifically Para 2504). The primary means of indicating individual assignment preferences to CMs is via JPA (OJAR, SJAR or Electronic C240) (see Chapter 57 and Chapter 58).

e. **Personnel Functional Standards.** To deliver PFS that lie within their area of responsibility (see Chapter 22).

5903. Factors Affecting the Aims

How far CMs can meet the aims depends on a variety of factors but, principally, how much flexibility they have in terms of the number of people available with the right qualifications at the right time, and how pressing the Service requirement is for individuals with particular skill sets. Consideration should also be given to ensuring that increasing levels of Operational tempo and platform deployment lengths are properly balanced with the needs of our people to plan their lives and be provided with satisfying and rewarding careers. Additionally, no move can be considered in isolation - each has a bearing on the others made at around the same time. The CM must achieve the best possible balance across the three aims - an excellent solution in one case will not be acceptable if it results in a poor solution in another.

5904. Personal Wishes

Individuals are not permitted to select or decline assignments, but, where possible, due consideration is given to personal wishes before deciding on a particular assignment.

SECTION 2

TYPES OF ASSIGNMENT

5905. Introduction

All Career Managers hold a list of positions for the rank or rate within their particular branch that they are required to fill e.g. CM OF WAR SM SO2 has a list of dedicated jobs available for Warfare SM Lieutenants and Lieutenant Commanders. Using position information provided and maintained by Branch Managers (see Chapter 62) and Establishments Administrators (see Chapter 2), they have a 'core plot' which includes all sea and shore-based positions that can only be filled by personnel of that particular rank/rate and specialisation. As well as these 'core' positions there are a number of other types of assignment available to Naval Personnel. These are described in detail through this Chapter and in the accompanying Annexes; other detail on Positions is provided at Chapter 2.

5906. Specific Types of Assignment

Certain specific types of assignment not covered below are covered separately at Chapter 60.

5907. Command Assignments (Officers)

a. Commands are defined as either Sea or Military, and the latter are classified as either Operational or Training and Support and further sub-divided, where appropriate, into subordinate and sub-unit commands, defined as follows:

(1) **Subordinate Command.** Command whose authority is derived primarily through delegation from a higher level of command and which may require the officer to assume the powers and duties of the officer assigned in unit command, e.g. Executive Officer of a ship or shore establishment and Second-in-Command of a Commando unit.

(2) **Sub-unit Command.** To be known as 'Officer Commanding'. This is further subdivided into:

(a) **Operational.** Command of an element of a unit capable of conducting independent operations including combat, combat support or combat service support, e.g. RM Commando Sub-Unit, Fleet Diving Unit.

(b) **Training/Support.** Command of an element of a unit which has significant autonomy in the achievement of its outputs, e.g. Defence Maritime Logistics School, RN Submarine School, Specialist Wings at CTCRM and the Training Groups at MWS.

b. A definitive list of command assignments, eligibility and selection criteria is at Annex 59A. With the exception of sea command at OF5 and OF6 and certain military commands at OF6, there is no intention to change the policy whereby command in one rank is not a pre-requisite for command or promotion to the next rank. Further information on Command Assignments for OF4s who are in the pool and up to OF8+ can be found in BRd 3(1) Chapter 64.

5908. Sea Assignments

a. For a position to count as Sea Service, account will be taken of the applicability of one or more of the following planning guidelines:

(1) A position in a programmable, deployable unit;

(2) A position which has a routine expectation of having a Separated Service level of 122 days (33% of a year) or more per year when averaged over a three-year rolling window (although this is not counted as a PFS);

(3) A position that is mandated as unaccompanied;

(4) An activated crisis position.

b. The guidelines listed above encapsulate RN personnel serving in Ships, Submarines, Units of 3 Commando Brigade RM, Front Line Naval Air Squadrons and Ship's Flights, together with positions that have significant deployable or heavily separated aspects, such as Special Forces and nominated Sea Riders. Those personnel serving in shore positions overseas on Op Tours (including Iraq, Afghanistan and Falklands) will be on Sea Service. Assignment Orders detailing personnel to these designated positions are to show the type of service as 'Sea'.

c. An assignment to a ship or submarine is not always 'sea service'; the following details amplify the circumstances when 'sea service' will apply to ships, submarines and squadrons.

(1) **Ships.**

(a) Sea Service will apply from acceptance date on building, which coincides with its change to 'B' Role crewing (see Chapter 2), until significant (see below) planned maintenance or paying off.

(b) For all ships, where the planned length of a Ship's maintenance or upkeep period exceeds 3 months from Ship's Staff Move Ashore (SSMA) or Upkeep/Support Start Date (whichever is earlier), to Ship's Staff Move On Board (SSMOB), the service in between these dates will be considered as Shore service.

(c) Where maintenance or upkeep periods are planned to be less than 3 months (as defined above), if the SSMOB is delayed such that there is equal to or greater than 3 months between notification of delay and revised SSMOB date, the period from 1 month after notification of a delay, to SSMOB will be considered as Shore Service.

(d) When paying-off or going for disposal, Sea Service ceases on SSMA, or on the date of transfer of the hull to a foreign Navy.

(2) **Submarines.**

(a) Sea Service will apply from the start of Power Range Testing (PRT) (or Initial Criticality (IC) for upkeep periods of less than 12 months) until three months after arrival at port for upkeep or preparation for disposal.

(b) In the event of upkeep periods of less than 12 months, if the PRT date or IC is delayed such that the time from 3 months after arrival to the revised PRT or IC date exceeds 12 months, then Sea Service will cease one month after the date of notification.

(3) **FAA Positions.** Sea Service will apply to:

(a) Ship's Flights.

(b) Front Line Squadrons.

(c) Certain support units to Front Line Squadrons as designated by Fleet N1.

5909. Changes to Sea/Shore Indicators

It is a NAVY PEOPLE-TRG -HQ-N5 WCM NC WO function to change the Sea and Shore indicators in JPA. CMs will then use these indicators to determine the dates of Sea and Shore Service.

5910. Shore Assignments

Positions designated Shore Service are defined as those that are assessed not to qualify as Sea Service under the above guidelines, nor as LFS under the definition below. This definition captures ships and submarines in long upkeep and air squadrons that are changing airframe over a protracted period, together with conventional shore Positions. This includes service in Emergency Relief Pools (until activated).

5911. Local Foreign Service (LFS)

a. LFS is defined as any assigned Service overseas, including Loan and Exchange Service, in a unit which is not classified as being on Sea Service. This includes all Diplomatic (i.e.. Embassies and High Commissions) and NATO posts, and national units such as RN Gibraltar; it excludes service in the Falklands, the Balkans, British Indian Ocean Territory (previously known as Diego Garcia) and other Op Tours.

b. Guidance for LFS volunteers, their Line Managers and COs can be found at Annex 59B.

c. Guidance for Career Managers on all types of LFS, including Attaché and Embassy Support Staff positions, can be found at Annex 59C.

5912. Augmentation/Dual and Donor Billets

a. Augmentation is an element of Force Generation and is the temporary re-deployment of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks, Exercises and Events that cannot be achieved within peacetime establishments.

b. Full details of the Augmentation Policy for the Naval Service, including direction on funding and phases of the augmentation process can be found at Annex 59D.

c. There are two types of augmentation which are currently used to achieve the filling of positions for Force Generation and Operations; they are Planned Augmentation and Unplanned Augmentation, which are explained in the following sub-paragraphs.

d. **Planned Augmentation.** Planned augmentation is the filling of operational positions in a pre-planned response to Force Generation. It is achieved by redeploying personnel filling specially annotated, lower priority, peacetime positions to pre-identified crisis positions. Details on how these positions are defined and managed are in Annex 2D. The positions are split into 2 categories, both associated with Crisis (M role) positions:

(1) **Donor Positions.** Donor Positions indicate that the incumbents of these positions are available for assigning to any Crisis (M role) position once activated. There is no annual training commitment although an individual in this category may be called upon periodically to augment a unit during an exercise. Personnel assigned to these positions are made aware of this additional responsibility by instruction in their Assignment Order to their routine assignment. A donor augmentee is at 20 days' notice.

(2) **Dual Assignment Positions.** Dual Assignment Positions are billets that are pre-matched to a specific M role crisis position. The incumbent is assigned to the dual assignment position at the same time as being assigned to their routine assignment position. Remarks on their Assignment Order will provide details of the Dual Assignment. Dual Assignees may be required to undergo induction training and/or attend exercises for their dual assignment. If a nominated Dual Assignee is not available for any reason, the providing unit is initially responsible for nominating a suitable replacement. A Dual Augmentee is at 10 days' notice.

e. Donor and Dual Assignment Positions are indicated in JPA with a 'Y' in the 'A Type Donor' box. Dual position information can be found under 'Additional Detail' on the JPA position front page. A CM guide to actions required for Dual and Donor positions is at Annex 59D Appendix 6.

f. **Unplanned Augmentation.** Unplanned augmentation is the filling of operational positions, usually at short notice, for which there is no established position e.g. ongoing operations. These positions are apportioned to the Naval Service by the Defence Augmentation Cell (DAC) and it is the responsibility of Deputy Director People Delivery (DDPD) Pers Plans to co-ordinate actions to provide a fill for the position. Initially, Pers Plans will approach CMs (of both regular and reserve personnel) in order to provide a Service Person. In the few circumstances, however, when there is difficulty finding a suitable candidate, or a candidate cannot be found within the timescales required, the Higher Readiness Cadre is activated.

(1) **Higher Readiness Cadre (HRC).** The HRC provides a workforce resource to ensure that unplanned operational requirements can be met, by retaining selected personnel at high readiness to deploy. Full details of the establishment, employment and activation of the HRC can be found at Appendix 5 to Annex 59D.

(2) **Personnel for Non-Crisis Requirements.** Officers, Ratings and Other Ranks may be loaned to other ships and establishments for short periods for participation in events such as major exercises, ceremonial duties, military tattoos and other extraneous events. These are events that the Navy Board has agreed should be met from the existing workforce; that is, the Workforce Liability does not include any allowance to grow strength for these purposes. TLBs are responsible for identifying personnel for these events in response to requests by Dir P&T. More detail can be found at Annex 59D.

5913. Career Field (CF) and Joint Assignments (formerly CAPPS) and Other Ranks CAPPS Positions

a. **CF and Joint Assignments (Officers).**

(1) An integral part of career management is broadening; the means by which an officer grows out of their Specialisation (and, eventually, Branch) and becomes fitted for wider assignments in the higher ranks. Career Field Assignments (those designated as being suitable for officers of more than one Branch but are aligned to a particular Career Field), and Joint Assignments (suitable for officers from more than one service) are an important source of broadening opportunities. They are filled through a competitive process, conducted by CM CF Delivery SO1, where CMs bid for positions and the most suitably qualified and experienced person is selected. Opportunity (OPP), Engineering Joint Shared (EJS) and Functional Engineering Shared (FES) positions work in much the same way, except that the competition, conducted by DS Sec or DE&S, is wider - against members of other UK Armed Services or MOD Civilians, for instance.

(2) CF and Joint assignments are managed and administered by CM CF Delivery SO1, who will review CF Officer posts at Commander Level and below on a regular basis and who also monitors officer personnel requirements for additional, un-complemented tasks in conjunction with DDPD Pers Plans.

(3) JSP 755 (Tri Service Positions and Assignments – Instructions) gives all the details for junior (Junior Rotational List (JRL)) and senior (Senior Tri-Service Assignment List (STAL)) tri service assignments. All posts in the JRL are held and managed within the wider CF list by CM CF Delivery SO1 and co-ordinated through CMs. Jobs in the STAL, as with all senior officer assignments, are managed by NA.

(4) Full details of how personnel are selected for Career Field or Joint assignments and advice to CMs on the nomination and assigning process can be found at Annex 59E.

b. **Other Ranks (OR) Common Appointments (CAPPS)**

The introduction of OR CAPPS (moving away from having “General Billets” apportioned to individual CM desks) will enable SP to enjoy a greater variety of roles whilst empowering them to build alternative skills and to facilitate new employment opportunities. The first tranche of this work as at 1 Apr 25 has identified over 100 OR CAPPS positions (OR6 – OR9) aligned with Officer Career Fields to provide the opportunity for broader employment during a later career stage to best suit the skills and experience of the individual. There will be additional tranches in the future, including the possibility to broaden the scope of the scheme to encompass Eng (GS and SM), OR2-OR4 positions and afloat roles. Further information can be found in RNTM 01-039-25 with the policy and associated processes updated in this BR as it is developed further.

5914. Staff Courses and Post Graduate Training

a. Officers and Warrant Officers who wish to be considered as applicants for specific post graduate courses must, in the first instance, consult their CM to discuss the individual circumstances and career planning. Guidance on the courses available and the selection criteria can be found at Annex 59F.

b. Selection for staff courses will be considered by CMs at requisite points in an officer’s career. Guidance for selection can be found at Annex 59F.

SECTION 3

LIABILITY OF PERSONNEL FOR ASSIGNMENTS

5915. Sea Service Liability

a. Personnel who are due for sea service, but whose remaining service is insufficiently long, remain liable for short term assignments - this does not apply to the Submarine Service.

b. Individuals will not normally be assigned to sea service for less than 12 months. This period may be reduced to three months for shortage categories and personnel who have submitted 12 months' notice to leave the service.

c. Holdover personnel and those UTS personnel can be assigned to sea going units to fill roles as long as they have the correct safety training.

d. Individuals in the categories below are not to be assigned except on redeployment for war or other emergency:

(1) Whilst on career course for a higher rate.

(2) Whilst on terminal leave.

e. **Re-entries.** Re-entries are to be assigned to Sea Service as if their time outside the Service counted as Shore Service.

f. **Personnel Under 17 Years of Age.** Officers/Rating/ORs under 17 years of age will not be assigned to operational ships or RM units.

g. **Personnel Under 18 Years of Age.** The UK has undertaken to take all feasible measures to ensure that members of its Armed Forces under the age of 18 do not take part in hostilities. The UK, however, understands that Article 1 of the Optional Protocol of the UN Convention of the Rights of the Child would not exclude the deployment of members of the Armed Forces under the age of 18 to take direct part in hostilities where:

(1) There is a genuine military need to deploy their unit or ship to an area in which hostilities are taking place, and

(2) By reason of the nature and urgency of the situation it is not practical to withdraw such persons before deployment, or to do so would undermine the operational effectiveness of their ship or unit, and thereby put at risk the successful completion of the military mission and/or the safety of other personnel.

(3) Further guidance can be found in extant DINs.

5916. Shore Service Immediately Before Leaving the Service

a. Personnel being discharged to pension are to spend their last six months on shore service. For those completing service without qualifying for an immediate pension e.g. as a result of submitting an application for Early Termination or an Optional Exit Point (SM only), the amount of time that individuals will spend on shore service prior to termination, if granted (see JSP 760 Chapter 19 for more details), will be dependent on their length of service from date of entry:

(1) Under 6 years 4 months (but 6 months post-LFS assignment).

(2) 6 years and above 6 months.

b. Due to operational requirements, personnel leaving the Service prematurely (e.g. Early Termination or Optional Exit Point), particularly those serving in high-priority shore positions or on sea service in shortage categories, may be required to complete their assignments (either current or planned future assignments), or part thereof. In cases where the individual is unable to complete their prescribed shore time prior to leaving the service, Career Managers will consider this a breach of the service person's Personnel Functional Standards (PFS) and must apply for a breach waiver request which will be considered by Hd CM, or delegated authority. CMs will also offer an extension to defer the individual's discharge date, in order to allow the appropriate shore service prior to termination and time to complete resettlement activities, in accordance with JSP 534 Para 0336. If the offer of an extension is refused the service person waives their right to have the last 6 months (or 4 months, if they have completed less than 6 years' service) as shore service.

c. Whenever possible, the final period of shore service will be in the First Main Preference area. For those completing a Second Open Engagement or Extended Career, every effort will be made to assign ratings to shore service, in the First Main Preference area, for the final 6 months of 2OE/EC (if up to 5 years in length) or for the final year of 2OE/EC (if over 5 years in length).

d. With regard to personnel who are approaching the end of their Career/ Engagement, Career Managers are to be aware of the potential financial implications of assigning them way from their preference area. Personnel must have an expectation of serving at least 6 months in the establishment or unit to which they are assigned.

SECTION 4

SERVICE IN SUBMARINES

5917. Priority for SM Service

Whilst many SM branches recruit directly, the Submarine Service has a high priority for its workforce and individuals are found on a quota basis from New Entrants and General Service. Volunteers are preferred, however, when insufficient numbers are forthcoming, as is often the case, others are compulsorily assigned in accordance with their terms and conditions of service (see Chapter 51). To track those individuals who have been compulsorily assigned or streamed to the submarine service, and to facilitate downstream application of this policy, a new JPA competence will be added by WFPT to the profile of these individuals to record this status. The following competence will be added: SM|Compulsory Streamed Submarines|Navy.

5918. Ratings return to General Service

On completion of a tour of up to five years' service, any rating compulsorily assigned to submarines is entitled to revert to General Service and cannot then be assigned to submarines again for a further tour unless they volunteer or in an Emergency or under War Conditions. Before individuals volunteer for, or are assigned to, the Submarine Service, Divisional Staff and/or Line Managers are to check that the individual is fully qualified in accordance with Chapter 51. An individual recruited directly to the Submarine Service will not be entitled to revert to General Service but may apply for a branch transfer (see Chapter 51).

5919. Officers return to General Service

Any Officer compulsorily assigned to submarines is entitled to revert to General Service at specific suitable points in their career, dependent on their profession (see Chapter 51). They cannot then be assigned to submarines again for a further tour unless they volunteer or in an Emergency or under War Conditions. Before individuals volunteer for, or are assigned to, the Submarine Service, Divisional Staff and/or Line Managers are to check that the individual is fully qualified in accordance with Chapter 51. An individual recruited directly to the Submarine Service will not be entitled to revert to General Service but may apply for a branch transfer (see Chapter 51).

5920. Medical Standards

a. All personnel joining the submarine service are to conduct an Initial Submarine Medical (ISM) (iaw BR 1750A Chapter 9). To that end, Phase 1 and Phase 2 training establishments are to direct personnel to their medical centre on the following occasions:

(1) On joining Initial Naval Training – personnel joining directly into a SM specialisation.

(2) Following selection to a SM specialisation – those streamed during their initial training period.

(3) On approval of a branch transfer request to a SM specialisation - receiving Branch Managers should take the lead on ensuring the correct process is followed prior to commencing SM training.

b. Medical centres are required to report successful completion of ISMs using the existing form in JSP 9502. The form is designed to report suitability for attending a specific course which in this instance can be assumed to be any SM related training. The form can be returned electronically to divisional staff.

c. Career managers are responsible, on receipt of notification of successful ISM, for recording via the award of a JPA competency – SM|Initial Submarine Medical|Navy| (code 3074214).

d. Personnel who do not meet the standards of the ISM will be processed using existing medical codes (Temporary/Permanent Medically Unfit for Submarines) and the associated career manager actions.

e. Interrogation of JPA and/or DMICP is part of the joining routine for all units with a SM seagoing liability. Any personnel joining having not completed an ISM are to be directed to their medical centre at the earliest opportunity, and this is to be reported via SUBFLOT (Cdr (SEA)) to capture any residual risk and prevent future recurrence.

SECTION 5

SERVICE IN SMALL SHIPS

5921. Small Ships Definition

The term 'small ships' includes the following types of ship/unit:

a. Mine Countermeasures Vessels - HUNT and SANDOWN (SRMH) Classes.

b. Offshore Patrol Vessels - RIVER Class.

c. Survey Vessels.

d. Patrol Vessels (including P2000).

e. Naval Parties, Units and Miscellaneous Vessels whose Complement is less than 50.

f. MASF.

5922. Suitability

Personnel in all branches of the Royal Navy are deemed to be eligible for consideration for service in small ships unless recommended otherwise by Commanding Officers, Line Managers and/or the Chain-of-Command. Except where there is a legitimate medical reason why an officer or rating should be viewed to be unsuitable for service in a small ship, such a recommendation is to be considered as an adverse comment in career management terms. Where an officer/rating is considered to be unsuitable for service in a small ship, in their current or forecast rank/rate, supporting information should be included in that individual's OJAR/ SJAR. Commanding Officers are to review the status of officers/ratings deemed to be unsuitable for service in small ships not less than annually. Examples of reasons why an individual may be deemed to be unsuitable for service in small ships are shown below, although the list is not intended to be exclusive:

a. Physically incapable of performing their duties in anything other than benign weather conditions and sea states; in particular is a chronic seasickness sufferer (medical).

b. Judged to be of immature temperament for their age in relation to time in service, peer group and being largely incapable of working unsupervised on anything other than basic routine tasks.

c. Poor disciplinary record.

d. An administrative burden to the extent that they have been placed on warning for their professional and personal shortcomings/circumstances.

e. A significant administrative burden due to previous or extant complex welfare issues requiring specialist casework support.

f. Has spent significant time at sea in a Capital Ship. This is particularly pertinent for JRs where historically many struggle to fit into the small ship environment and ways of working where additional whole ship responsibilities are commonplace.

5923. Assignment Screening

As an underlying principle, CMs are to assume that all personnel are suitable for service in small ships when taking assigning action. However, before taking specific action to assign personnel, CMs are to discuss the proposed assignment with the individual's current Divisional Officer or Line Manager. The aim of this procedure is not to ascertain the individual's preference but to determine whether they are suitable for service on a small ship by clarifying whether any of the factors listed above apply. This process applies to all personnel being assigned from Shore to Sea and from large to small ships and includes those who have previously served in small ships. Decisions and suitability recommendations will be recorded in the CRM notes section of JPA by CMs.

5924. Technical Senior Ratings

The Marine and Weapon Engineer Officers of small ships are generally of the WO2/CPO(ET) and CPO/PO(ET) rates respectively. They are required to perform the duties of a Head of Department and it is therefore essential that they have displayed the qualities of leadership and management that will suit them for this role. In addition to not having any of the characteristics at Para 5922 above, technical Senior Ratings being considered for duties as MEO or WEO of a small ship should:

a. Be confirmed as a WO2/CPO(ET) (for MEO) and CPO/PO(ET) (for WEO).

b. Have completed the Senior Rates' Leadership Course.

c. Be adaptable, flexible and display a general interest in whole ship affairs.

d. Be capable of running the ME/WE Department with only infrequent supervision by shore-based staff, liaising with outside authorities as necessary.

5925. Removal of Unsuitable Ratings Serving in Small Ships (Landing)

The criteria at Para 5922 or the rating's personal preference against service in small ships are not considered conditions for landing in themselves. The guidance at Para 6006 (Removal from Assignment) should be followed in making an application to land a rating deemed unsuitable for service in small ships.

SECTION 6

LENGTH OF ASSIGNMENT

5926. Variations in Length of Assignment

The normal length of assignment for Career Management planning purposes are detailed at Annex 59G. Assignments for Senior Officers tend to be longer and will be discussed on a case-by-case basis. For sea assignments there is considerable variation depending on rate, rank and branch. In general, sea assignments will be made as long as possible, to make effective use of personnel by reducing the number of turnovers required and to give all personnel the maximum opportunity for serving at sea.

5927. Royal Marines

For RMORs, NCOs and RM WOs assignment lengths are ideally iaw Annex 59G, however assigning at an individual's Future Availability Date, (FAD, see Para 5937) is not automatic and will require an assigning trigger. These include:

a. Service requirement for the individual to serve elsewhere.

b. Service requirement for an individual to undergo specialist training.

c. The individual requesting to serve elsewhere.

d. The need for WOs and NCOs to gain the necessary experience.

e. The need to make way for others in a popular assignment.

f. A request by the CO to assign the individual in order to broaden experience.

g. Promotion within the individual's specialisation.

Should none of these triggers be applicable, the individual may request to remain in a unit beyond their FAD.

5928. Service Family Accommodation

For Service Family Accommodation entitlement, CMs should ensure that an assignment will be for at least 6 months and the FAD on the individual’s next assignment should reflect that. See Chapter 25 and JSP464 Tri Service Accommodation Regulations, Chapter 3.

SECTION 7

SENIOR RATE EMPLOYMENT PATTERNS

5929. Factors

Senior Rate employment patterns will be determined by the needs of the Service coupled with those of the individual. It is of fundamental importance that the individual management of Separated Service is recognised as the primary vehicle for the delivery of Harmony on both Sea and Shore Service. The actual time spent in any assignment will vary according to rate, specialisation and current shortages. Any decision to breach Cat A PFS harmony guidelines (see Chapter 22) must be made by the relevant CM and authorised by Head of Career Management (Hd CM).

5930. Sea Service

a. Sea Service may be extended as follows:

(1) 36-39 months Sea Service:
SO2 Ratings' Career Managers.

(2) Over 39 months Sea Service:
Hd CM.

b. Extensions to 39 months will be applied only in order to preserve Operational Capability (OC) or where an individual requests to do so. Capability gapping will be deployed where necessary to ensure that back-to-back sea assignments (60 to 72 months) are only implemented exceptionally and where an overriding requirement dictates. Authorisation of back-to-back sea assignments rests personally with Hd CM; such assignments will attract 24 months on Shore Service in the individual's First Preference area, provided that preference does not change within 12 months of FAD (PFS Category A iaw Chapter 22).

c. Requests by the individual for extensions to sea going assignments over normal maximum length and requests to return to the same ship must be supported explicitly by the unit's line-management.

d. The management of extended and back-to-back sea assignments will include consideration of those individuals who, exceptionally, undertake a length of Sea Service between 36 and 60 months, and thereby do not fit exactly into the template that dictates 18 or 24 months on Shore Service. Each case will be dealt with on its merits and no discrimination will be made between volunteers and non-volunteers.

e. Assignments of less than 36 months' Sea Service will be the norm for specialisations with a relatively small number of Sea positions, in order to ensure that sea experience in gained by all personnel in that rate. It follows that such categories are likely to receive more than the minimum of 18 months subsequent Shore Service, although 18 months will be their SAVDATE (see Para 5940).

f. Assignments of less than 36 months' Sea Service are also dictated by the role of the unit or the rigours of a particular type of employment. Following a period of non-standard Sea Service, individuals will be assigned to Shore Service for a period approximately proportional to the standard 36 months Sea/18-month Shore Service ratio (as a minimum).

SECTION 8

JUNIOR RATE/RANK EMPLOYMENT PATTERNS

5931. Factors

A rating's service generally alternates between sea service and shore service with the assignment roster placing them in order of Sea Availability Date (see Para 5940).

5932. Squadded Categories

Junior Rates serving in Squads will normally have their FAD set at 48 months. This is to be considered as a review point which will be extended by a further nominal 48 months. Ratings may leave the Squad on promotion, on attendance at a Qualifying Course for a higher rate or on assignment to a non-Squad position. Those serving in a Squad in a non-preference area will be reviewed regularly by CMs in consultation with MWOs; Junior Rates should not normally serve more than 24 months in a non-preference Squad. Any rating assigned to a different Squad will retain their original FAD.

5933. Squadded Categories Outside Squads

There will always be a requirement for squadded categories to serve in non-squadded ships, Op Tours and in other shore Positions. Volunteers are always preferred, but where there are insufficient numbers, ratings will be selected by CMs, depending on the length of the non-squad assignment. Where possible, ratings will be returned to the squad from whence they came.

5934. Non-Squadded Categories

For Junior Rates who are liable for Sea Service, the employment pattern will vary according to rate, specialisation and current shortages. Harmony will be managed iaw PFS harmony guidelines (see Chapter 22); any decision to breach the Category A PFS harmony rules will be made by the relevant CMs and authorised by Hd CM.

5935. RM Selection for Sea Service

The requirement to provide RMORs for sea service is currently limited to the Antarctic patrol vessel and RM Assault Squadrons. Workforce liability for all sea service remains the responsibility of the DDPD (RM) team who will select the appropriate personnel in accordance with current workforce priorities. Volunteers are to be used where possible and applications for sea service are to be submitted using JPA. If no volunteers are available, the individual chosen must be carefully vetted and selected in accordance with Section 5 of this Chapter.

SECTION 9

TYPE/STREAM ASSIGNING (RATINGS)

5936. Policy and Practice

a. It is 2SL's policy to maximise the use of a rating's experience by TYPE and STREAM assigning whenever possible, thereby improving operational effectiveness:

(1) **Type Assigning.** Type Assigning is defined as the allocation of a rating to a specific type of ship, submarine or aircraft squadron for a protracted period.

(2) **Stream Assigning.** Stream Assigning is the allocation of a rating to a particular equipment system within a sub-branch.

b. Most ratings in the Warfare Branch are placed in equipment streams in the final stages of their basic training to meet the expected long-term requirements of a sub-branch, and whenever possible, personal preference. Ratings may be required to cross-stream to meet the changing needs of the Service (introduction of new systems, for example) and a rating may volunteer to change streams, but such requests are not normally approved unless the cross-training meets the requirements of the service.

c. It has to be accepted that Type/Stream assigning cannot be rigidly imposed. Requirements and preferences change and there is a need to protect the careers of ratings streamed into ageing equipment. Nevertheless, the advantages of maintaining ratings in types/streams are considerable in terms of reduced training bills, increased stability and, most importantly, in improving overall Professional standards, particularly ship/submarine and equipment knowledge. All ratings have an important part to play in fighting the ship/submarine, and in recognition of this, type assigning is applied wherever possible to all categories in the Royal Navy.

SECTION 10

AVAILABILITY DATES

5937. Future Availability Date (FAD) Usage

All Assignment Orders (AOs) should include a FAD. CMs should attempt to honour the FAD in order to allow individuals to plan ahead, however, personnel should note that a FAD is an estimate and there is always a risk that an urgent Service requirement will force the adjustment of a FAD. It should also be noted that the FAD given to an individual on commencing their assignment assumes a satisfactory performance on the part of the individual concerned. For officers, non-Squadded ratings on Sea Service and all personnel on LFS, the FAD will generate the requirement for a relief.

5938. FAD and Assignment Orders

a. Arrangements for an individual's next assignment can only be made once an AO for that next assignment has been received; on no account should the individual or the admin staff of their current unit decide for travel, allowances, leave or SFA entitlement at a planned new position based on the FAD of their current assignment. It is the AO that provides the authority for such items and not the FAD.

b. FADs for all personnel assigned to sea service will be calculated by taking the date a person commences that type of service and adding the length of sea service in accordance with Annex 59G. The FAD will not necessarily indicate the date when the commitment for sea service is completed, i.e.. it is less than 36 months for ratings, and an AO may be issued to move the person to another unit to complete sea service. Ratings may volunteer to continue on sea service beyond 36 calendar months.

c. For Squadded rates, the FAD should be considered as a 'Review' rather than a 'Relief' date.

5939. Availability Date (AVDATE) for Assignment (Ratings)

a. AVDATES are only to be rendered by non-Squadded personnel on the following occasions:

(1) For a rating serving on sea service or LFS, on receipt of an Assignment Order nominating a relief.

(2) When a 'Name To be Reported' Assignment Order or other information is received, that a rating serving on Sea Service or LFS is to be drafted without a relief.

(3) When a complement position lapses, and the position is filled.

b. The AVDATE is to be calculated as the date when the rating is next available for assigning to a new position having had all leave due. This is the date used by the CM for the 'To Join Date' (TJD) for the next assignment including any approved re-engaging leave (for those with entitlement), but it will not normally include any 'traditional' annual leave e.g. Summer leave. It is the date that will be used by DDPD CMs for the 'To Join Date' (TJD) of the rating's next assignment where they will take any 'traditional' annual leave.

c. The AVDATE to be reported by signal (RNCP 9 Ch 5) or by email such that they are received by the CM at least four months before the rating is due to leave their present assignment. Failure to render the AVDATE by four months at the latest will engender unnecessary signals/email traffic as the CM seeks to establish a rating's AVDATE and in any event will prejudice any chance of the rating being given their full three months' notice for next assignment.

d. The total amount of Leave (both Annual Leave and Sea Leave) between assignments should be kept to an absolute minimum and should not exceed a total of 21 days. If the reported AVDATE is likely to exceed 21 days, Commanding Officers are to request approval for an AVDATE in excess of 21 days by signal to the appropriate SO1 CM stating the reasons for the accrual of excessive leave. If approved, the CM will take assignment action based on the amended AVDATE.

5940. Sea Availability Date (SAVDATE) (Ratings)

a. All non-Squadded categories will be deemed available for Sea Service on completion of PFS Category A or B Shore Service (see Chapter 22). This point is defined as the Sea Availability Date (SAVDATE).

b. An individual's FAD on Shore Service may be later than the SAVDATE, nevertheless, they may be assigned to Sea Service earlier than the FAD if the needs of the Service dictate.

c. The SAVDATE determines a rating's position on the appropriate sea roster (see Para 5941), which is presented by JPA in SAVDATE order, showing at the top of the roster the individual who has the earliest SAVDATE.

d. Non-Squadded rates will, in general, complete 36 months' Sea Service and be entitled to 18 months' Shore Service (14 months for Junior Rates) on completion. Any variation is to be assessed pro-rata i.e.. 24/12, 18/9 etc. and the individual's SAVDATE adjusted manually on JPA.

5941. Sea Roster (Ratings)

a. New entries are available for their first sea assignment (FSA) from the date of completion of Phase 2 training. For Submarine ratings, this will be when they have successfully completed the Submarine Qualification (SMQ) Dry. Ratings in Squadded categories will be assigned direct to Sea Service; others may be assigned to a period of Shore Service for consolidation before FSA.

b. Ratings on Shore Service/Local Foreign Service are placed on sea rosters in order of SAVDATE. Sea positions must be filled by appropriately qualified ratings who will normally be chosen from those highest in the roster. Because some ratings are trained in only one system or equipment type, however, (Type 'Streaming', see Section 9 to this Chapter) it follows that the first rating due to sea may not be qualified for the position requiring to be filled. Personal qualities and professional standards are considered only when special selection procedures are authorised (e.g. Retinues).

c. Moving down the roster to match the right individual to the right job in this way is known as 'dipping down' the roster and can be invoked for a number of reasons. It is important that DDPD maintains its reputation for fairness and therefore CMs are to be able to justify any dipping down decision if called upon to do so. The following guidelines are issued to assist CMs.

d. **Dipping Down to SAVDATE.** Dip down to the first suitable rating in order to:

(1) Match an individual's training/skills to the sea position, particularly when this will negate the need for extensive PJT courses or retraining the rating for a different ship or equipment type. This is known as 'Type/Stream Assigning'.

(2) Meet the requirement to fill a female bunk with a woman, and vice versa.

(3) Meet an individual's preference.

(4) Exercise an element of selection for the position, i.e.. to assist the career progression of a rating.

e. **Dipping Down Below SAVDATE.** Assigning an individual to sea service before they have achieved their entitlement to shore service is not permitted except when:

(1) The rating is an EOOT volunteer for sea service.

(2) The relevant SO1 CM has given express permission to meet a workforce priority or Operational requirement.

SECTION 11

NOTICE FOR ASSIGNMENT

5942. Officers

a. CMs normally aim to issue an AO six months before the position is to be taken up. This is not always possible, however, and some assignments may be announced before or after this. The normal minimum notice is at least 3 months' notice for a home base assignment and a minimum of 5 months' notice for non-home base or LFS assignments in accordance with PFS (see Annex 22A).

b. If it is necessary to change an assignment after an officer has been nominated for a particular job, the change will, where possible, comply with these requirements for notice. Exceptions to these normal guidelines may be necessary following initial training, qualifying courses, annual promotion selections, or when shorter notice is in the interest of the officer. In all cases it should be remembered that one short notice assignment almost always generates another.

c. When for sickness or some other reason personnel are unable to carry out the duties of their position, a relief is provided only if the expected duration of the absence exceeds three months, unless the position is considered a key position, when the rules for short notice may apply (see Para 5945).

5943. Ratings

a. The policy is to provide as much notice of assignments as practical and at least 3 months' notice for a home base assignment and a minimum of 5 months' notice for non-home base or LFS assignments as required to meet the PFS standards (see Annex 22A). There will be occasions when, for exceptional operational or resource reasons, normal assignment notice cannot be achieved. In such circumstances, assignment will take place at shorter than normal notice. This will usually only occur for assignments into operational crisis positions, which are generally for a maximum of 6 months' duration. Any resulting breach of Cat A PFS is to be authorised by Hd CM (or delegated authority), reported up the chain of command and will be reflected in the Performance Reports to the Navy Board.

b. The 3 months' notice requirement is waived for assignments to PJTs or other short courses when the course schedule precludes three months' notice and when medically downgraded ratings are assigned ashore they may be required to act as temporary reliefs at short notice to relieve ratings assigned from the ERP (see Para 5947).

c. **Volunteers.** Ratings may volunteer to move at less than normal notice in order to obtain a preference assignment.

d. **Notice on Completion of Career Training.** Ratings completing basic career training ashore are liable to be detailed for shore assignments and first sea assignments at less than normal assigning notice. Submarine ratings who volunteer to complete Nuclear Propulsion Operators Course (NPOC) and the Nuclear Propulsion Supervisors Course (NPSupC) will be assigned back to sea on successful completion of the course at less than normal assignment notice. Ratings transferring between Branches or Sideways entrants who fail to pass appropriate courses and are returned to Source Branches will also be assigned at less than normal notice.

e. **Notice on Completion of Career Course Training.** Ratings completing career courses are liable to be assigned to sea or shore units at less than normal assigning notice.

5944. General

a. Individuals who have left their previous assignments for medical, welfare or discipline reasons and have been assigned to an appropriate MA6 or MA7 position will be re-assigned as soon as their condition permits. The assignment will normally be at less than the assignment notice and therefore not considered a breach of CAT A PFS. Those that left a unit in ‘Sea Service’ may have to wait for another suitable ‘Sea Service’ unit to become available and as a result may be assigned at immediate notice and not be subject to the normal notice for assignment instructions above.

b. Assignment notice for personnel with the assignment restriction for Children with Special Educational Needs should be as great as possible.

5945. Short Notice Assignments

a. The aim is to give an individual notice of an assignment in accordance with the above paras. Personnel should be aware, however, of the regular demand for short-notice assignments generated, for example, by operational augmentation, illness, promotion, welfare or discipline matters which may significantly reduce the normal assigning notice.

b. CMs are constrained by assignment and harmony rules. In general, it will not be possible to assign a permanent relief at less than 5 months’ notice; CMs therefore treat all requests for short notice assignments as a temporary requirement in the first instance.

c. A relief will not routinely be found for personnel who are medically downgraded for less than 3 months.

d. When an event occurs which creates an operationally unacceptable gap the following actions are to be considered in turn:

(1) **Managing Without a Relief.** The importance of managing without a relief is emphasised and places an onus on units to make the most effective use of on-board assets to provide alternative cover, particularly in key Positions. For example, using local acting advancement where applicable, greater emphasis on the employment of personnel onboard who hold relevant competencies and arranging 'ad hoc' training, such that these personnel can undertake all/some of the tasks. CMs can advise and assist in the identification of personnel who may be suitably qualified by competency

(2) **PERREQ.** PERREQ signals should be used during both Fleet Time and Non-Fleet Time when a unit has advanced warning of a forthcoming gap or personnel deficiency, or for highlighting gaps in Squad billets. For example, if the PO(Police) needs to be released in 2 months' time to attend the FDO course, a PERREQ should be raised so that a temporary relief can be investigated to cover this period. Similarly, the gapping of 1 or 2 ABs in a Squad does not impact directly on Unit OC and therefore does not warrant OPDEF status but can be highlighted by use of the PERREQ signal.

(3) **Personnel OPDEF.** When a personnel deficiency is imminent (or has already occurred) and will have an impact on the unit's OC during Fleet Time or impact on Upkeep key dates (SSMOB, RFSD and FD) during Non-Fleet Time, an OPDEF is to be raised. The cause could be gapping (hard and/or soft) or a lack of an ADQUAL/TEM that is affecting a unit's ability to deliver OC. OPDEFs are to be categorised ME, WE, AR, and OP and numbered in accordance with the normal OPDEF protocol.



Note. *Whilst a PERREQ may in time become an OPDEF (when the gap actually occurs), the simultaneous raising of a PERREQ with an associated OPDEF is nugatory and no longer required.*

e. The relevant CMC/CM is responsible for taking the initial actions in attempting to resolve all personnel PERREQs/OPDEFs. DDPD Pers Ops, in conjunction with Commitments and the appropriate FCIG, will set the overall priorities and where required provide direction on the solution

5946. Guidance for CMs on Provision of Short Notice Reliefs

If a position is identified as requiring a short notice relief, CMs are to take the following into account:

a. The length of 'gap' that is acceptable, e.g. is there someone already in the ship/unit capable of filling the position for a limited period?

b. The requirement for maximum advance warning for the person selected as relief.

c. The requirements for the relief to be given as much of the appropriate leave entitlement as circumstances allow.

d. The desirability to select personnel for short-notice sea-going or overseas unaccompanied assignments from those who will shortly be due for such an assignment in the normal course.

e. Any short notice assignment having significant operational implications should be referred to Hd CM in order for the matter to be referred to DDPD if necessary.

5947. Emergency Relief Pool (ERP)

a. The ERP was previously used across the Fleet to provide short notice reliefs for ratings on surface ships and submarines when required. This is no longer widely used across all cadres and is utilised solely for Medical ratings.

b. The Medical ERP will be achieved using two different approaches in tandem:

(1) In accordance with the previous ERP process, Ratings who complete a sea assignment of less than 36 months will be allocated to the ERP on completion of Leave After Sea Service (LASS). There is currently no method of assigning a rating to the ERP on JPA, therefore, they will continue to be notified by letter detailing the start and end dates of the ERP liability and the maximum length of ERP sea service.

(2) Shoreside locations, primarily within the Joint Hospital Groups (JHGs), will identify positions nominated to an ERP. These will be directed on an Assignment Order. Parent Units will manage the individuals ensuring they complete the required mandatory training to provide SQEP MBRs/SMBRs to fill short-term gapping. Personnel assigned to the ERP will be held at R2 (5 days') notice to move once fully SQEP.

c. Personnel nominated as ERP will be held at readiness for a period of 6 months. If activated, they will provide cover until a full-time relief is nominated or provide a permanent fill should the situation dictate.

d. MBR ERP positions will be established to support SURFLOT, SUBFLOT and UKCF. These positions will be nominated by the Career Manager and any associated training required to support each specialty will be iaw the Assignment Order. Further details on the Medical ERP can be found in BRd 1991.

e. The equivalent for the Fleet Air Arm was an Emergency Flight Pool (EFP) - which was an assignment in its own right and not covered by ERP regulations. Emergency Flight Pool positions were held under the Wildcat Maritime Force HQ – these have now been subsumed into the 815 NAS structure (though retain the EFP name in some position titles) and are still in use to back fill some shortages within 815 NAS.

5948. PE-OPDEF, NOWD and PERREQ Procedures

a. Personnel Operational Deficiencies (PE-OPDEFs), Non-Operational Workforce Deficiencies (NOWDs) and Personnel Requests (PERREQs) are to be used by all Units to report current and future Royal Navy[1] workforce (WF) shortfalls that affect Operational Capability (OC) in order that the operational implications can be properly assessed, and recovery intentions formulated[2]. In simple terms, PE-OPDEFs are submitted by units in the operational cycle[3], NOWDs are submitted by supporting units and PERREQs can be submitted by all units. The People Operations Capability (P-Ops CAP) team in Deputy Director People's Delivery's Division has the lead for initial recovery action and uses the information detailed in the PE-OPDEF or PERREQ to engage with the Operational Commander and relevant Force Generation Authority (FGA)/Class Group Authority (CGA), to monitor, manage and, where necessary, move WF to meet emergent demands. 2* Workforce Management Groups (WFMG) lead the recovery action for NOWDs; however, solutions must be identified from resource within their own 2* area. In addition, the detail in conjunction with the wider Workforce, Equipment, Training and Sustainability (WETS) reporting is used by the Operational Commander to inform broader decision-making.

[1] This includes Royal Marines and Royal Fleet Auxiliary.
[2] In the same manner that Equipment Capability is managed iaw BRd 3001, Art 0301.
[3] Units that arrive at Fleet Non-Operational Date will have all PE-OPDEFs and PERREQs cancelled by P-Ops. Units are then able to raise NOWDs for any WF issues.

b. It should be noted that P-Ops CAP/WFMGs are only authorised to direct personnel moves in response to an extant PE-OPDEF, NOWD or PERREQ. Usually a P-Ops CAP/WFMG directed move is temporary (routinely up to 30 days but not generally more than 90 days) i.e. the nominated individual(s) will return to their original assignment at the end of the agreed period. **Some exceptions remain where an individual may be required for longer than 90 days in support of ongoing operations e.g. CASD**. Where a permanent move is more appropriate this will be agreed and actioned by the Career Manager (CM).

c. **Principles applying to PE-OPDEFs, NOWDs and PERREQs.**

(1) PE-OPDEFs, NOWDs and PERREQs can be raised at any stage of a Unit's lifecycle (build, Fleet Time and Upkeep) but only against positions that drive liability in accordance with the extant Unit Personnel List (UPL)[4]. Gapped 'Non-Liability' positions are **not** to be reported by PE-OPDEF, NOWD or PERREQ[5].

(2) PE-OPDEFs and NOWDs are raised for gaps that are current or imminent (within seven days). PERREQs should be used where a gap is forecast to occur beyond seven days.

(3) Additional WF requirements above the UPL should be raised as an Augmentation Request (Annex 59D).

(4) PE OPDEFs, PERREQs, NOWDs, subsequent Situation Reports (SITREPs) and Rectifications / Cancellations are to be submitted by unit HR leads (Executive Warrant Officer (EWO), Base Warrant Officer (BWO) and Coxswains (Coxn)) with input from the relevant Department Coordinator (DepCo) **directly into SCIO**. Once submitted, SCIO will send an email alert to the relevant authorities and initiate the P-Ops Team's response[6]. **BWOs/EWOs/Cox'ns are the responsible persons for all WF coordination and therefore, as the custodian of the central register for their Unit(s), they are to provide the quality assurance on all PE-OPDEFs, NOWDs and PERREQs.**

(5) **A single missing person[7] should result in a single PE-OPDEF or NOWD.** Care should be taken when moving WF internally between positions, or when JPA Line numbers change, that only one PE-OPDEF or NOWD remains extant.

[4] When a Unit transitions into and out of Upkeep, it will usually change Naval Establishment Status (iaw Annex 2B) which will entail positions on the UPL being switched on and off (reflected in JPA). Only 'live' positions can be subject to PE-OPDEF, NOWD and PERREQ action.
[5] If a position is FTRS fill only then it is a non-liability position and no OPDEF, NOWD or PERREQ can raised.
[6] All units are to ensure their JPA hierarchy is correct
[7] Resulting in the loss of capability or essential SQEP.

(6) **Fall back Option.** The primary method of reporting workforce shortfalls is now by direct input into SCIO. During times of limited connectivity or for units with low bandwidth that prevents them using SCIO to upload their PE-OPDEF, PERREQ or NOWD a fall-back option is available which allows units to complete an off-line PDF request and send it to the P-Ops CAP multiuser email account[8]; the PDF document should not be sent to P-Ops CAP individual role accounts. To allow the new SCIO App to take the majority of the workload the fall-back option should not be taken by units who have a working SCIO connectivity. Further detail can be found at Annex 59J.

(7) **Search Process.** If a Temporary Relief (TR) is deemed appropriate, P-Ops can utilise the SCIO search capability to identify potential TRs that match the required parameters detailed in the PE OPDEF / PERREQ / NOWD. **As the search process is automatic if the requirement changes then a SITREP must be submitted detailing the changes before any new search can take place, this also restarts the seven-day time period**. After liaising with the relevant Career Manager (CM)/CGA, the candidates deemed suitable for trawling are 'ticked' resulting in immediate update of the Trawl Log and sending of the Digital-Personnel Support Request (D-PSR).

(8) **D-PSR.** The D-PSR is completed within SCIO in a similar way to the process of an SJAR. The Line Manager (LM) and the Unit EWO/BWO/Coxn of the individual being trawled will receive an email alert directing completion of the D-PSR (the LM, if incorrect on SCIO, can be altered by P-Ops Cap via email from EWO/BWO/Coxn to the P-Ops multiuser account'). If the D-PSR is not returned by the required due date, it will automatically be submitted at that due date in whatever state it is in unless an extension has been requested and approved by the trawling authority. The information required has not changed, just the method of completion and submission. This method enables secure storage of completed D-PSRs, and ensures adherence to General Data Protection Regulation (GDPR) requirements; full details at Annex 59K.

(9) **Nomination Process.** Once the D-PSRs have been reviewed and a decision made the individual, their CoC and CM will be notified via SCIO (and by automatic email) and the Trawl Log will be updated.

(10) **Cumulative Impact of Gapping.** The cumulative impact of gaps may exceed their individual impact as described in the PE-OPDEFs[9] or NOWDs and amount to a wider degradation or loss of capability. This should be raised as a capability OP-OPDEF[10] and not as a PE-OPDEF.

(11) **Out of Hours/Leave Periods.** During periods of main leave the NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk mailbox is monitored' by P-Ops CAP Duty personnel, enabling normal working day coverage. However, it should be noted that unlike stores on a shelf, trawling for a relief out of working hours is unrealistic and difficult during main leave periods when the

[8] NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk
[9] For example, multiple Leading Hand gaps across the Unit may have a small impact within their own departments but may have a large impact on whole ship duties (e.g. an unsustainable SCC LH duty roster).
[10] Using the format detailed in BRd 3001 Chapter 3.

donor Units and individuals are not necessarily on call. **NB** cover is not provided on BHs. The P-Ops Cap duty person is available via 07971 609992.

d. **PE-OPDEFs.**

(1) PE-OPDEFs should be used to report when an operational unit's WF falls below the UPL requirement. Generally, if a position is currently not filled and this has a measurable impact on OC[11], or is expected to be gapped within seven days, then a PE-OPDEF should be raised. The PE-OPDEF should contain details of factors affecting the Unit's tasking, the expected duration of the WF shortfall and other PE-OPDEFs/PERREQs which now present a cumulative impact, and the impact should also be assessed with a view to any contingent tasking. **Care must be taken to ensure that any reference to programme or activity does not compromise the OPSEC of the Unit concerned.**

(2) Any **gapped liability position** that has a **measurable impact on OC** can be reported by PE-OPDEF. If a Unit considers itself capable of sustaining such a gap, irrespective of Category, due to its current tasking or an alternative suitably qualified and experienced person (SQEP) is onboard the Unit should make this clear in the PE-OPDEF remarks section noting that if circumstances change it may be appropriate to raise a PE-OPDEF SITREP stating that the Unit can no longer sustain, and immediate remedial action is now required[12].

(3) Where a position in the Unit is filled but the incumbent has a Training Employment Module (TEM) or experience (the Q or E in SQEP) shortfall which has been accepted at risk by Command and/or relevant FGA[13] this should be reported via Fleet Operational Capability and Sustainability (FOCAS) and not by PE-OPDEF[14]. Units that do not use FOCAS (e.g. SMs) should ensure that their FGA is fully aware of any SQEP shortfalls that exist. Where SQEP shortfalls are not accepted by Delivery Duty Holder (DDH) for permanent reliefs and have a measurable impact on OC **OP-OPDEFs**[15] may be raised. The responsibility to drive a solution for a training shortfall rests with the Unit in consultation with CMs and CGA as required.

(4) Categorisation of PE-OPDEFs is to be carefully considered and should be supported by the operational effect and schedule timelines. The category and repair indicator should be reconsidered whenever the situation changes and, in particular, if a relief or other work-around is provided. Artificial inflation of category and/or repair indicator devalues other OPDEFs from the Unit and does not increase the likelihood of a relief being provided.

[11] i.e., the Unit can write a meaningful statement in the PE-OPDEF/NOWD box titled 'Operational Capability Statement/Effect' (previously 'Line 5 – Effect on OC').
[12] To mitigate this risk, WF-may be held at appropriate readiness in the UK to meet such contingent tasking rather than being trawled to join the platform within a limited timeframe.
[13] Concessed iaw appropriate Safety and Environment Management Plan (SEMP).
[14] This does not include non-SMQ qualified personnel or non-SQEP nuclear engineers in SMs (MESM or WESM(SWS)) where regulations require qualification prior to conducting duties.
[15] Signal format iaw BRd 3001, Ch 3.

(5) Detailed instructions for PE-OPDEF reporting are at Annex 59L.

(6) In instances where a gap is resolved by using the Local Acting Higher Rate (LAHR) from within the same Unit[16] then the original PE-OPDEF should be SITREP-ed and downgraded with the remarks highlighting what solution has been provided to resolve the gap. A PERREQ may then be raised for the gapped position vacated by the officer/rating given the LAHR, the original PE-OPDEF should remain extant until the position is filled by substantive WF. **No PE-OPDEF is to be raised for the gap created by the use of LAHR if there is also an OPDEF for the position in the higher rank. This avoids false reporting of gaps.**

(7) Coastal Forces Squadron (CFS) units cannot sail unless fully crewed. The most timely and effective solution is likely to be the movement of personnel between Units within CFS to meet operational commitments. (**NB** In this situation rules on local loan and Personal Turbulence are to be followed) To avoid raising a PE-OPDEF each time personnel are moved within CFS, all PE-OPDEFs are to be reported as CFS followed by the Unit name in brackets. e.g. CFS (PUNC). CFS HQ will risk assess which Unit will be the donor. Any CFS donor Unit is **not** to raise a PE-OPDEF if loaning to another CFS Unit. A SITREP is to be sent each time the gap is filled from a different donor Unit, noting in 'Remarks' which Unit is providing the TR and for how long. The original PE-OPDEF will remain extant until a new PR arrives or the CI becomes MFD.

e. **NOWDs.**

(1) A NOWD should be used by non-operational units to report when the WF falls below the UPL requirement. The principles for reporting via a NOWD are the same as for a PE-OPDEF. The solution will be investigated by the 2* WFMG rather than P-Ops Cap.

(2) In situations where the missing SQEP reported via a NOWD is not held within the 2* area and the resultant consequence has a direct impact on front line operations (e.g. an instructor is not available to instruct a course to qualify personnel in a recognised shortage skillset that will result in a high category OPDEF in an operational unit) then the NOWD should be cancelled and the gap reported as an OPDEF so that P-Ops can take action to identify potential solutions outside the 2* area. Prior to raising the OPDEF, the WFMG is to liaise with P-Ops to ensure that there will be an agreed and defined impact on the front line, and the relevant CM for a potential solution and confirmation that the required SQEP is not held elsewhere within the 2* domain. If the 2* WFMG has identified the SQEP within their area, they must decide between sustaining the NOWD or moving the SQEP individual. If sustaining, a decision has been made on the relative importance and therefore the switching from NOWD to OPDEF is not an option.

(3) Detailed instructions for NOWD reporting are at Annex 59L.

[16] IAW Para 6914, 6915 and 6916.

f. **PERREQs.**

(1) A PERREQ is used to request cover for key WF who are scheduled to be away from a Unit for a short period; it is expected that these gaps can be forecast as they relate to planned events (e.g. Training Employment Module (TEM), Short Course Learning, Ordinary Paternity Leave (OPL)). It can also be used to draw attention to future assignment issues[17] (e.g. gaps in succession planning; personnel selected for promotion or for Upper Yardman (UY)/Senior Upper Yardman (SUY)). If the Unit can sustain the gap, then this should be made clear in the text and investigations will be limited to volunteer solutions. If the PERREQ will become a PE-OPDEF then this, along with the date it is expected to happen, should be in the remarks section of the PERREQ.

(2) If a PERREQ cannot be resolved and starts to impact OC (a predicted gap becomes a current gap), it may be escalated to a PE-OPDEF/NOWD. In such a situation, the PERREQ should be cancelled prior to any PE-OPDEF/NOWD being raised and comments reflecting that the PERREQ is superseded by a PE-OPDEF/NOWD should be included in both the cancellation on SCIO, or submitted PDF for Units without SCIO connectivity, and the new PE-OPDEF/NOWD remarks sections. This process can take place up to seven working days prior to CI departing.

(3) **LAC / Low Level Height Keeper Target Control (LLHKTC).** FF / DD with no LAC embarked (e.g., emerging from refit) should request an LAC 6 weeks prior via the SURFLOT CPOAC WFM by completing the proforma[18] and submit to NAVY-SURFLOT AC WORK MANAGER. Any LAC training shortfall or gapping forecast in FF / DD should be addressed to the SURFLOT / Class Cell HQ CPOAC WF Manager and a suitable replacement will be sought from the AC Operational Readiness Pool (ORP). QEC, LPD and 1700NAS AC JPANs remain unchanged and managed by CM[19].

(4) The detailed instructions for PERREQ reporting are at Annex 59L.

g. **Direction for Specific Circumstances.**

(1) **Permitted Absence.** Individuals released by Command to Individual Leave Allowance (ILA), Graduated Resettlement Training (GRT), Adventurous Training (AT) or Personal Development (PDev) should not normally be reported via PE-OPDEF/NOWD as the Unit has decided that the absence of the individual is acceptable within their operational setting. If relief cover is required, this should be reported by PERREQ, complete with explanatory comments as to why the current incumbent has been released; this would normally be filled by a volunteer only. If the OPDEF is of such a serious nature

[17] A PERREQ should not be raised until it is clear that the CM is not able to provide a relief within movement rules timelines. Normally this would mean that no Assignment Order has been received at a point 3 months before the incumbent is due to leave.
[18] Within RNTM 01-067-23.
[19] Any QEC / LPD / 1700NAS AC training shortfall, reported via FOCAS, should be investigated via FOST S. If FOST S are unable to provide a training solution, then CM or People Ops should be approached via email / telecon.

to warrant a high category PE-OPDEF then the solution will likely be the recall of the individual from their permitted absence.

(2) **Compassionate Leave.** Whilst Commanding Officers (CO) are authorised to grant compassionate leave[20] in complex cases where specialist welfare input is required the advice and guidance of Royal Navy Family and People Support (RN FPS) should be sought initially from the RN FPS Portal. If required RN FPS will investigate and provide a recommendation[21]. In cases where the CO grants compassionate leave a PERREQ can be submitted but Units should note that in such instances the position will normally only be filled where there is a volunteer. If following liaison with the Joint Casualty and Compassionate Centre (JCCC) compassionate travel is categorised as Cat A or Cat B[22] then a PE-OPDEF/NOWD may be suitable, depending on the anticipated length of absence and whether the Unit can sustain the gap. In either case close liaison with the appropriate P-Ops CAP Forward team/WFMG is essential to enable contingency planning. RN FPS and JCCC recommendations should be referenced in the PERREQ/PE OPDEF/NOWD.

(3) **Ordinary Paternity Leave (OPL)[23]. A PERREQ is to be raised as soon as OPL is requested.** If a volunteer cannot be found the request is unlikely to be filled as it would break a non-volunteer's Cat A statutory entitlement. If a suitable volunteer is not available and the Unit is instructed to sustain it may be appropriate to raise a PE-OPDEF/NOWD once the individual has commenced their OPL to reflect the impact on OC. However, if the absence creates an unsustainable high category PE-OPDEF/NOWD then it is probably not appropriate to allow the OPL at that time; in this situation the individual on OPL should be recalled as the solution to the PE-OPDEF/NOWD (iaw JSP 760 Art 26.9).

(4) **RN WF in Royal Fleet Auxiliary (RFA) Units.** Where RFAs identify WF deficiencies with embarked RN WF from 1700 NAS, 1700 NAS will review its own WF and provide support if possible. If unable to support 1700 NAS will submit a PE-OPDEF/PERREQ via SCIO for action. Thereafter, RCM Culdrose will lead and co-ordinate action on resolution in conjunction with the appropriate CM where necessary. Any loss of WF that cannot be satisfied by 1700 NAS needs to be measured in capability lost with a subsequent OP OPDEF submitted by the relevant RFA platform for attention of AFSUP.

h. **Crew Changes.**

(1) **Rotational Crews.** In rotational crews (e.g. MCMV, SSBN and forward-deployed FF/DD) PE-OPDEFs/PERREQs are de-latched from the 'hull' and recorded by 'crew' (e.g. MCM1 Crew 1 vice BNGR or VANG(PORT) vice VANG). This removes the requirement for cancellation and resubmission of PE-OPDEFs/PERREQs on crew Replacement in Place (RiPs) and rotations.

[20] JSP 760 Chapter 22 details the criteria for compassionate leave.
[21] Chapter 24.
[22] JSP 751 Vol 1 Pt 1 Vol 1 Ch 2 Annex B details the Categories for Compassionate Leave.
[23] JSP 760 Chapter 26.

(2) **Regular Actions for Rotational Crews RiPs.** The following actions are to be undertaken by the relevant EWO/Coxn on RiPing in and out of their Unit:

(a) Other than for MCMV crews RiPing directly from one Unit to another, immediately prior to RiP out, the EWO/Coxn are to SITREP all PE-OPDEFs/PERREQs downgrading at least one repair category (i.e.. B2 to C2, C2 to C3 etc) in order to reflect the period of regeneration outside the theatre of operations.

(b) Six weeks prior to return to theatre PE-OPDEFs/PERREQs are to be SITREPed and repair categories increased as required by HoDs and CO.

(3) **Three-Watch Crewed Units.** Units that operate a third watch (e.g. OPVs and SVHOs) should ensure that PE-OPDEFs/PERREQs are SITREPed to reflect changes to impact and requirements associated with on and off-watch periods of the gapped JPAN.

i. **Updates.**

(1) **SITREP.** To ensure P-Ops CAP, WFMGs, the Operational Commander and the FGA maintain an accurate picture of the impact of WF gapping/shortfalls PE-OPDEFs/NOWDs/PERREQs should be updated by SITREP when significant changes occur. Further, **all Category A OPDEFs should be updated by SITREP every two weeks to ensure the issue and solution options remain valid whilst all other OPDEFs should be updated every six months (as a minimum) or earlier as required**.

(2) **Rectification/Cancellation.** PE-OPDEFs/NOWDs/PERREQs should be RECTIFIED/CANCELLED as soon as the impact on OC has been resolved or expired i.e. when either a Temporary Relief (TR) or Permanent Relief (PR) has been arrived. If the TR/PR is not fully SQEP for the role the PE-OPDEF should still be rectified and any SQEP issues reported as detailed in para 0. Any ongoing OPDEFs/NOWDs/PERREQs that have not updated for six months will be automatically CANCELLED by the P-Ops team.

j. **Authorisation for Mobilisation of WF as a Temporary Relief (TR)**

(1) A TR may be required as a short-term solution to a PE-OPDEF, NOWD or, by exception, a PERREQ. This requirement is evidence based on the OPDEF/NOWD/PERREQ content.

(2) Once a TR has been provided the receiving Unit must **RECTIFY** the OPDEF/NOWD/PERREQ. The donating Unit may open a new PE-OPDEF/NOWD/PERREQ with a lesser categorisation and repair indicator than the Unit they have donated too. Further details in Annex 59L.

(3) **Inter-Unit local loans/CO to CO loans**[24]**.**

(a) **Supported Workforce Local Loan (SWLL):** SWLL loans (up to and including 14 days) should be regarded as routine business and are not affected by movement rules. These moves will be recorded against the OPDEF/NOWD/PERREQ via SCIO by P-Ops Cap, and personal turbulence is to be recorded on JPA by the SPs CM. SWLL should only utilise SQEP from the relevant 2* Directorate or CGA area of responsibility (therefore minimising personal turbulence as much as possible). Any SWLL issued will have been agreed by the relevant CGA/2* WFMG prior to P-Ops Cap issuing via SCIO.

(b) **Directed Workforce Loan (DWL):** DWL loans of more than 14 days and generally up to 30 days should be regarded as routine business if P-Ops do not have the required time to conduct a Temporary relief (TR) and are not affected by movement rules. These moves will be recorded against the OPDEF/NOWD/PERREQ via SCIO, and personal turbulence is to be recorded on JPA by the SPs CM. DWL should only utilise SQEP from the relevant 2* Directorate or CGA / SURFLOT Workforce Action Group (SWAG) area of responsibility endeavouring to minimise personal turbulence as much as possible. Any DWL issued will have been agreed by the relevant CGA/SWAG/2* WFMG prior to P-Ops Cap issuing via SCIO.

Standfast CFS Units[25], in instances where the gap is filled from another Unit via loan the OPDEF is to be **RECTIFIED whilst a TR is in place**[26]. A lower category OPDEF may be raised for the gap created by the donating Unit, with an explanation included in the remarks section. A Digital Personnel Support Request (D-PSR) is not required. A PERREQ is raised when the gap will continue after the TR disembarks, replaced with an OPDEF seven days before the gap becomes extant

(4) **Temporary Fills.** Where a SWLL or DWL cannot be identified, moves with a duration of between 14 and 30 days are considered to be temporary fills and can be conducted on the authority of P-Ops CAP or, for internal 2* area moves, by 2* WFMGs. These moves are not assignments[27], so are not covered by the rules on assignment notice but are subject to the rules on personal turbulence.[28] They are to be recorded in the SCIO Trawl Log and in personal turbulence notes on JPA[29]. A completed D-PSR will be required on this occasion.

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[24] Loans of ratings between Units BRd3 5949
[25] See para d(7)
[26] Except CFS Units which should follow rules as detailed in para d(7)
[27] Individual is Move and Tracked in JPA.
[28] For moves between 15 and 30 days: standfast volunteers, WF should not be moved temporarily to fill another JPA assignment at short notice more than **3 times in any 12-month rolling period, and a cumulative total duration of no more than 57 days** (Cat B). They should be given a minimum of **2 working days' notice** to move (Cat B)
[29] Annex 59I.

(5) For SWLL, DWL or Temporary Fills where the requirement for a TR is less than seven days, P-Ops do not have sufficient time to complete a trawl so the onus on identifying an immediate solution lies with CGA/SWAG or 2* WFMG. If the TR is required for greater than seven days then the responsibility for identifying options and conducting a trawl lies with P-Ops unless the relevant CGA/SWAG or 2* WFMG decide that a SWLL or DWL is the better option; in both case P-Ops will provide the list of available WF that meets the PE-OPDEF request.

(6) **Task Group (TG) Delegated Authority.** Deployed commanders may apply for delegation of authority to conduct the P-Ops CAP role to resolve personnel OPDEFs within their TG. This will enable them to temporarily move personnel between TG Units to resolve short-term WF issues; they are subject to the same restrictions and requirement to use the SCIO Trawl Log as P-Ops CAP in these moves. A requirement for this delegation should be discussed in the first instance with NAVY PEOPLE-OPS CAP SO1.

(7) **OP KIPION MCMV Dual Crew Personnel.** Personnel in the Dual Crew Model (DCM) whether deployed or in UK-ReGen are afforded the same WF protection and are not to be selected for sea-going or overseas Trawls. Only in extremis will DCM WF be used during the four-month RGen phases for UK based exercises or to supplement Squadron (Sqn) support roles such as Dormant Ship Routines, Care and Protection duties etc. Any use of DCM personnel during the RGen phase must not impact on Post/Pre-Deployment leave, TEMS, or key generation events[30].

(8) **Temporary Assignments.** Any move of over 30 days is considered to be an assignment and requires CMs to issue an Assignment Order. These moves are covered by Assignment Notice.[31] A Cat A waiver authorisation by NAVY PEOPLE-CM-HD (or delegated officer) will generally be required for assignments in response to short notice trawls. P-Ops CAP/WFMGs can only move personnel for a maximum of 90 days, giving the CM time to assign a PR iaw normal assignment regulations. **Some exceptions remain where an individual may be required for longer than 90 days in support of ongoing operations e.g. CASD**. WF required at short notice in support of these ongoing operations are to be assigned by the CM as a **PR** for the duration of the operational period. After this period the nominated person may be assigned back to their original Unit. In this instance P-Ops CAP would action the trawl and liaise with the CM and CGA to ascertain the nominated candidate. The relevant CM will apply for the Cat A waiver authorisation before raising an assignment order. In the case of SSBN operations, a trawl would be actioned for the deployment only and not operations leading up to the deployment, e.g. Workup, where the deploying unit will utilise the support crew iaw SMGO's Annex 1A Section 5. Any potential trawl action for a PR required at short notice for deploying Gold Crew units will be assessed by P-Ops CAP in conjunction with the relevant CM and Flotilla on a case-by-case basis.

[30] As detailed in SURFLOT CONOPS.
[31] For moves >30 days: WF will be provided with as much notice of assignments as practical and **at least three months' notice for a home-base** (within 50 miles of current Residence at Place of Work address) assignment and a **minimum of five months' notice for non-home base** or LFS assignments (Cat A). Although personal turbulence rules do not apply to these moves, the trawl/nomination will be recorded and taken into consideration for other trawls.

(9) Any pre-booked, career fouling TEMs/Qualifying Course will take priority unless specifically authorised to the contrary, after discussion and agreement with P-Ops CAP SO1.

(10) Any OR6-OR9 on Sea – Shore ratio are only to be approached by P-Ops CAP or the relevant WFMG after consultation with the relevant CM staff.

(11) Personnel can be directed to submit a PE OPDEF/PERREQ D-PSR whilst on leave, but without being recalled, where there is a Service requirement. Personnel that are on leave will only be nominated in extremis for the most compelling of reasons[32] in order to meet the Service need. In this event the individual may apply for all unused leave to be credited back to their account. Personnel are advised to purchase suitable travel insurance[33] as pre-booked leave, whilst an important issue for consideration in trawls, will not necessarily prevent an individual being nominated where there are limited options to rectify critical operational gaps.

(12) As far as possible, arrival/departure dates stipulated on the D-PSR will be adhered to as limits to the duration of the move. In extenuating circumstances (i.e.. change of receiving Unit's tasking) there may be a requirement to extend a TR. To ensure a full auditable trail a further D-PSR will be completed. Receiving Units are **not** to negotiate extensions without P-Ops CAP/WFMG knowledge/authority. Alternatively, P-Ops CAP/WFMG may consider a new trawl to be a less severe option.

(13) **Following a trawl, D-PSRs are required for individuals who volunteer to be a TR to ensure correct recording of all individuals trawled**. As part of their role P-Ops CAP/WFMG aim is to minimise individual turbulence (churn) which has been identified as a major contributing factor towards retention in the Naval Service.

(14) If there is anyone else within the trawled Unit's Chain of Command who needs to be informed of a request for D-PSRs to be submitted, then it is incumbent on the Unit to inform the relevant individuals. Failure to meet the deadline for D-PSR submission is not an excuse for trawled individuals to be exempt from nomination. The individual's Unit is to ensure deadlines are met however, where there are reasonable reasons for delay, an extension may be requested from P-Ops CAP Fwd/relevant WFMG desk.

(15) Where a donating Unit from a trawl receives a gap a PE OPDEF/NOWD/PERREQ should be raised. The response in most instances will be for the Unit to SUSTAIN as due diligence would have been conducted on the gap created by the trawl.

(16) Advice for completing a D-PSR is at Annex 59K.

[32] JSP 760 1.9.
[33] JSP 752 17.0611.

k. **P-Ops CAP/ WFMG Action.**

(1) The P-Ops CAP Forward Cells[34] or WFMGs are responsible for initial communication with the Unit[35] and will co-ordinate discussions between CMs, Ratings Career Management cells (RCMs) and FGAs to resolve all PE-OPDEFs/NOWDs/PERREQs. P-Ops CAP NCHQ, in conjunction with Commander Operations (COMOPS), will provide direction on the overall priorities for resolution.

(2) Units should be aware that if required, a trawl can take a maximum of seven working days to complete due to the time taken to identify options, send out D-PSR requests, assess completed D-PSRs and apply for Cat A waiver. Therefore, Units should expect to bear any gap for this minimum period. If this is not achievable then the Unit should liaise with their relative SURFLOT CGA staff to identify any short term (<seven days) solutions prior to the P-Ops CAP/WFMG option being identified and activated. In extreme circumstances, where a Unit deploys on operations with <seven days' notice with a TR (nominated by SURFLOT CGA) for a period more than 30 days, the donating Unit is to provide a D-PSR for the individual to relevant P-Ops CAP FWD where a retrospective waiver will be sought.

(3) On occasion P-Ops CAP NCHQ staff will conduct a complete audit of all open PE-OPDEFs/NOWDs/PERREQs held within the database. This will require support from all Units with PE-OPDEFs/NOWDs/PERREQs to cross check the data sent by the P-Ops CAP team against their own information. Further information will be sent prior to commencing the audit.

(4) **Trawl Recording.** Details of individuals trawled as TRs for any PE-OPDEF/NOWD/PERREQ will be entered into the SCIO Trawl Log[36]. This allows identification of the number of trawls and/or nominations each individual has been subject to over a rolling 12-month period. There is no limit to the number of trawls an individual can be subject to (although it is assessed that more than six trawls in any 12 month period is getting excessive), however, an individual should not be nominated more than three times in any rolling 12-month period.

(5) This does not prevent individuals with particularly specific SQEP from being trawled a high number of times but does allow 'spread of the pain' where possible.

[34] At Devonport, Faslane and Portsmouth. The RCMs at Culdrose, Yeovilton and Marham perform the function for the Air Stations.
[35] P-Ops CAP Fwd will acknowledge receipt of PERREQs/OPDEFs; if a receipt is not received within 24 working hours then contact is to be established with the relevant team.
[36] Held within OPDEF Database application in SCIO.

SECTION 12

OTHER INFORMATION

5949. Loan of Ratings Between Units

Where Commanding Officers approve the loan of ratings from one ship/submarine or establishment to another for a period of 30 days or less, no assigning action is necessary, however the individual's Personal Turbulence should be recorded in JPA in accordance with the policy in Annex 22A Chapter 2 and instructions in Annex 59I. Where the loan is expected to be in excess of 30 days (including expeditions etc), the CM is to be informed and assignment action taken to ensure that the loan does not conflict with any assignment plans.

5950. Workforce Priorities

See also Para 6202.sub para b. Priority for manning established positions is set out at 3 levels:

a. **Strategic - DIN: Workforce Priorities for the Naval Service.** The Workforce Priorities for the Naval Service DIN provides strategic level guidance for the prioritisation of Naval Service workforce across Defence. It is subject to annual review by the Naval Manpower Working Group (Strength), chaired by DACOS (PPlan).

b. **Operational - COMOPS Priority List.** The COMOPS Priority List provides the Capability Generation priorities for Fleet Military Tasks and Operational Activity. Issued 6 monthly.

c. **Tactical - Fleet Operational Workforce Prioritisation.** In compiling the Fleet Operational Workforce Prioritisation, representatives from Commitments, Schedulers, FCIGs and DDPD Pers Ops and Plans, on behalf of CMs, agree the tactical workforce priorities grid based on a. and b. above. These grids are distributed to CMs/CMCs to support tactical workforce management. The grids are reviewed monthly.

5951. Core Team Concept

The Core Team Concept applies to operational units as they regenerate and through their operational deployment. It aims to ensure sufficient continuity in key posts to preserve the capabilities for which the ship has been generated. In formulating the Core Team the primary focus is on the maintenance of OC whilst recognising the need to identify levels of assignment flexibility available to Career Managers (CMs) to ensure acceptable flows for seagoing professional development and into and out of key career courses.

5952. Continuity Positions

Certain designated Positions may have a continuity requirement specified. This will be identified by the use of the 'Standard Tour Length' field in the Unit Establishment List. The continuity indicated is advisory only to CMs as other higher priority movements may necessitate individuals being moved earlier than planned. Ratings assigned to Continuity Positions are not normally to be assigned to a new position or an Emergency Relief Pool (ERP) until the period of continuity has been served, even if the rating concerned has passed their SAVDATE. Submarine ratings assigned to Donor, continuity or Submarine Essential Positions will remain liable for service in the Emergency Relief Pool. For background information on Continuity Positions see Chapter 2.

5953. Gapping

a. **Gapping Policy.** When a suitable individual is not immediately available to relieve another before departure, a position may be gapped. CMs must use their plot knowledge and workforce priorities guidance to decide where gaps should lie. The position will be left vacant until a suitable relief is available. The decision to leave important or highly contentious positions gapped should be discussed with and approved by Hd CM, keeping DDPD informed. It is vital that positions which are proposed to be left unfilled are identified early and that CMs notify the organisation's Commanding Officer of the gap as soon as possible.

b. **Gapping of Established Positions to Fulfil Un-established Tasks.** Gapping of an established position should not occur in order to release an individual to fill an un-established (and therefore un-costed) position. Although it should be resisted, there will be occasions, however, when an individual is required for an un-established task. In such cases the relevant SO1 CM should engage with the requesting authority and, in discussion with Hd CM, make a judgment about the relative importance of the requirement and, if applicable, which established position will be gapped.

c. **Absences of Less Than 3 Months.** In the case of absences of less than 3 months, unless the gapped position is a high workforce priority (see Para 5949), no Career Management action will be taken. If the position is listed as a high workforce priority and the employer is unable to bear the gap the actions at Para 5945.d sub para (2) and sub para (3) above should be taken. CMs should liaise closely with DDPD Pers Ops and Plans as appropriate to ensure that the most appropriate action is taken as swiftly as possible. A relief will not routinely be found for personnel who are medically downgraded for less than 3 months.

5954. Use of Reservists - Full Time Reserve Service (FTRS) and Additional Duties Commitment (ADC)

a. Naval reservists (regular and volunteer) may undertake an FTRS commitment as a means of filling Naval positions on a full-time basis where no suitable Regular Service person is available; ADC is a means of filling either an established position or an un-established commitment on a defined part-time basis. ADC can also be used for job sharing an established position. Positions may be specifically established for Reserves personnel. If a Position is only required to be filled on a part-time basis, it should normally be designated for a Reservist, so that it does not generate a liability for Regular personnel. See Annex 59H for 2SL policy on the use of FTRS.

b. RFR, RNR and RMR Officers and Ratings/ORs may register with the CM Reserves team as volunteers for full-time or part-time Reserve Service. If a match is found with the requirements of a Position that cannot be filled by a Regular Service Person, a formal procedure establishes the terms of any Commitment. Further Commitments may be granted, with the employer's support and CM Reserves approval up to a certain, defined limit; thereafter, the decision rests with Hd NPS. Employers may also initiate the process by requesting that a specific Position is filled by a Reservist, but agreement is at DDPD’s discretion.

5955. Return of Service

a. When RN and RM personnel undertake specific courses of training, studies or receive financial bonuses, the RN requires a return on its investment. The normal requirement is that individuals complete an effective period of service called a Return of Service (ROS). Training ROS fall into two areas: initial training, that taken by officers, ratings and other ranks prior to joining the trained strength and further training - that taken by officers, ratings and other ranks after joining the trained strength.

b. Details on ROS can be found at the following references: Chapter 53, extant DINs; and JSP 754 (Tri Service Regulations for Pay and Charges).

5956. Assigning of Warrant Officers First Class

a. **Career Management.** WO1s are assigned on a personal basis in order that their individual employment can be planned to the best advantage of the Service and themselves. WO1s are encouraged to contact their CM to arrange an interview approximately mid-assignment to discuss their next assignment or as required.

b. **Training.** CMs are to ensure that all WO1s undergo the Warrant Officers Staff Course (WOSC), either between selection and promotion, or as soon after as circumstances permit.

c. **Personnel Files.** Personnel dossiers on those selected to WO1 by the Promotion Board will be transferred to the CMs on completion of the selection procedure and will form the background for the assigning process. These dossiers will be updated by the annual SJAR reports and also include a record of all correspondence between the individual and WO1 CM and any relevant CM information. The records are held by the respective WO1 CMs.

5957. Assigning of Personnel Holding Local Acting Rates

a. CMs are not normally to assign in such a way as to create or perpetuate Local Acting Rates and are to strive to fill positions with personnel holding the substantive rate required by the Unit Establishment List.

b. In the event that a rating is assigned to a position for a rate one above their current rate, they may be granted the Local Acting Rate provided that the appropriate Command Course has been successfully completed and that a waiver is granted in accordance with Part 8. If a Receiving Unit considers it to be in the best interest, application may be made to the Discharging Unit to grant the Local Acting Rate, effective on the date of joining, so that the rating joins their new unit dressed in the uniform of the higher rate (see Part 8 – Promotions - Chapter 65).

c. The Local Acting Rate is to be relinquished in accordance with the guidance in Part 8.

5958. Personal Turbulence

Information on Personal Turbulence policy can be found in Annex 22A (Chapter 2). Instructions on how Career Managers should record this in JPA can be found in Annex 59I.

5959. Assignment Restrictions for Offenders

a. The Royal Navy must ensure that it provides a safe working environment for Service personnel and that, in the course of their employment, individuals do not suffer fear, alarm or distress. Following an offender's conviction for a particular type of offence, to assign that individual to a unit where the victim of the offence is also serving may cause anxiousness or distress to the victim thereby impacting adversely on operational capability. In these circumstances, the Service must balance the rights of the offender[37] against the need to maintain unit trust and cohesion. As a matter of policy therefore, in accordance with Table 59-1 below, assignment restrictions are to apply to individuals who are convicted of certain offences where the victim of the offence is also a member of the UK Armed Forces. The duration of any assignment restriction must be proportionate to the seriousness of the offence and the likely feelings of the victim should the offender be assigned to the same unit.

[37] Under the Rehabilitation of Offenders Act 1974 and human rights related legislation.

Table 59-1 - Duration of Assignment Restrictions for Offenders

Nature of Offence	Duration of Assignment Restriction
Any violence-related offence which results in a committed or suspended sentence of imprisonment or detention	From the date of conviction for at least 5 years unless the victim consents to serve in the same unit as the offender. To be reviewed at 5 years.
Any sexual offence	From the date of conviction until the victim leaves the Service.
Any domestic-abuse related offence	From the date of conviction for at least 5 years. To be reviewed at 5 years.
Any offence under the Protection from Harassment Act 1997	From the date of conviction for at least 5 years. To be reviewed at 5 years.

b. For convictions arising from Summary Hearings or Courts-Martial, the Summary Hearing Review Cell (SHRC) will identify those offenders and victims who should be subject to assignment restrictions in accordance with Table 59-1 and will send an e-mail notification to NAVY PCAP-CM MAILBOX (a multiuser account with access restricted to the CM COS and COORD team); receipt of this notification will be acknowledged by e-mail. The affected parties ('X' and 'Y') will be identified by Service Numbers only (without an indication of who is the victim and who is the offender), and the nature of an offence will not be disclosed by the SHRC. The SHRC will state the date/occasion on which the assignment restriction is to expire. Assignment restrictions will expire if this is prior to expiry date when the victim or offender(s) leave the Service.

c. For convictions arising from proceedings in a civilian court, the offender's unit will raise a C57 in accordance with extant Service Penalty procedures. Completed C57s will be forwarded to the SHRC[38], who will inform the NCHQ Career Management organisation of any assignment restrictions which may follow, noting that the victims of such offences are rarely Service personnel.

d. Career Managers are to record assignment restrictions on the JPA HR record of both parties (X and Y). The restriction is to be recorded as follows:

(1) **On X's JPA Record:** "Not to be assigned to a unit where [enter Y's Service Number] is serving or is assigned to join at a future date. Assignment restriction to expire [enter date/occasion specified by SHRC]".

(2) **On Y's JPA Record:** "Not to be assigned to a unit where [enter X's Service Number] is serving or is assigned to join at a future date. Assignment restriction to expire [enter date/occasion specified by SHRC]."



Note. *These assignment restrictions are to be applied in addition to any restrictions imposed by Chapter 20 Section 22 in relation to the management of suspected registered sex offenders.*

[38] In accordance with the RN Summary Hearing Review Cell Training Guide to JPA Discipline.

e. Once assignment restrictions are in place, Career Managers will have to exercise judgement in determining whether any particular assignment will in reality have the effect of undermining the purpose of the restriction. This may occur, for example, if the individuals are likely to be collocated within the same establishment (e.g. two lodger units within HMS NELSON), or one party will have regular professional contact with the other (e.g. a CPO Log (SC) assigned to the Waterfront Logistics Support Group Portsmouth and a PO Log (SC) assigned to a Type 45 destroyer). It is not possible or desirable to provide a comprehensive list of situations which may breach the general principle: common sense must be applied. **Legal advice is to be sought where adherence to an assignment restriction would cause prejudice to an individual, including to their career progression.**

f. For violence, domestic abuse or harassment related offences, five years after the date of conviction, assignment restrictions will be reviewed, with a presumption that they will be removed. The SHRC will notify the Service Police who will contact the victim (if they are still serving) to inform them of the review and offer them the opportunity to raise any exceptional circumstances that might justify retention of the restriction. If exceptional circumstances are raised, Hd Career Management must determine whether the assignment restriction should be removed or retained; when doing so they must seek legal advice from SO1 Employment Law.

g. Where a unit or assignment authority intends to temporarily assign an individual to a training course, the unit administrator or assignment authority must consult the individual's JPA record to check that there are no assignment restrictions in place. If there are, the unit administrator or assignment authority must ascertain where the other party is serving. If no breach of the assignment restriction will occur, the individual may be assigned to the course. If a breach will arise, the unit administrator or assignment authority is to inform the individual's Divisional Officer (or G1 Adviser for Royal Marines). If assignment restrictions are in place but the Divisional Officer/G1 Adviser considers that to prevent the individual's attendance on the course would cause prejudice to them, then the unit or assignment authority must seek legal advice through the unit Command Adviser from the relevant Regional Legal Office.

h. There may be situations following a Court Martial or civilian court hearing in which a Service person is found not guilty of an offence listed in Table 59-1 above, however they or the alleged victim still have a strong aversion to serving with the other party. In that situation there is no automatic entitlement to an assignment restriction, however an individual’s line manager and Career Manager(s) should be consulted to determine whether a voluntary assignment restriction can be put in place. Legal advice should be sought where there is any concern about the restrictions being considered (i.e. where there may be prejudice to either the Service requirement or to the career progression of one or both parties).

ANNEX 59A

COMMAND ASSIGNMENTS AND SELECTION CRITERIA



Note. *The following material is under regular review and should be read in conjunction with extant RNTMs, DINs and the JSP 550 series (Military Aviation Regulations).*

SECTION 1 - GENERAL

1. Command Assignments

A definitive list of command assignments is at Appendices 59A-1 to 59A-3. This is a living document which is subject to regular review. Applications for additions to the list are to be made to the Dir P&T. Prospective commands will be judged against a series of criteria, including the following: autonomy, risk, responsibility for people and materiel, financial accountability and disciplinary powers.

2. Types of Command

a. **Sea Command.** In Command of one of His Majesty's seagoing Ships/Submarines or Squadron of Ships.

b. **Military Command.** Military Command includes the following:

(1) **Air Command.** In Command of a Naval Air Squadron.

(2) **RM Command Assignments.** Including military sub-units.

(3) **Shore Command.** In Command of one of His Majesty's shore establishments or designated shore-based units.

c. **Subordinate Command.** Subordinate Command includes the following:

(1) **Professional Command.** In Professional Command of a designated department or unit merited by the responsibilities of the position.

(2) **Support Command.** In Command of a designated unit operating in a support role.

(3) **Training Command.** In Command of a designated unit operating in a training role.

(4) **Sub-Unit Command.** Not in direct Command, however in Command of a designated group or body which would normally be capable of an autonomous function or capability.

3. Common (Command) Assignments

For major shore establishment commands at OF4 and above, the principle is that Command is open to all Branches except where there is an overriding and specific professional requirement. For example, at RNAS Culdrose and Yeovilton, the CO, as the officer responsible for Aviation, delegates the authorisation for flying and must have the personal professional competences to do so.

4. Professional Command

The Command element of sea and shore 'charge' assignments is recognised by designating them generically as 'professional commands' and by specialisation as 'engineering/logistics command' as appropriate. This makes them easier to recognise as being equivalent to sub unit command when officers compete for tri-service assignments. There are some positions that require engineering charge status but are not designated as Professional Command (e.g. Nuclear Reactor Plant Manager (NRPM) (previously DMEO(SM))

5. Selection for Command

a. Command is open to officers of the highest quality, who have demonstrated the attributes within paras 6-7.

b. The selection process at each rank and for the various types of Command is broadly similar and any variation is identified in the following paragraphs which explain the different selection boards. The different Commands and Selection Boards are detailed in the Table below:

Table 59A-1. Commands and Selection Boards

COMMAND	OF2	OF3	OF4	OF5	OF6
Sea Commands, Sea Subordinate Commands	SASB1/SVC	SASB1 / SMCC	SASB2	FCAB with 1SL approval	FCAB with 1SL approval
Aviation Commands, Aviation Subordinate Commands	NA	AASB1	AASB2	FCAB	FCAB with 1SL approval
RM Operational Commands	Normal assigning	MCB1/Normal assigning /DCGRM Approval	MCB2/CGRM Approval	FCAB	FCAB with 1SL approval
RM Shore Commands (inc Rotational)	Normal assigning	MCB1 /Normal assigning / DCGRM Approval	MCB2/CGRM Approval	FSOAB	FSOAB with 1SL approval

(Continued)

Table 59A-1. Commands and Selection Boards (*Continued*)

COMMAND	OF2	OF3	OF4	OF5	OF6
Second Sea or Aviation Command assignments requiring post-Command status	Normal assigning	Normal Assigning	Normal assigning	FCAB with 1SL approval (seagoing); FSOAB (aviation)	FCAB with 1SL approval
RN Training and Support Commands	Normal assigning	PCSB / CFCSB	PCSB / CFCSB	FSOAB	FSOAB with 1SL approval
Shore Subordinate & Sub-Unit Commands and Professional Commands.	Normal assigning	PCSB / CFCSB / XGCSB1 / INT MCB1	PCSB / CFCSB / XGCSB2 / INT MCB2	FSOAB	FSOAB with 1SL approval

Key:

SASB	Sea Appointments Selection Board
AASB	Air Appointments Selection Board
SVC	Small Vessel Command
MCB	Military Command Board
PCSB	Professional Command Selection Board
CFCSB	Career Field Command Selection Board
FSOAB	Flag and Senior Officers' Appointments Board
FCAB	Fleet Commander's Assignment Board
XGCSB	Exploitation Group Command Selection Board
INT MCB	Intelligence Military Command Board

6. Candidature

a. Command of a ship, air squadron, submarine, MM/PP squadron or RM Operational Unit will demand a level of currency with Joint Operations, at sea and in the air. Candidates will be expected to have held a front-line sea/air assignment[1] within the 5 years[2] prior to the respective Board, to satisfy Board Members that they have the necessary experience, in the case of Sea Command to have achieved the requirements of STCW and, for Air Command, the requirements of Military Aviation Regulations. Furthermore, candidates must be recommended for Command.

b. If an individual has distinct prospects of selection for both Aviation and Sea Command, or for surface and submarine Sea Command in the same year, the Board Adviser will guide the Board Chair. The Board Adviser will also provide a judgment if a candidate, having held OF4 Command in either a Sea or Air assignment, can compete for further command in the other environment.

[1] Front-line sea assignments are selected from the units at Appendix 51A-2 and their Loan Foreign Service equivalents.
[2] Six years for Air Comd taken from the date of the relevant AASB.

7. Selection Factors

Each selection Board will be guided by the following selection factors and any variation as detailed in the relevant Board section:

a. **Command and Leadership Skills.** The ability to lead, meld and motivate a team in war and peace and possession of the necessary mental and physical resilience to withstand the strains of Command. Officers should have demonstrated a strong potential to succeed in Command, whilst also modelling the positive leadership attributes described in JSP 757(1)[3] Annex A to Chap 5 (building capability, leading by example, handling ambiguity, subordinate development, emotional intelligence). These criteria are common to all types of Command assignments.

b. **Warfare Skills.** Officers to have demonstrated the professional knowledge and experience required to successfully fight their unit/squadron.

c. **Seagoing Currency.** The Royal Navy is bound by the IMO Standards of Training, Certification, and Watchkeeping (STCW)[4], and has interpreted eligibility through the development of command examinations and 'Command Qualification' (CQ1 and CQ2)[5].

d. **Airmanship Currency.** The criteria for Air Command eligibility are dependent on the nature of the air assignment and are detailed in the eligibility table.

e. **Professional Command Currency.** It follows that, as well as the appropriate CLM abilities, Professional Command candidates should have demonstrated professional credibility within their specialisation appropriate to the Command Assignment(s) for which they are being considered. They should also hold any professional qualification appropriate to that level of Command.

f. **Merit.** Merit is an inherent factor in the selection process (see Para 6508).

8. Eligibility

Eligibility requirements for each type of Command are detailed in the tables below. Consideration may be given to individuals who fall short of these minima, provided that an exceptional case can be made, which will most likely be based on a proven track record. Career Managers are key to advising candidates and selection boards if/when a candidate might otherwise be considered ineligible. Final arbitration on eligibility rests with Deputy Director People in the cases of OF2 to OF4, and with the NA in the case of OF5, in consultation with the respective Head of Fighting Arm.

[3] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-757.aspx
[4] International Maritime Organization: International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978.
[5] BR 9940 Ship and Naval Air Squadron Command Examination, Command Qualification and Platform Endorsement Process

9. Automated Generation of the Candidate Pool via SCIO.

Command/Professional Command selection boards require the same level of assurance and governance that is afforded to the promotion/commission transfer process and therefore from 2022, this process will be managed by Proms, using an automated process to provide a pool of candidates for each selection board. This pool of candidates will then be scrutinised by CMs to ensure that eligible volunteers are presented at the optimum time[6].

a. **JPA Data Fields.** SCIO will be used to produce the initial pool of candidates based upon the JPA data fields related to the eligibility requirements in the tables below. Where this is related to a JPA competency, it is in candidates' interest to ensure that their competence profiles are correct.

Table 59A-2. Eligibility for Sea Command

List of command assignments is at Appendix 59A-1.

Assignment	Board	Criteria
OF2	SVC	- **Experience:** Have completed at least one complement assignment at sea and successful completion of PNO course prior to assuming Command. - **Currency:** 18 months Qualifying Sea Service[7] since the award of their NWC. - **Recommendation:** Recommended by Command and Flotilla using the Command Competency Framework.
	SASB1	- **Experience:** Have completed a minimum of 2 complement assignments at sea in the surface or submarine flotillas. - **Currency:** Candidates will have served at sea and have a minimum of 12 months QSS in the last 5 years (taken from the date of the relevant SASB). - **CQ1** - **Recommendation:** Recommended for a Command assignment. ICSC(M) or a recommendation for staff training.
OF2-3	SMCC Selection Board[8]	As directed by BR9275(3)[9] art 1703.

(Continued)

[6] CMs should discuss timing of board presentation with candidates and any decision not to present an eligible candidate should be recorded in the SPs SCIO E-Pack.
[7] In view of the short selection window and timing of the SVC boards, candidates may be presented to the Board when they are forecast to have accrued 18 months QSS or more by the time they are due to assume Command.
[8] Successful completion of SMCC qualifies an officer for an assignment as XO SSN/SSBN and is presented to Capt SM for ratification (in his leadership role as Capt SM, not in his role as SMCC Board Member).
[9] https://ndh.web.apps.royalnavy.r.mil.uk/fpgo/BRd_5000_9999/BRd_9275_3/BRd_9275_3/BRd_9275_3.pdf

Table 59A-2. Eligibility for Sea Command (*Continued*)

Assignment	Board	Criteria
OF3	SASB1	- **Experience:** Qualified PWO/PWO(SM)/PWO(AV)/HCH and completed a warfare tour in an associated assignment (minimum 18 months). - **Currency:** Candidates will have served at sea and have a minimum of 12 months QSS in the last 5 years (taken from the date of the relevant SASB). - **CQ2** - **Recommendation:** Recommended for a Command or Executive assignment. ICSC(M) or a recommendation for staff training.
OF4	SASB2	**Command of a surface unit** - **Experience:** The eligibility requirements of SASB1, but with 2 Warfare tours in associated assignments. Unit command, including XO DD/FF as a result of previous SASB, is highly desirable. - **Currency:** As SASB1. - **CQ2** - **Recommendation:** Recommended for a Command assignment. Command knowledge gained from the attainment of CQ2 has been translated into practical familiarity. psc(j) or a recommendation for ACSC.
		Command of a submarine - **Experience:** Must have completed an appointment as XO SSN/SSBN. A subsequent SM(CQ) shore assignment is highly desirable. - **Recommendation:** Recommended for a submarine Command assignment.
OF5	FCAB	1. Qualified PWO/SMCC/HCH or relevant aviation qualification, and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. psc(j) is highly desirable.



Notes:

1. Candidates will need 36 months' Qualifying Sea Service prior to award of CQ1.

2. BRd 9940 details ship and air command examination and command qualification process.

Table 59A-3. Eligibility for RM Command

List of command assignments is at Appendix 59A-3.

Assignment	Board	Criteria
OF3 RM Sub-Unit and Subordinate Command	MCB1	1. **In Zone**. CPD +2 yrs to +5yrs (3 looks). 2. **Recommendation.** Recommended in at least one OJAR report for a Command Appointment at OF3. 3. **Previous MCB1 Grading**. Any officer receiving a 'C-grade' at a previous MCB1 will not be considered at any subsequent MCB1s. 4. **Deferral**. In exceptional circumstances, a deferral of presentation to the Board for 12mts may be approved by SO1 OCM RM. This will be based on Service requirements and not personal preference. The result will be an extension in zone. 5. **Preferences**. MCB1 candidates submit Command Appointment preferences to CM OF RM SO2A, they may opt to be considered for any SUC or for Shore SUC consideration only. 6. **Withdrawal**. An individual may elect not to be considered at a Board for which he is eligible. However, this will not extend their time in zone. 7. **RM Pilots and SF**. RM Pilots and RN SF officers who meet the above criteria remain eligible for consideration but will also be subject to consideration for command and staff assignments within their specialist areas.
OF4 RM Unit Command, RMR Command and Subordinate Command	MCB2	1. **In Zone**. RM OF4s of seniority +2yrs to +4yrs **on 30 Jun of the year of the Board** (3 looks). 2. **Experience.** ACSC or PSC(j) equivalent is desirable but not essential. Previous command at OF3 is highly desirable but not essential. 3. **Recommendation.** Recommended in at least one OJAR report for a Command Appointment at OF4. 4. **Previous MCB2 Grading**. Any officer receiving a 'C-grade' at a previous MCB2 will not be considered at any subsequent MCB2s. 5. **Deferral**. As for MCB1. 6. **Withdrawal**. As for MCB1. 7. **RM Pilots and SF**. As for MCB1. 8. RM Reserves who meet the same criteria as regular offrs, and who are volunteers, will be considered for RMR comd appointments.
OF5 RM Unit Command	FCAB	1. **Experience:** ACSC or PSC(j) equivalent is desirable but not essential. 2. **Recommendation:** Recommended for Command at OF5.



Note. *Guidance on when officers come into zone for consideration is given at Para 27 sub para d below.*

Table 59A-4. Eligibility for Air Command

List of command assignments is at Appendix 59A-1, and Sub-Unit Command assignments at Appendix 59A-2.

Assignment	Board	Criteria
OF3 Air Command and Executive Assignments	AASB1	- **Experience:** Have completed a minimum of 36 months in front-line aviation.). - **Currency:** Candidates should hold full currency according to specialisation, type or role within a complement assignment within the last 6 years (taken from the date of the relevant AASB). - **Qualifications**: CQ(A)1 and ICSC(M). Candidates should hold qualifications relevant to frontline squadrons (e.g. HWI/QWI/PWO(AV)) and will hold qualifications relevant to training squadrons (e.g. QHI/QOI/QFI). - **Recommendation:** Hold a current recommendation for an AASB1 assignment via most recent OJAR.
OF3 SATCO TAS Assignments	AASB1	- **Experience:** Must have previously been SATCO FOST, SATCO QEC, MATO SWK or DSATCO TAS. - **Qualifications**: ICSC(M). - **Recommendation:** Hold a current recommendation for an AASB1 assignment.
OF4 Squadron Command	AASB2	- **Experience:** Have completed a minimum of 48 months in front-line aviation.). Candidates should have previous Command or executive experience. - **Currency:** as AASB1. - **Qualifications**: CQ(A)2 and ICSC(M). Ideally should hold qualifications relevant to either frontline (e.g. HWI/QWI/PWO(AV)) and/or training (e.g. QHI/QOI/QFI) squadrons. psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.
OF4 Force Command	AASB2	- **Experience:** Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. - **Currency:** Have held an aviation related frontline or staff assignment within the last 5 years. - **Qualifications**: CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.

(Continued)

Table 59A-4. Eligibility for Air Command (*Continued*)

Assignment	Board	Criteria
OF4 Commander Air Afloat	COMNA Selection'	- **Experience:** Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. Candidates should hold the JPA Competency *Experience* | *QEC* | to at least Practitioner level. - **Currency:** Have held an aviation related frontline or staff assignment within the last 5 years. - **Qualifications**: CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.



Note. *Where Air Executive or Command assignments are held at OF3 level, the AASB1 will select the Commanding Officer and Senior Pilot/Observer (including all positions of equivalence irrespective of terminology in use e.g. Executive Officer, as appropriate.*

Table 59A-5. Eligibility for Shore Command (Exploitation Group)

List of command assignments is at Appendix 59A-1.

Assignment	Board	Criteria
OF2 Sub-Unit OIC (DTXG / MTXG / HXG)	XGCSB1	- **Experience:** Minimum 18 months Qualifying Sea Service since achieving NWC. - **Qualification:** Navigation Watch Certificate (NWC), Bridge Warfare Qualification (BWQ), WAR126A[10]. DTXG positions also require DDS103[11] and HXG positions require HM100[12]. - **Recommendation:** Recommended for XG Unit Command by OF4 or higher.
OF3 DTXG / MTXG / HXG Squadron Command / HXG COS	XGCSB1	- **Experience:** Minimum 18 months Qualifying Sea Service since achieving NWC. - **Qualification:** CQ(XG) or CQ2, Navigation Watch Certificate (NWC), Bridge Warfare Qualification (BWQ). ICSC(M) or positive recommendation for course. Maritime Planning Officer or PWO qualification. DTXG positions also require DDS103 and HXG positions require HM103[13]. HXG COS also requires H Ch[14]. - **Recommendation:** Recommended for Sea Command in most recent OJAR.

(*Continued*)

[10] PNO theory course.
[11] Minewarfare and Clearance Diving Officer Diving Phase (DDS 103) & 0808 RN Advanced Underwater EOD (Officers & SNCOs).
[12] Basic Hydrography Course.
[13] H Officer Advanced Survey.
[14] Hydrographic Charge.

Table 59A-5. Eligibility for Shore Command (Exploitation Group) (*Continued*)

Assignment	Board	Criteria
OF4 DTXG / MTXG / HXG Group Command	XGCSB2	- **Experience:** Commanded at OF3. - **Qualification:** CQ(XG) or CQ2, Navigation Watch Certificate (NWC), Bridge Warfare Qualification (BWQ). DTXG Command also requires DDS103 and HXG Command requires both HM103 and H Ch. - **Recommendation:** Recommended for OF4 Sea Command from OF3 command assignment (SASB1 or XGCSB1).

Table 59A-6. Eligibility for Professional Command (Engineer)

List of PC(E) assignments is at Appendix 59A-2

Assignment	Board	Criteria
OF3 AE	PCSB(E)	- **Experience:** Substantive OF-3 (on the day of the PCSB) - **Availability:** As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: As at 1 Oct prior to the PCSB, hold the JPA competences of: Officers (General)|Air Engineering Offrs Cert Of Competency|Navy| And either Engineering | Incorporated Engineer – IEng|Joint| or Engineering|Chartered Engineer – CEng|Joint|. - **Recommendation:** Hold a positive recommendation for Prof Comd in the most recent OJAR.
OF3 MEGS	PCSB(E)	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: Hold the JPA Competence of Professional|Marine Engineer Charge Qualification (MCQ)|Navy|[15]. - **Recommendation**: Recommended for OF3 Professional Command in the most recent OJAR.

(*Continued*)

[15] Sea Assignments only.

Table 59A-6. Eligibility for Professional Command (Engineer) (*Continued*)

Assignment	Board	Criteria
OF3 MESM (NRPM and/or MEO)	PCSB(E)	- **Experience**: Substantive or selected OF3 on the day of the PCSB. - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: Hold both the following JPA Competences: Professional| MCQ(MESM) Charge Qualification|Navy| Professional| SM Lt Recommended for DMEO|Navy| and from 1 Jan 27, hold one of the two JPA competencies of: IEng – Engineering|Incorporated Engineer - IEng|Joint| or CEng - Engineering|Chartered Engineer - CEng|Joint| - **Recommendation**: Recommended for OF3 Professional Command in the most recent OJAR.
OF3 WEGS	PCSB(E)	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: Hold the JPA Competence of Professional|Weapon Engineer Charge Qualification (WCQ)|Navy|[16]. - **Recommendation**: Recommended for OF3 Professional Command in the most recent OJAR.
OF3 WESM	PCSB(E)	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: Hold the JPA Competency; Officers (General)|Weapon Engineer (Submarine) Charge Qualification|Navy|. - **Recommendation**: Recommended for OF3 Professional Command.
OF4 MEGS, WEGS, WESM	PCSB(E)	- **Experience**: Substantive or selected OF-4 (on the day of the PCSB) and hold JPA Competence CMS|12 Months OF3 Engineer Professional Command|Navy. - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Recommendation**: Recommended for OF4 Professional Command.

(*Continued*)

[16] Sea Assignments only.

Table 59A-6. Eligibility for Professional Command (Engineer) (*Continued*)

Assignment	Board	Criteria
OF4 AE, MESM	PCSB(E)	- **Experience:** Substantive or selected OF-4 (on the day of the PCSB) and hold JPA Competence -**Availability:** As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications:** Hold both the following JPA Competences: CMS|12 Months OF3 Engineer Professional Command|Navy Engineering | Chartered Engineer – CEng|Joint|[17] - **Recommendation:** Recommended for OF4 Professional Command in most recent OJAR.

Table 59A-7. Eligibility for Professional Command (Logistics)

List of PC(L) assignments is at Appendix 59A-2.

Assignment	Board	Criteria
OF3	PCSB(L)	- **Experience**: Substantive or selected OF3 having completed one seagoing assignment. Have not completed PC(L) role in current rank - **Qualifications:** Have passed the Logistics Professional Command Board holding the competency CMS|LPCB (LOGISTICS PROFESSIONAL COMMAND BOARD)|Navy| - **Availability:** Candidates must be available to attend ALOC within the next training year (i.e. have not submitted request for early termination or be undertaking Barrister training). Candidates must have at least 5 years to serve on their current engagement (time for 2 assignments post PC(L) assignment. Candidates must be on an FCS commission or be a volunteer for transfer. **Recommendation:** Hold a positive recommendation for Prof Comd in the most recent OJAR
OF4	PCSB(L)	- **Experience:** Substantive OF-4 with a maximum 5 years seniority (taken on the date of the relevant PCSB). Have not completed PC(L) role in current rank. - **Availability**: Candidates must have at least 5 years to serve on their current engagement. Volunteer status should be expressed to the SO1 Logs CM. - **Recommendations:** Hold a positive recommendation for Prof Comd in the most recent OJAR and have at least one report in OF4 rank.

[17] For MESM, this requirement may be considered for waiver out of operational necessity by application to CSO(E) via FMEO(SM).

Table 58A-8. Eligibility for Professional Command (Medical)

List of Professional Command (Med) assignments is held by UCM CMs

Assignment	Board	Criteria
OF4	PCSB(M)	- **Experience:** Have successful command or relevant Staff experience and broad DMS experience at OF3. Displaying potential for promotion to OF5. Boards should consider that different sub-branches have different career paths at OF2-3 and that will be reflected in reporting. - **Recommendations:** Hold a positive recommendation for Shore Command in the most recent OJAR. - psc(j) or at least high recommendation for ACSC - Serving on an FCS - Yes or above for 1-up (OF5) promotion

Table 59A-9. Eligibility for Intelligence Shore Command (From Apr 2026)

List of Int Command assignments is at Appendices 59A-1 and 59A-2.

Assignment	Board	Criteria
OF3 Int Sub-Unit Command	Int MCB1	- **Experience**: Completed a minimum of two operational intelligence tours (minimum 18 months) at OF3 level[18]. JMIC qualified. - **Recommendation**: Recommended for military command. Achieved ICSC(M) or recommended for further staff training.
OF4 Int Unit Command	Int MCB2	- **Experience**: Completed a minimum of one OF4 intelligence tour (minimum 18 months). JMIC qualified. Previous sub-unit command highly desirable. - **Recommendation**: Recommended for military command. Achieved PSC(j) or foreign equivalent or recommended for further staff training.

10. Board Adviser

The appropriate officer from Career Management will act as the Board Adviser. Their role is to provide an initial briefing to cover the following: the selection target and any branch and specialisation considerations; relevant assigning factors such as continuity of reporting; and the career management perspective.

11. Board Composition

Whilst the composition of individual boards is detailed below, the individual members should not be from a role which reports directly to the Board President. Where possible, the board should include both male and female voting members.

[18] An operational intelligence tour is defined as being appointed to a core, liability intelligence position career managed by OCMXINT.

12. Board evidence

Boards will be provided with a Boarding File that includes some or all of the following types of evidence to support decision-making.

a. **Official Record.** The Official Record[19], often referred to as the selection file, is a folder containing all Annual Reports, other reports and admissible documentation on an officer for consideration by selection boards.

b. **Profile (CV) Sheet.** A summary of the candidate's military career.

c. **Profession-Specific Readiness Reports.** Where required by professions, additional readiness reports will be included. This may include Command Competency Framework (CCF) reports or reports from qualification boards.

13. Board Grading

Unless otherwise detailed in the Board guidance in Section 2, Command boards will apply a grading to each candidate as follows:

a. **List A.** Selected to the Pool for Sea/Military Command.

b. **List B.** Not selected this time but subject to further review at future boards.

c. **List C.** Not selected for Command assignments or further review in current rank[20]. Officers who have previously graded C may, in exceptional circumstances, be reconsidered by future Command Boards should the needs of the Service change and/or the individual's demonstration of Merit change significantly, as identified by the relevant CM.

14. Pool Selection

The initial consideration of eligible candidates by Selection Boards will focus purely on pool selection, based solely upon merit for command as evidenced in an individual's selection file. The relevant Career Manager (CM) will articulate the requirement (i.e. pre-determined command roles to be filled over the next 18 months, plus an additional allowance to ensure the pool has enough to allow flexibility for the CM).

15. Assignment

The process for subsequent assignment of officers selected to the pool will be as follows:

a. **Develop Assignment Recommendations**. On completion of the command board, the relevant CM will be presented with a pool of selectees, in order of merit, available for assignment across the pre-determined command roles. The CM will then be afforded time[21] prior to the Command Assignment Stakeholder Engagement, to determine recommendations for optimal command assignment outcomes, recognising other career management factors including individual preferences, longer-term career trajectory factors and any geographic and domestic considerations.

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[19] This is the same as the Official Record used for promotion boards (see para 6614)
[20] List C candidates are only list C for that particular category of Command and may remain eligible for Command assignments in a different category.
[21] Two weeks set as a realistic maximum.

b. **Command Assignment Stakeholder Engagement**. Having identified the right people for the right jobs, CMs will engage with employers and other stakeholders as part of the nomination process.

c. **Head of Specialisation Endorsement**. The final phase would see the ratified list of command assignments passed to the respective Head of Specialisation (HoS) for final endorsement[22]. This phase will offer HoS the opportunity to discuss and raise any concerns which may necessitate additional stakeholder engagement prior to HoS endorsement[23]. For SASB2, AASB2 and MCB2, the CM will use the HoS endorsement for final approval from the Fleet Comd and for FCAB, Hd SOCTM will seek endorsement from Fleet Comd with final approval from 1SL. Prior to assignment orders being issued, individuals will be informed of the outcome by the relevant CM with congratulatory messages being sent by HoS as necessary.

16. Refusal

a. As stated in para 5904, Service Personnel are not permitted to select or decline assignments, due consideration is given to personal wishes before deciding on a particular assignment. If an officer does not wish to be considered for Command, they should inform their CM in writing. This request will be balanced against the Service needs.

b. Officers who, following selection for a command assignment, refuse their allocated assignment will be deselected and will not be considered at the next SASB/AASB/PCSB or MCB selection board following refusal. Officers will be presented to the command selection boards thereafter providing they continue to meet the eligibility criteria. Officers who are not extracted from the selection pool will need to re-compete at the next SASB/AASB/PCSB or MCB unless exceptional circumstances warrant an extension to their selection.

c. For SASB2, the currency requirement for command is time related so any refusal, regardless of reason, will cause a corresponding reduction in command “shots”. For AASB2 and MCB2 a refusal will cause a corresponding reduction of command “shots” unless caused by exceptional circumstances detailed in Para B.

17. Board Records

The outcome from each Board will be a formal record of the candidates presented to the Board and the grading awarded to each candidate. This will be held electronically by PROMS.

18. Promulgation

a. The Officers’ Boarding programme is published on the Royal Navy Workforce Appraisals and Career Progression Team site[24] (sharepoint.com).

[22] COMSURFLOT, Dep Dir NAvn and Logs/Eng equivalent; for RM – where DCGRM is Head of Profession – DCGRM will endorse.
[23] Dir P&T will adjudicate on any disagreement.
[24] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Promotions.aspx

b. The results of the selection process will be promulgated in SCIO and the My Navy app.

c. The pool selection notification will be published on SharePoint on the Monday following the Board.

SECTION 2 - SPECIFIC SELECTION BOARD PROCEDURES

19. Small Vessel Command

a. **Zone Criteria.** The Service Requirement can be met from officers across the OF 1/2 seniority range. Candidates may be presented to the Board when they are forecast to have accrued 18 months QSS or more by the time they are due to assume Command.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) Command Competency Framework (CCF) report with appropriate Flotilla or 3RO recommendation. CCFs from previous SVC selections shall be retained for subsequent consideration.

c. **Board Composition.**

Chair	Capt PUXD
Board Member	Navy Command OF4
Board Member	Non-Navy Command OF4
Board Member	Dir P&T Warfare OF4
Board Adviser	CM OF WAR JWO
Board Secretary	PROMS BSX

d. **Nomination Process.** Eligible candidates are nominated by Commanding Officers by raising a CCF report. The CCF is submitted via Squadron and Flotilla staff to the appropriate OF5, e.g. Capt PUXD/SS(E)/SS(W)/Capt SM, and, if endorsed, forwarded to the Board Advisor. Career Managers will provide advice to Commanding Officers and members of their plot on the optimum time within their career for a Subject Officer to be presented.

20. SMCC Selection

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Candidates who meet the necessary criteria will remain eligible unless no longer considered suitable for SMCC selection.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) All Command Competency Framework (CCF) reports.

c. **Board Composition.**

Chair	Warfare Non-SM OF5
Board Member	Capt SM
Board Member	FOST Capt SM
Board Member	DACOS SM
Board Adviser	CM OF XSM SO2
Board Secretary	PROMS BSX

21. SASB1

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Career Managers will advise individual officers on the optimum timing of their presentation. Candidates who meet the necessary criteria will remain eligible unless placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) Command Competency Framework (CCF) reports.

c. Board Composition.

Chair	COMSURFLOT
Board Member	Warfare OF5
Board Member	Non-Warfare OF5
Board Member	Dir P&T Warfare OF5
Board Adviser	CM OF WAR SO1
Board Secretary	PROMS BSX

22. AASB1

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Career Managers will advise individual officers on the optimum timing of their presentation. Candidates who meet the necessary criteria will remain eligible unless placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

c. **Board Composition.**

Chair	DDirNAvn /FAA 1*
Board Member	FAA OF5
Board Member	Non-FAA OF5
Board Adviser	CM OF AIR SO1
Board Secretary	PROMS BSX

23. Exploitation Group Command Selection Board (XGCSB1/2)

a. **Zone Criteria.** Candidates will be presented to the Board when eligible and a volunteer, but no time constraint will be applied either to their subsequent review or to the final opportunity for review; candidature will continue provided an officer's currency and experience profile meets the eligibility criteria and not placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) Command Competency Framework report (OF3 command selections only).

c. **Board Composition.**

	XGCSB1	XGCSB2
Chair	Capt PUXD	COMSURFLOT
Board Member	Navy Command OF4	Navy Command OF5
Board Member	Non-Navy Command OF4	Non-Navy Command OF5
Board Member	Dir P&T Warfare OF4	Dir P&T Warfare OF5
Board Adviser	CM OF WAR MCDO SO2	CM OF WAR SO1X
Board Secretary	PROMS BSX	PROMS BSX

d. **OF2 OIC Designate Course requirements.** Following selection for OIC positions by XGCSB1, successful candidates will be assigned to the OIC Designate Course. The following Ship Command Examinations (SCE) must be passed prior to attendance:

(1) SCE Navigation 1 – Rule of the Road.

(2) SCE Navigation 2 – General Navigation.

(3) SCE HM 1 – Basic Meteorology.

(4) SCE Seamanship.

24. INT Military Command Board

a. **Zone Criteria**. Candidates will be presented to the Board when eligible and a volunteer, but no time constraint will be applied either to their subsequent review or to the final opportunity for review; candidature will continue provided an officer's currency and experience profile meets the eligibility criteria and not placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) Letters of Commendation or Censure

c. **Board Composition.**

	Int MCB1	Int MCB2
Chair	DACOS N2	Dir OAC
Board Member	Navy Command OF4	DACOS N2
Board Member	Dir P&T Warfare OF4	Dir P&T Warfare OF5
Board Adviser	CM OF WAR INT SO2	CM OF WAR SO1X
Board Secretary	PROMS BSX	PROMS BSX

25. SASB2

a. **Zone Criteria.** Warfare officers will be considered on selection for promotion to OF4. In view of currency requirements, candidates graded List B will be reviewed annually from the 'Review Pool' in the following years, but officers will revert to list 'C' after 4 years from selection for promotion to OF4, unless selected or otherwise becoming ineligible. Those who fail to meet the currency or experience requirements outlined above may be placed in List C at their first or subsequent Boards. There is no quota of sea commands for newly selected officers', and all candidates are in competition with each other for the available commands.

b. **Requirement.** The requirement for the number of sea command selections is driven by the availability of surface and SM commands during the period of approximately 2 years after SASB2. The figure is kept under review by DDPD and the Board advised accordingly.

c. **Evidence.** The evidence presented as the same as at SASB1 (para 21.b).

d. **Board Composition.**

	PSB	FSB
Chair	Navy Command OF6	CSF
Board Member	Non-Navy Command OF5 (See Note)	COMOPS
Board Member	Navy Command OF5 (SF)	Nominated 2*
Board Member	Navy Command OF5 (SM)	COMSUBFLOT
Board Member		COMSURFLOT
Board Adviser	CM OF WAR SO1	CM OF WAR SO1
Board Secretary	PROMS BSX	PROMS BSX



Note. With Sea Command experience as an OF4.

e. **Board Procedure - SASB2.** The SASB2 consists of a Preliminary and a Final Selection Board and both will normally precede the equivalent parts of the AASB2. Prior to the PSB the Warfare Branch Secretary will carry out a pre-board sift in order to reduce the PSB's workload. The sift is audited. The PSB will carry out the following actions:

(1) Prior to the board, read the Officers' Records of newly selected officers and those officers due for review and, guided by the selection factors and the eligibility criteria, grade them as A, B or C (an A Candidate is an officer who shows distinct potential to succeed in Command now).

(2) Review in-session the aggregate order of merit (OOM) generated by individual members' votes.

(3) Finalise the list of A candidates to be placed in seniority order before the FSB and to record formally the candidates graded as List B and C. The number of As should be approximately twice the number of available Commands.

f. **Board Procedure - FSB.** The FSB will read the files of the A candidates selected by the PSB and, guided by the selection factors and the eligibility criteria, will select a number of candidates, equivalent to the number of Commands available, to be placed on List A. The remaining candidates will be graded either List B or C. The FSB may consider selecting a reserve, or reserves, as advised by the Board Adviser but the reserve will remain a List B candidate.

g. Post the SASB2 FSB, the CM will draft provisional allocations of List A officers to available units. Provisional allocations are to be circulated electronically to RASS/RASM Board members for comment before being presented to RASS/RASM. RASM and RASS will call on the Fleet Commander to seek approval of the proposed assignments. Once approved, command chains and individuals will be informed by their Career Managers of the respective allocations. The process should take a maximum of 10 working days from FSB to JPA action.

h. Post Fleet Commander's approval, Cdr X will collate a final list of all approved SASB2 Command nominations and forward to SASB FSB members for information. This will also precipitate assignment action where necessary.

i. **Second Sea Command Assignments.** All Warfare Commanders who have completed one sea command assignment and who have achieved the appropriate recommendations from that assignment are eligible for consideration for a second sea command assignment. This is a Career Management process and these officers are not reconsidered by the SASB2. They are identified and assigned by Cdr X/Cdr Air. The posts are detailed at Appendix 1 to Annex 59A.

j. **Exceptional Reviews.** An officer can be reviewed after having been graded List C, however this will only be in exceptional circumstances and a formal Appraisal Report has to be raised with a Navy Board member's specific endorsement. The candidate would normally have to meet the currency criteria.

26. AASB2

a. **Zone Criteria.** As for AASB1 (see Para 22.a). No distinction is made between an individual's Service (Royal Navy or Royal Marines), specialisation (Pilot, Observer or occasionally Air Engineer (Pilot or Observer)) or aircraft type beyond those specified or desirable within the Terms of Reference for the assignment in question.

b. **Evidence.** The evidence presented is the same as at AASB1 (para 22.b).

c. **Board Composition.**

	PSB	FSB
Chair	FAA OF6	Navy FGen-Dir
Board Member	FAA OF5 (Notes 1 and 2)	COMOPS
Board Member	FAA OF5 (Notes 1 and 2)	Nominated 2*
Board Member	FAA OF5 (Notes 1 and 2)	
Board Adviser	CM OF AIR SO1	CM OF AIR SO1
Board Secretary	PROMS BSX	PROMS BSX

Notes:

1. With Command Experience at OF4.

2. A mix of experience is desirable, to include FW, RW and CHF.

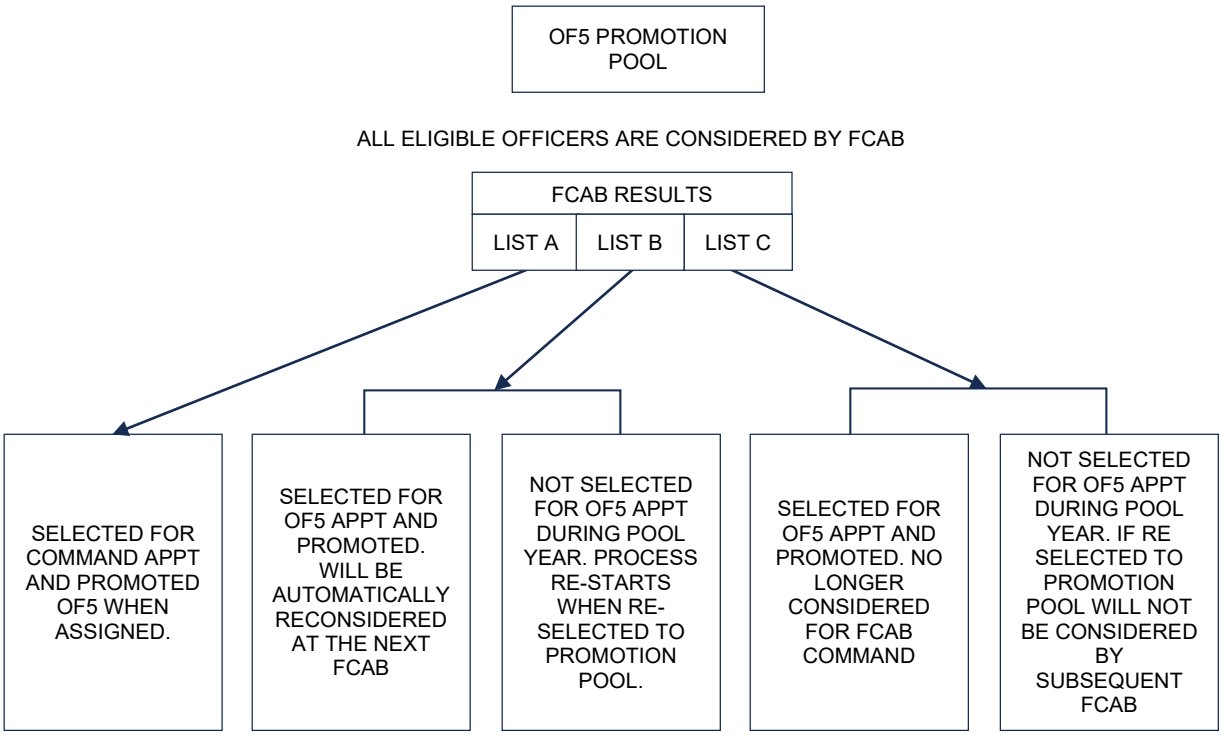
d. **Board Procedure.** Similar to SASB2 (Para 25.e/f), however the PSB may consider the candidates by command type dependent on the numbers of both candidates and available assignments. Post FSB, RAFAA will consult with AOC 1 Group[25] thereafter seeking endorsement from the Fleet Commander of proposed Command assignments. Post Fleet Commander's approval, assignments will be promulgated thereafter.

27. FCAB

a. **Zone Criteria.** FCAB selects officers to the OF5 and 6 operational Commands detailed at Appendices 1-3 to Annex 59A, regardless of specialisation or whether the Command is seagoing or not. Officers will be considered for selection for a Command for their first tour on promotion and, to afford the maximum flexibility and to appoint the very best candidates available at any given time, it is not intended to mandate a limit to the number of reviews an individual should receive but a maximum of 2 or 3 is likely before currency requirements intervene. Officers selected into the OF5 Promotion Pool will be eligible for consideration for OF5 Command. The following diagram represents the relationship between FCAB and the Pool Promotion process:

[25] Only for following Squadrons 17(R) Sqn, 207 Sqn, 617 Sqn and 809 NAS.

Figure 59A-1. FCAB Pool Promotion Process



b. **Evidence.** The following reports will be presented in a candidate's file (see para 12 and FSOAB instructions at Chapter 60 Section 4):

(1) Profile sheet.

(2) Official Record.

(3) Personal Statement.

(4) Psychometric assessment report dated within the last 5 years.

c. **Board Composition.**

	FCAB (see note)
Chair	Fleet Commander
Board Member	CSF
Board Member	COMOPS
Board Member	Nominated 2*
Board Adviser	Hd SOCTM
Board Secretary	NA / Hd SOCTM

Note. *Board membership will include both Male and Female Officers if possible.*

d. **Board Procedure.** Similar to SASB2 (Para 25.e/f), but the prime determinant for OF5 selection for operational command is 'Warfighting', supported by the standard factors at Para 7. The FCAB FSB may sit concurrently with the SASB2 FSB to provide an opportunity to veer and haul Command assignments between OF4 and OF5 Command if required.

28. RM Command Selection

a. The selection of RM officers for OF3 and OF4 operational and shore command assignments will be achieved through a series of Boards: Military Command Board 1 (MCB1) at OF3-level and Military Command Board 2 (MCB2) at OF4-level. RM OF5 Command appointments are selected by MCB3 as advised by the Naval Assistant.

b. The following should be noted:

(1) RM Pilots and SF officers remain eligible for consideration at all of these Selection Boards (providing they are eligible) but will also be subject to consideration for command and staff assignments within their specialist areas through processes detailed elsewhere.

(2) RM Reserves who meet the same criteria as regular officers, and who are volunteers, will be considered for RMR Command appointments.

(3) Selection of the Commanding Officer for MAB6 is the responsibility of the MAB Command Board, chaired by Director Special Forces (DSF), who will consult with CGRM to ensure that the RN interest and officer career management issues are taken into account. Once CO MAB6 has been selected, HQ DSF will inform the Fleet Commander. The MAB Command Board considers all SF commands that will become available in the period approximately 12 months after the Board. Suitably qualified RM officers remain eligible for all SF commands, including CO MAB6, CO MAB8, CO MAB3/4(V), CO MAB1. Officers will come into zone for selection between 1-4 years seniority when the Command is due to become available. Officers selected to command MAB6 will not be considered for other OF4 RM commands.

(4) Selection for MAB sub-unit command (MAB2 / 6 / 8) is the responsibility of the MAB OF3 Sub-unit Command Board, chaired by DDSF. The MAB OF3 Sub-unit Command Board normally sits in September and considers all MAB commands that will become available in the period approximately 12 months after the Board. Suitably qualified RM officers remain eligible for all MAB commands. Officers will come into zone for selection between 2-4 years seniority in the year in which the Board is convened. Officers selected for MAB sub-unit command will not be considered for other OF3 RM commands.

c. Each MCB will be guided in their selections by consideration of the following criteria:

(1) **Command and Leadership Skills.** The ability to lead Marines in war and peace, and possession of the mental and physical robustness to withstand the strains of command.

(2) **Professional Skill.** The professional knowledge, ability and experience commensurate with the demands of command at the appropriate level.

(3) **Merit.** Merit is an inherent factor in the selection process in order that the opportunities presented by command are used to ensure that officers with the appropriate reach and potential for promotion gain the requisite experience.

d. **Eligibility.** Candidates will be considered eligible for consideration at MCB as follows:

(1) **OF3s and OF4s (MCB1/2).** As per the criteria in Table 59A-3.

(2) **OF5s.** Officers will come into zone for consideration for OF5 Command when they are selected for the OF5 Promotion Pool. Selections for OF5 Command are made by FCAB (operational commands) or FSOAB (training/support commands). These processes are managed by the Naval Assistant.

e. **Timings.** Each year, MCB1 will sit no later than November for assignments the following year. MCB2 will sit no later than March for assignments that year.

f. **MCB Membership.** Membership of respective MCBs is detailed below:

	MCB1	MCB2 – FSB
Chair	DCGRM or nominated 1*	CGRM or nominated 2*
Board Member	RM OF5	Selected RN 2*
Board Member	RN OF5	Selected other TLB 2*
Board Adviser	OCM RM SO2A	OCM SO1 RM
Board Secretary	PROMS BSR	PROMS BSR

g. **Grading.** Individual officers considered at MCBs will be placed in the following categories:

(1) **Category A.** ‘A’ grade officers (scoring a grade of A9-1 across all board members) will be placed in the Command Pool for consideration for forthcoming command opportunities.

(2) **Category B.** Officers who have been graded B+ or B and therefore not been selected for command at this time will remain as ’review candidates’ until they are selected for command, pass out of zone for command selection, are deemed no longer worthy of serious contention for command, or do not wish to command.

(3) **Category C.** Officers graded C are deemed unsuitable for command at their current rank.

h. **MCB Process.**

(1) **MCB1.** Board Members will read the Official Records (OR) (see Note 1) of all eligible officers out-of-session and grade them on a scale of A9 to 1, B or C in relation to the criteria given at Para 28.g above. In-session, scores of all the Board members will be aggregated and candidates placed in an Order Of Merit (OOM) (see Note 2). The OOM is then considered and agreed. Candidates graded as list A are selected to the Command Pool for that year. There is no fixed number for the size of the Command Pool, however as a guideline 1.5 times the requirement is generally appropriate. Additionally, a separate MAuN will be included for SQEP candidates for Logistics Commands with the same guideline of 1.5 times the requirement as for the main Command Pool.



Notes:

1. The evidence provided to the board includes (see para 12):

a. Official Record. OJARs dating back 6 years, OJARs from OF2/3 Command appointments, ICSC reports and career course reports will be included in the Official Record.

b. Profile sheet.

2. To avoid serious discrepancy in grading between Board members, the Adviser will bring to the attention of the Board any case where there is a disparity of more than 2 scored points. The Members concerned will be asked to resolve their grades to a maximum disparity of 2 points.

(2) **MCB2.** Board Members will read the ORs (see Note) out-of-session and vote individually on each of the candidates using the voting categories of A9 to 1, B or C, as per MCB1. In-session, votes are totalled and candidates placed in an OOM. The OOM is considered and agreed. The top candidates in the OOM equivalent to the number of command assignments available are placed in the OF4 Command Pool (List A). There is no fixed number for the size of the Command Pool, however as a guideline 1.5 times the requirement is generally appropriate. The remainder of the candidates are placed in List B or List C.



Note. *The evidence provided to the board includes (see para 12):*

a. Official Record. OJARs dating back to substantive promotion to Maj, ICSC and ACSC reports where applicable (or overseas equivalents) will be included in the Official Record.

b. Profile sheet.

i. **Assignment Allocation and Approval.** Following selection into the MCB1 Command Pool, DCGRM (Head of RM Profession) or a delegated RM OF6 will chair a Command Assignment Panel (CAP) which will allocate officers to the available commands, advised by OCM RM SO2A. For the MCB2 Command Pool, DCGRM will chair a CAP supported by Comd CF, Comdt CTCRM and Col RMR which will allocate officers to the Operational and Shore Commands, advised by SO1 RM; these nominations will then be approved by Fleet Commander and Dir P&T respectively.

j. **Promulgation of Results.** On completion of the MCB process, names of those officers selected to the OF3 and OF4 Command Pool will be be published on the RN Promotions SharePoint and the board results are promulgated to individuals on SCIO . OF3s allocated to a Command by the CAP will be informed by OCM RM SO2A. OF4s allocated to a Command by the CAP will be informed by DCGRM. All officers not selected for a command at the CAP will be notified by their Career Manager.

29. Career Field Command Selection Board (CFCSB)

a. **Applicability.** Any assignment that is designated as a Command Assignment and which appears on the Career Field list will require selection through the CFCSB. This is likely to include most SO1 Shore Command assignments and some subordinate Command assignments.

b. **Zone Criteria.** There are no zones for CFCSB assignments.

c. **Candidate Selection.** CMs are responsible for nominating suitable individuals who meet the requirements of the relevant job spec and the desired qualities outlined in Para 7 above. Unless previously agreed, each CM should nominate no more than one candidate.

d. **Evidence.** SO1 CF Delivery will promulgate the following candidate information to board members, prior to the CCSB:

(1) CV Sheet.

(2) Official Record.

e. **Board Composition.**

CFCSB Composition		Notes
Chairperson	SO1 CF DELIVERY	
And a minimum of any 2 from:		
Board Member	CM OF WAR SO1	
Board Member	CM OF AIR SO1	
Board Member	CM OF ENG SO1	Any from AE, ME, WE, ESM or TM
Board Member	CM OF LOGS SO1	
Board Member	CM OF RM SO1	
Board Member	CM RES SO1	
Board Secretary	SO1 CF DELIVERY	

f. **Board Procedure.** Nominees will be proposed by their CMs and Board Members will score candidates for their suitability against the TOR and Command. The highest scoring candidate will be selected for the Assignment. Where appropriate, SO1 CF Delivery may need to consult with the employer to understand any local considerations. Contentious issues should be referred to Hd Career Management as required.

g. **Promulgation of Results.** On completion of the CFCSB, SO1 CF Delivery will inform NAVSEC of the selection. On acknowledgement from NAVSEC, it is the responsibility of the nominating CM to inform their candidate(s) of the outcome, and to nominate to the potential future employer. SO1 CF Delivery will update all records and SCIO notes as a formal Record of Decisions.

30. FSOAB

Full details of the FSOAB process can be found in Chapter 60 Section 4.

31. Professional Command (Engineering)

a. **Zone Criteria**. The Service Requirement can be met from officers across the seniority range of the rank pertaining to that assignment.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) Official Record.

c. **Board Composition.**

	OF3 PCSB	OF4 PCSB
Chair	Profession OF5	Profession OF6
Board Member	Profession OF4	Profession OF5
Board Member	Independent OF4	Independent OF5
Board Adviser (non-voting)	Relevant CM ENG SO1	Relevant CM ENG SO1
Board Secretary	PROMS BSE	PROMS BSE

d. **Board Grading.** Subordinate Command boards (Professional, Support, Training, Sub-Unit command) will apply a grading to each candidate as follows unless specified otherwise in the board guidance:

(1) **A.** Officers who, in comparison their peers, are assessed as suitable to undertake a PC role and ready for consideration by the relevant CM for forthcoming PC(E) assignments.

(2) **B.** Not selected for PC at this time. Will remain as 'review candidates' until they are graded A, pass out of zone for selection, or are graded C.

(4) **C.** Not selected for PC(E) assignments or further review in current rank.

e. **Timings.** CMs have the discretion to extend the period covered by PCSB selection to meet the requirements of the Service and/or take exceptional and/or personal circumstances into account.

f. **Eligibility.** The PCSBs will review all candidates who:

(1) Are not in, or have not completed, PC(E) roles, in current rank, and meet the competence requirements detailed in Table 59A-6. In exceptional circumstances, dictated by the needs of the Service, an individual may be selected to conduct an additional PC(E) role.

(2) Have not submitted notice.

(3) Are not within the final 3 years of Service at the time of the PCSB sitting.

(4) Have not commenced a LFS assignment within the last 18 months.

32. Professional Command (Logistics)

a. **Zone Criteria**. The Service Requirement can be met from officers across the OF3 seniority range and for OF4s up to 5 years seniority.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) Official Record.

c. **Board Composition.**

	OF3 PCSB	OF4 PCSB
Chair	Profession OF5	Profession OF6
Board Member	Profession OF4	Profession OF5
Board Member	Independent OF4	Independent OF5
Board Adviser (non-voting)	CM LOG SO1	CM LOG SO1
Board Secretary	PROMS BSR	PROMS BSR

d. **Board Grading.** Subordinate Command boards (Professional, Support, Training, Sub-Unit command) will apply a grading to each candidate as follows unless specified otherwise in the board guidance:

(1) **A.** Officers who, in comparison with their peers, are assessed as suitable to undertake a PC role and ready for consideration by the relevant CM for forthcoming PC(L) assignments.

(2) **B.** Not selected for PC at this time. Will remain as 'review candidates' until they are graded A, pass out of zone for selection, or are graded C

(3) **C.** Not selected for PC(L) assignments or further review in current rank.[SC1][VF2]

e. **Timings.** CMs have the discretion to extend the period covered by PCSB selection to meet the requirements of the Service and/or take exceptional and/or personal circumstances into account.

f. **Eligibility.** The PCSB will review all candidates who:

(1) Are not in, or have not completed, PC(L) roles, in current rank, and meet the additional Branch-specific criteria laid down in Table 59A-7. In exceptional circumstances, dictated by the needs of the Service, an individual may be selected to conduct an additional PC(L) role.

(2) Have not submitted notice.

(3) Are not within the final 5 years of Service at the time of the PCSB sitting.

(4) Have not commenced a LFS assignment within the last 24 months.

g. **Refusal.** Individuals selected at the board who do not wish to be appointed to PC(L) assignments, through personal choice, will not be eligible at the subsequent board unless a compelling case to prevent exclusion has been accepted (see para 16). Such applications should be made through the individual's Career Manager for consideration by the Selection Board Chair. Irrespective of personal preferences, all individuals selected are eligible for assignment to any PC(L) position in accordance with Service requirement.

APPENDIX 1 TO ANNEX 59A

RN COMMAND ASSIGNMENTS

RM Commands, Sub-Unit Commands and Subordinate Commands are in Appendix 3

	Branch	Selection	Total	See Note	Operational	Training/Support
OF2 COMMANDS						
SEA COMMAND						
CO SVC	X	SVC	16	13	Y	Y
CO PP GIBRALTAR/FASLANE	X	SASB1	5	1	Y	
CO MAGPIE	X (H)	SASB1	1	1	Y	
XO PP B1OPV	X	SASB1	3	1	Y	
TS JACK PETCHEY	X	SASB1	1	1	Y	
MILITARY COMMAND						
FLT CDRS	X (O/P)	Assignment	19	2	Y	
OF3 COMMANDS						
SEA COMMAND						
CO MM	X	SASB1	16	3	Y	
CO PP B1OPV (except Navigation Training Ship)	X	SASB1	2	3	Y	
XO FF/DD	X	SASB1	19	3	Y	
XO B2OPV	X	SASB1	5	3	Y	
XO SSN/SSBN	X	SMCC	13	6	Y	
XO SCTT	X (H)	SASB1	1	3,4	Y	
1LT PRTR	X (H)	Assignment	1	3,4,13, 14	Y	
MILITARY COMMAND						
CO 700X NAS	X(P/O)	AASB1	1	2,14,15	Y	
CO 705 NAS	X/RM(P)	AASB1	1	2,14		Y
CO 727 NAS	X/RM(P)	AASB1	1	2,14		Y
CO 750 NAS	X(O)	AASB1	1	2,14		Y
CO 847 NAS	X/RM(P)	AASB1	1	2,14	Y	
CO NFSF	X/RM(P/O)	AASB1	1	2,14		Y
CO 1700 NAS	X(AV)	AASB1	1	14	Y	
DTXG SQN CO	X(MCD)	XGCSB1	6	12	Y	
MTXG SQN CO	X(MCD/MW)	XGCSB1	4	12	Y	
CO HXG SQUADRON	X(H)	XGCSB1	3	3,4,13, 14	Y	

	Branch	Selection	Total	See Note	Operational	Training/Support
HXG COS	X(H)	XGCSB1	1	3,4,13, 14	Y	
SNO REFIT FF/DD	X/E	CFCSB	A/R			Y
CO VICTORY	X	Assignment	1			Y
CO FOREST MOOR	E	PCSB(E)	1			Y
OC FLEET INFORMATION OPERATIONS CENTRE (FIOC)	X(INT)	INT MCB1	1		Y	
OC MARITIME INTELLIGENCE FUSION CENTRE (MIFC)	X(INT)	INT MCB1	1		Y	
OC COLLECTION & PED MANAGEMENT CENTRE	X(INT)	INT MCB1	1		Y	
OC NAVAL INTELLIGENCE DIVISION	X(INT)	INT MCB1	1		Y	
OC ROYAL NAVAL COUNTER INTELLIGENCE	X(INT)	INT MCB1	1		Y	
XO MARITIME INFORMATION EXPLOITATION GROUP (MIXG)	X(INT)	INT MCB1	1		Y	
XO MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG)	X(INT)	INT MCB1	1		Y	
OC MARITIME OPERATIONS CENTRE OPERATIONAL INTELLIGENCE CENTRE	X(INT)	INT MCB1	1		Y	
OC MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG) AIR INTELLIGENCE	X(INT)	INT MCB1	1		Y	
OF4 COMMANDS						
SEA COMMAND						
DD/FF	X	SASB2	19	3	Y	
B2OPV	X	SASB2	5	3	Y	
B1OPV (Navigation Training Ship)	X(PWON)	SASB2	1	3	Y	Y
SSBN/SSN	X SM	SASB2	13	1,6	Y	
HMS SCOTT	X (H)	SASB2	1	3,4	Y	
FOST MPV CST	X	SASB2	1	3	Y	
MCM SQN	X	SASB2	1	3	Y	
MWBS CDR	X	SASB2	2	3	Y	
CDR SNMCMG1 (Rotational)	X(MCD)	SASB2	1	3	Y	
CDR OPS	X	SASB2	1	3	Y	
CDR CFS	X	SASB2	1	3	Y	
XO PRTR	X(H)	Assignment	1	3,4	Y	

	Branch	Selection	Total	See Note	Operational	Training/Support
AIR COMMAND						
OC 617 Sqn (Rotational)	X/RM(P)	AASB2	1	5	Y	
OC 207 Sqn (Rotational)	X/RM(P)	AASB2	1	5	Y	
CO 809 NAS (Rotational)	X/RM(P)	AASB2	1	5	Y	
CO 814 NAS	X/RM(P/O)	AASB2	1	5	Y	
CO 815 NAS	X/RM(P/O)	AASB2	1	5	Y	
CO 820 NAS	X/RM(P/O)	AASB2	1	5	Y	
CO 824 NAS	X/RM(P/O)	AASB2	1	5	Y	Y
CO 825 NAS	X/RM(P/O)	AASB2	1	5		Y
CO 845 NAS	X/RM(P)	AASB2	1	5	Y	
CO 846 NAS	X/RM(P)	AASB2	1	5	Y	
OC 17 Sqn (Rotational with RAF)	X/RM(P)	AASB2	1	2		Y
MHF Commander	X/RM(P/O)	AASB2	1	5	Y	Y
Maritime Aviation Strike Force Commander	X/RM(P/O)	AASB2	1	5	Y	Y
Maritime UAS and FW Force Commander	X/RM(P/O)	AASB2	1	5	Y	Y
CO ROTARY WING TEST & EVALUATION SQN (Rotational)	X/RM (P/AEP)	Assignment	1	2,7		Y
CO EMPIRE TEST PILOT SCHOOL	X/RM (P/AEP)	Assignment	1	2,7		Y
CO 744 NAS	X(P/O)	Assignment	1	2,7		Y
CO 2 MAW	X/RM(P)	AASB2	1	2		Y
CO AV TF2	X/RM(P)	AASB2	1	5	Y	
MILITARY COMMAND						
CO DTXG	X(MCD)	XGCSB2	1	12	Y	-
CO MTXG	X(MCD/MW)	XGCSB2	1	12	Y	
CO HXG	X(H)	XGCSB2	1	12	Y	
SUPERINTENDENT OF DEFENCE DIVING	X(MCD)	Assignment	1			Y
CO DEFENCE DIVING SCHOOL (Rotational)	X(MCD)	Assignment	1			Y
CO DEF SCH OF LANG (Rotational)	X/E/L/RM	CFCSB	1			Y
CO EXCELLENT	X	Assignment	1			Y
CO TEMERAIRE	X/E/L	CFCSB	1			Y
CO RNLA	X/E/L	CFCSB	1			Y

	Branch	Selection	Total	See Note	Operational	Training/Support
CO SEA PREPARATION SQUADRON	X/E/L/RM	CFCSB	1			Y
SNO REFIT CV	X/E	CFCSB	A/R			Y
SNO BUILD SHIPS/SUBMARINES	E	PCSB(E)	A/R	16		Y
CO MARITIME INTELLIGENCE EXPLOITATION GROUP (MIXG)	X(INT)	INT MCB2	1			Y
CO MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG)	X(INT)	INT MCB2	1			Y
CO ANALYSIS CENTRE	X(INT)	INT MCB2	1			Y
CO JOINT SERVICE SIGNAL UNIT (JSSU CH)	X(INT)	INT MCB2	1			Y
ACOS IW to CSF	X(INT)	INT MCB2	1			Y
IWC to CSG	X(INT)	INT MCB2	1			Y
CO NP 1002 DIEGO GARCIA	X	Assignment	1		Y	
CO MARITIME DATA ASSESSMENT CENTRE (MDAC)	X(SM)	Assignment	1		Y	Y
CO BMATT(EC)	X/E/L	CFCSB	1		Y	
CV XO	X	Assignment	1	8	Y	
FOST CST	X	Assignment	1	8		Y
FOST CMST	X	Assignment	1	8		Y
COMUKTG COS	X	Assignment	1	8	Y	
COS to CSNMG1/2 (Rotational)	X	Assignment	1	8	Y	
JFLogC COS (Rotational)	L	PCSB(Log)	1		Y	
JFSp(A) COS (as req'd)	L	PCSB(Log)	1		Y	
CO UKNSF	L	PCSB(Log)	1		Y	
FOST CO SMCC ST8	X SM	Assignment	1	8		Y
FOST CSST ST1	X SM	Assignment	1	8		Y
CDR(AIR) SEA	X/RM(P/O)	Assignment	2	5,8	Y	
CDR(AIR) SHORE	X/RM(P/O)	Assignment	2	5,8		Y
CSG DCAG	X/RM(P/O)	Assignment	1		Y	
CHF DCOMD	X/RM(P)	Assignment	1	5,8	Y	
CO DSTO HQ (Rotational)	X/RM (P/O/AV)	Assignment	1			Y
OF5 COMMANDS						
SEA COMMAND						
CV	X	FCAB	2	3	Y	

	Branch	Selection	Total	See Note	Operational	Training/Support
IPS	X	FCAB	1	3	Y	
MILITARY COMMAND						
COS COMUKSTRKFOR	X/RM	1SL	1	3,9		Y
FOST CAPT SHIPS	X	1SL	1	3,9		Y
FOST CAPT SM	X SM	1SL	1	3,9		Y
CAPT JTEPS	X	1SL	1	3,9		Y
CO RNAS CULDROSE	X/RM (P/O)	1SL/FSOAB	1	5	Y	
CO RNAS YEOVILTON	X/RM (P/O)	1SL/FSOAB	1	5	Y	
CO CHF	X/RM(P)	1SL/FSOAB	1	5	Y	
CAG CSG	X(P)	1SL	1	5	Y	
CAPT SM SUBFLOT	X SM	1SL	1	3,8	Y	Y
CAPT SS AFH	X	1SL	1	3,8		
CAPT SS C&D	X	1SL	1	3,8	Y	
CAPT PUXD	X	1SL	1	3,8		Y
CO HMS RALEIGH	X/E/L	1SL/FSOAB	1			Y
CO HMS SULTAN	E	1SL/FSOAB	1			Y
CO BRNC	X/E/L	1SL/FSOAB	1			Y
CAPT MWS / CO HMS COLLINGWOOD	X	1SL/FSOAB	1			Y
DIRECTOR OAC	X	1SL/FSOAB	1	1,9		Y
CO JSU NORTHWOOD (Tri-Service Rotational)	X/E/L/RM	1SL	1			Y
COS DEFENCE ACADEMY (Rotational)	X/E/L/RM	1SL	1			Y
CAPTAIN MCTA	E	1SL	1	-		Y
OF6 COMMANDS						
SEA COMMAND						
COMCSG	X	1SL/FSOAB	1	1,9	Y	
COMSNMG1/2 (Rotational)	X	1SL/FSOAB	1	1,9	Y	
MILITARY COMMAND						
COMSURFLOT	X	1SL/FSOAB	1	1,10	Y	
COMSUBFLOT	X	1SL/FSOAB	1	1,10	Y	
UKMCC	X	1SL/FSOAB	1			
CBFSAI (Tri-Service Competition)	X/RM	1SL/FSOAB	1	9	Y	
CBFGIB (Tri-Service Competition)	X/RM	1SL/FSOAB	1	9	Y	
CBF CYPRUS (Tri Service Competition)	X/RM	1SL/FSOAB	1			

	Branch	Selection	Total	See Note	Operational	Training/Support
COMMANDER MARITIME RESERVES	X/E/L/RM	1SL/FSOAB	1			Y
NBC PORTSMOUTH	X/E/L	1SL/FSOAB	1		Y	
NBC DEVONPORT	X/E/L	1SL/FSOAB	1		Y	
NBC CLYDE	X/E/L	1SL/FSOAB	1		Y	

Notes:

1. STCW, CQ1.

2. CQ(A)1.

3. STCW, CQ2.

4. Or STCW, XGCQ

5. CQ(A)2.

6. SMCC.

7. QAS or Test Pilot

8. Second Sea/Air Command Assignment.



9. Post OF4 Command.

10. Post OF5 Command.

11. The requirement for T23 Command at OF5 will be adjusted to meet operational demands, as identified by COMOPS.

12. Endorsement only - often, because of the specialist nature of the billet there may be only singleton officers available for the post and the relevant Board will be asked to endorse the candidate put forward.

13. STCW, 18 months Qualifying Sea Service and qualified PNO prior to assuming Command.

14. Completed ICSC(M) or ICSC(L).

15. T&E SQEP required.

16. Selection of MEO or WEO as SNO will be on a case-by-case basis and driven by generational timelines.

APPENDIX 2 TO ANNEX 59A

RN SUBORDINATE, PROFESSIONAL AND SUB-UNIT COMMAND ASSIGNMENTS

	Branch	Selection	Total	See Note	Operational	Training/Support
OF2 COMMANDS						
MILITARY COMMAND						
MTXG OICs	X (MCD/MW)	XGCSB1	8		Y	
DTXG OICs	X (MCD)	XGCSB1	8	14	Y	
HXG OICs	X (H)	XGCSB1	6	15	Y	
XO MM (Subordinate)	X MCD/MW	Assignment	7	1	Y	
OC WHSS (Subordinate)	X(INT)	Assignment	1		Y	
OIC JSTP-21 (Subordinate)	X(INT)	Assignment	1		Y	
CSIF (Subordinate)	X(INT)	Assignment	1		Y	
PROF COMMAND (LOG)						
OIC JSUs NRCEE / NRCNE / NRCSNI / NRCWWE	L	Assignment	4		N	N
OF3 COMMANDS						
AIR COMMAND				**7**		
SOBS NAS (Maritime Aviation Strike)	X(O)	AASB1	2	10, 11	Y	Y
SP NAS (Maritime Aviation Strike)	X/RM(P)	AASB1	2	10, 11	Y	Y
SOBS NAS (MHF)	X(O)	AASB1	3	10, 11	Y	Y
SP NAS (MHF)	X/RM(P)	AASB1	3	10, 11	Y	Y
XO NAS (CHF)	X/RM(P)	AASB1	2	10, 11	Y	Y
MAG COMD (CHF)	X/RM(P)	AASB1	1	10, 11	Y	
OC OCF CHF	X/RM(P)	AASB1	1	10, 11		Y
DFC (Maritime Aviation Strike)	X/RM(P/O)	AASB1	1	10, 11	Y	
DFC (MHF)	X/RM(P/O)	AASB1	1	10, 11	Y	
DFC (FW&UAS)	X/RM(P/O)	AASB1	1	10, 11	Y	
MILITARY COMMAND						
XO SHORE ESTABLISHMENTS (Subordinate)	X/E/L/RM	CCSB	11			Y
OC ATC CULDROSE/YEOVILTON (Sub-Unit)	X(ATC)	AASB1	2	10		Y

	Branch	Selection	Total	See Note	Operational	Training/Support
PROF COMMAND (ENG)						
SSN/SSBN MEO[1]/WEO	E	PCSB(E)	34		Y	
DD/FF MEO/WEO	E	PCSB(E)	38		Y	
QEC Senior ME/WE	E	PCSB(E)	4		Y	
T45 RSG OIC	E/WE	PCSB(E)	1	9	Y	
JSSU Cyprus OC OPS Squadron	E/WE	PCSB(E)	1		Y	
OIC MCSU Defensive Cyber Operations	E/WE	PCSB(E)	1		Y	
OIC MCSU SYSS	E/WE	PCSB(E)	1		Y	
OC JEWOSC CIS	E/WE	PCSB(E)	1		Y	
OC MIXG OPS Squadron	E/WE	PCSB(E)	1		Y	
OPS PLANS GIB OC	E/WE	PCSB(E)	1		Y	
All RN Rotary Wing Squadrons AEO 815NAS, 825NAS, 845NAS, 846NAS,847NAS, 814NAS, 820NAS, 824NAS,	E/AE	PCSB(E)	8		Y	
AEO LII Squadrons on RN/RAF Rotations. 17R Sqn, 617 Sqn, 207 (OCU), 809 NAS	E/AE	PCSB(E)	4		Y	
SSE CU/VL XO LAW	E/AE	PCSB(E)	3		Y	
Senior AE QNLZ/PWLS	E/AE	PCSB(E)	2		Y	
1710NAS RM	E/AE	PCSB(E)	1		Y	
PROF COMMAND (LOG)						
DD/FF/PRTR LO	L	PCSB(L)	20		Y	
CV/LPD DCL	L	PCSB(L)	3		Y	
OC Log Ops Yeovilton	L	PCSB(L)	1			Y
Logistics Officer RNAS Culdrose / DCL Yeovilton	L	PCSB(L)	2			Y
SURFLOT LO(ES) – East/West	L	PCSB(L)	2			Y
OF4 COMMANDS						
MILITARY COMMAND						
XO SHORE ESTABLISHMENTS (Subordinate)	X/E/L/RM	CFCSB	7			N
XO RNAS CULDROSE/ YEOVILTON (Sub-Unit)	X/RM (P/O)	Assignment	2			N

[1] While both the MEO and NRPM roles are Charge assignments, only the MEO role is nominated as PC(E).

	Branch	Selection	Total	See Note	Operational	Training/Support
Commanding Officer Food Services Training Wing (Head of RN Training) (Sub-Unit)	L	PCSB(L)	1			Y
CDR RNSMS (Sub-Unit)	X SM	Assignment	1	5		Y
CDR TRAINING BRNC (Sub-Unit)	X/E/L	CFCSB	1			Y
Director of Training DITG (sub-unit)	TM	Assignment				
OIC FLEET CMSA UK (Sub-Unit)	X/E(SM)	CFCSB	1		Y	
CO UKNSF (Bahrain)	L	PCSB(L)	1		Y	
PROF COMMAND (ENG)						
QEC Cdr ME[2]/WE/AE	E	PCSB(E)	6		Y	
Build SSN/BN/DD/FF MEO/WEO	E	PCSB(E)	A/R			Y
CGA CDR E	E/GS	PCSB(E)	3			Y
FOST SMEO/SWEO(T)	E/GS	PCSB(E)	2			Y
FOST SMEO/SWEO(S)	E/GS	PCSB(E)	2			Y
CO 1710 NAS	E/AE	PCSB(E)	1		Y	
Cdr AE Yeovilton/Culdrose	E/AE	PCSB(E)	2		Y	
Cdr AE CHF	E/AE	PCSB(E)	1		Y	
OC RNAESS	E/AE	PCSB(E)	1			Y
QEC/T45/T23/H&P PCE	E/ME	PCSB(E)	4			Y
Fleet Operations Maintenance Officer	E/ME	PCSB(E)	1			Y
MCTA Cdr MS	E/ME	PCSB(E)	1			Y
MCTA Cdr WE	E/WE	PCSB(E)	1			Y
CO Maritime C5ISR Support Unit (MCSU)	E/WE	PCSB(E)	1		Y	
MWS OC WETG	E/WE	PCSB(E)	1			Y
CSDA Cdr IA	E/WE	PCSB(E)	1			Y
T26 Global System Manager	E/WE	PCSB(E)	1			Y
PAGC SO1 Deployed Ops	E	PCSB(E)	1		Y(8)	
DSMarE Cdr ME	E/MESM	PCSB(E)	1			Y
FLEET MEO/WEO GS/SM	E/GS/SM	PCSB(E)	4	12		Y
FOST ST4/ST7	E/SM	PCSB(E)	2	13		Y
FOST ST2	E/SM	PCSB(E)	1			Y
AFH Cdr E	E/MEGS	PCSB(E)	1			Y

[2] Should MESM personnel wish to be considered for General Service Professional Command Sea Assignments (i.e. Capital Ships) then they must include this within their JPA preferences and contact their Career Manager.

	Branch	Selection	Total	See Note	Operational	Training/Support
Cdr SSG	E/SM	PCSB(E)	1			Y
Fleet MEO/WEO SM	E/SM	PCSB(E)	2	13		Y
Fleet Operations Maintenance Officer SM	E/MESM	PCSB(E)	1		Y	
SURFLOT MEO/WEO	E/GS	PCSB(E)	2			Y
Platform Chief Engineer (PCE) – T23, T45, QE, H&P	E/MEGS	PCSB(E)	4			Y
PUXD Cdr E	E/MEGS	PCSB(E)	1			Y
PROF COMMAND (LOG)						
CV Cdr L	L	PCSB(L)	2		Y	
Cdr L Yeovilton	L	PCSB(L)	1			Y
Cdr L SURFLOT / SUBFLOT	L	PCSB(L)	2			Y
OF5 COMMANDS						
MILITARY COMMAND						
COS/COMUKMARFOR (Subordinate)	X	1SL/FSOAB	1	1,5	Y	

Notes:

'1. XO MM should be CQ1 whenever possible.

2. STCW, CQ(2).

3. CQ1 and SMCC.

4. Or STCW, CQ2(MPH).

5. Post OF4 Command.

6. OF3 PLC, PLCC.

7. Sub-unit Air Command where squadron CO is OF4.

8. Subject to PAGC Tri-Service Competition.

9. To be reviewed post T45 Continuous Crewing Model Development.

10. Completed ICSC(L) or ICSC(M).

(*Continued*)



Notes: (Continued)

11. CQ(A)1.

12. Likely Second Tour PC Individual.

13. Require professional command experience at OF3 (JPA competence CMS\|12 Months OF3 Engineer Professional Command\|Navy).

14. Require DDS103 qualification.

15. Require HM100 qualification.

APPENDIX 3 TO ANNEX 59A

RM COMMANDS, SUB-UNIT COMMANDS AND SUBORDINATE COMMANDS

	Branch	Selection	Total	See Note	Operational	Training/Support	AFA 06 Command
OF1/2 COMMANDS							
MILITARY SUB-UNIT COMMAND							
Commando Unit – Strike Team	RM	Assignment	18		Y		N
Commando Unit – Recce Team	RM	Assignment	6	1	Y		N
Commando Unit – IW Troop	RM(C)	Assignment	6	2	Y		N
Commando Unit – Mortar Troop	RM	Assignment	2	4	Y		N
42 Cdo – Maritime Ops Team	RM	Assignment	18		Y		N
42 Cdo – RAZR Troop	RM	Assignment	1	14	Y		N
29 Cdo – Air Defence Troop	RM	Assignment	2		Y		N
29 Cdo – TACP	RM	Assignment	3		Y		N
30 Cdo IX Gp – SRS Troop	RM	Assignment	2	1	Y		N
43 Cdo FPGRM – Troop	RM	Assignment	11		Y		N
CLR – Troop	RM	Assignment	3		Y		N
MAB6 Troop	RM(SF)	Assignment	8	5	Y		N
MAB6 Raiding Troop	RM(LC)	Assignment	2	6	Y		N
CTCRM – Troop	RM	Assignment	17			Y	N
47 Cdo RG – Troop	RM(LC)	Assignment	5	6	Y		N
MAB7 – Platoon	RM	Assignment	3		Y		N
Commando Display Team	RM	Assignment	1			Y	N
Dir of Music – PORTS, SCOT, PLYM, CWD	RMBS	Assignment	4	8		Y	N
OF3 COMMANDS							
MILITARY SUB-UNIT COMMAND							
Strike Coy (40 Cdo / 45 Cdo)	RM	MCB1	6	7	Y		N
IW Coy (40 Cdo / 45 Cdo)	RM	MCB1	2	7	Y		N
Logistic Coy (30, 40, 42 & 45 Cdo)	RM	MCB1	3[1]	7 or 8	Y		N
Maritime Ops Coy (42 Cdo)	RM	MCB1	4	7	Y		N
30 Cdo IX Gp Comms Sqn	RM	MCB1	1	7 or 8, 13	Y		N

[1] See notes section for Chapter 59 annex A para 27 h. (1)

	Branch	Selection	Total	See Note	Operational	Training/Support	AFA 06 Command
30 Cdo IX Gp – Surv Recce Sqn (SRS)	RM	MCB1	1	7	Y		N
30 Cdo IX Gp Y Sqn	RM	MCB1	1	7	Y		N
30 Cdo IX Gp Log Sqn	RM	MCB1	1	7 or 8	Y		N
43 Cdo FPGRM – P/O/R/ Sqn	RM	MCB1	3	7	Y		N
43 Cdo FPGRM – Comd Sqn	RM	Assignment	1	7 or 8		Y	Y
43 Cdo FPGRM – Logistic Sqn	RM	Assignment	1	7 or 8		Y	Y
CLR – Manoeuvre Sqn (ASG)	RM	MCB1	1	7	Y		N
CLR – D Sqn	RM	MCB1	1	7	Y		N
CLR – CFSS	RM	Assignment	1	7 or 8	N		Y
MAB1 – MAB6 Sigs Sqn	RM	MCB1	1	7	Y		N
MAB7 – F Coy	RM	MCB1	1	7	Y		N
47 Cdo – OC 539 ASRM	RM	MCB1	1	6, 7	Y		N
Dir of Music CTCRM	RMBS	Assignment	1	8		Y	Y
47 Cdo OC 10 Trg Sqn	RM	Assignment	1	6, 7 or 8		Y	Y
47 Cdo OC 11 ATT	RM	Assignment	1	7 or 8		Y	Y
47 Cdo OC 4 ASRM	RM	Assignment	1	6, 7 or 8	Y		Y
30, 40 & 45 Cdo T-Wing OC	RM	Assignment	3	7 or 8		Y	Y
42 Cdo & CLR T-Wing OC	RM	MCB1	2	7 or 8		Y	Y
CTCRM CTW Coy (Portsmouth & Chatham)	RM	MCB1	2	7 or 8		Y	Y
CTCRM CTW OC Hunter Coy	RM	Assignment	1	7 or 8		Y	Y
CTCRM SW OC IW Coy	RM	MCB1	1	7 or 8		Y	Y
CTCRM SW OC Warfare Sp Coy	RM	Assignment	1	7 or 8		Y	Y
CTCRM SW OC Warfare Coy	RM	MCB1	1	7 or 8		Y	Y
CTCRM SW OC ML Coy	RM	Assignment	1	1, 7 or 8		Y	Y
CTCRM CW OC RMIOT	RM	Assignment	1	7,12		Y	Y
CTCRM CW OC NCO Trg	RM	Assignment	1	7,12		Y	Y
Dir of Music CTCRM	RMBS	Assignment	1	8		Y	Y

	Branch	Selection	Total	See Note	Operational	Training/Support	AFA 06 Command
MAB6 Sqn (RM SF eligible but open to tri-service MAB officers)	RM(SF)	MAB Assignment Board	6	5, 7	Y		N
SUBORDINATE COMMAND							
Unit 2IC (30, 40, 42, 45, CLR)	RM	Assignment	5	7 or 8	Y		N
CTCRM Wing 2IC (CTW, CW & Spec Wings)	RM	Assignment	3	7 or 8		Y	N
MAB6 DCOM (RM SF eligible but open to tri-service MAB officers)	RM(SF)	MAB Assignment Board	1	5, 7	Y		N
Dir of Music Training	RMBS	Assignment	1	8		Y	N
OF4 COMMANDS							
MILITARY COMMAND							
CO Commando Unit – 40/42/45	RM	MCB2	3	9	Y		Y
CO 30 Cdo IX Gp	RM	MCB2	1	9	Y		Y
CO Cdo Log Regt	RM	MCB2	1	9	Y		Y
CO CTCRM Wings (CW, CTW, SW, Spt Wing)	RM	MCB2	4	9*		Y	Y
CO RMR Units (London, Scotland, Mersey, Bristol)	RM / RMR	MCB2	4	9*		Y	Y
PDM/CO RMBS	RMBS	Assignment	1	8		Y	Y
CO JCTTAT (rotational with Army)	RM	MCB2	1	9,11		Y	N
CO MAB6 (RM SF eligible but open to tri-service MAB officers)	RM(SF)	MAB Command Board	1	5,9	Y		Y
SUBORDINATE COMMAND							
43 Cdo FPGRM – 2IC	RM	Assignment	1	7or8	Y		N
47 Cdo RG – 2IC	RM	Assignment	1	7or8, 10	Y		N
OF5 COMMANDS							
MILITARY COMMAND							
CO 43 Cdo FPGRM	RM	FCAB	1	9	Y		Y
Comdt CTCRM	RM	FSOAB	1	9		Y	Y
47 Cdo RG RM	RM	FCAB	1	9,10	Y		Y
SUBORDINATE COMMAND							
DComd UK Cdo Force	RM	FCAB	1	9	Y		Y
OF6 COMMANDS							
MILITARY COMMAND							
COMD UK CDO FORCE	RM	1SL/FSOAB	1		Y		Y

Notes:

1. MLO Qualified.

2. RSO Qualified.

3. Anti-Tank Officer Qualified.

4. Mortar Officer Qualified.

5. SF Qualified ('Badged').

6. LCO Qualified.



7. ICSC(L).

8. ICSC(M).

9. ACSC/psc(j).

9. ACSC/psc(j) is desirable but not essential for RM Shore Command.*

10. Candidates need not be LCO Qualified.

11. Bi-Service Rotation Army/RM.

12. Should have previously completed a successful Operational SUC, selected at MCB1.

13. Comms KSE required.

14. RAZR Operators Course.

ANNEX 59B

LOCAL FOREIGN SERVICE (LFS)/LOAN SERVICE - GUIDANCE FOR VOLUNTEERS, LINE MANAGERS AND COMMANDING OFFICERS

1. Introduction

Local Foreign Service (LFS) assignments include all assignments overseas, e.g. exchange, loan, NATO, attaché positions etc. Officers, ratings and other ranks may be selected for LFS assignments. It is important that personnel selected for these assignments are free from financial, domestic or other such problems and CMs may need to question potential nominees in detail on these matters and explain the necessity for medical screening of spouses and families. Nominations for this type of assignment should be considered as early as possible in order to allow sufficient lead time to enable personnel to make timely arrangements for education, medical examinations etc.

2. Detailed Instructions for Career Managers

The pre-requisites and assigning instructions for the types of overseas assignments are at Annex 59C.

3. Individual Considerations

Personnel who have been assigned to or are considering volunteering for overseas assignments should take account of the following:

a. **Medical Requirements.** There is international variation in the provision of healthcare which is delivered in varying environmental conditions. Service Personnel should ensure their Joint Medical Employment Standard (JMES) grading is accurate with their current (pre-deployment) DMS Medical Centre at least three months in advance of an assignment. In order to ensure the safety of individuals and their dependants, a rigorous medical screening process is in place. This is undertaken by the Defence Global Practice (DGP) (formerly the Global Medical Supportability Cell (GMSC)) and further details on the end-to-end process can be found in the following DINs:

(1) **2019DIN01-099.** The provision of healthcare overseas to the Defence Global Network.

(2) **2022DIN01-105.** The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC).

b. **Individual Responsibility.** Upon receipt of an LFS Assignment Order, individuals must commence the screening process, this should include a review and where required an update of the individuals current JMES, which should be completed no later than three months prior to assignment. [1] If a recommendation of medical supportability is not obtained for dependants the individual will be required to serve unaccompanied or the assignment order be cancelled. Annex 59C contains further detail for CMs. Individuals must contact Families Section upon assignment to commence the screening process, which is conducted by the DGP, as follows:

[1] See BRd 1750A, Chapter 16, Para 1601 for further detail. Screening should be completed at least three months prior to assignment.

(1) **Families Section.** UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

(2) **DGP.** UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk / UKStratCom-DMS-DPHC-DGP-Enquiry@mod.gov.uk.

c. **Dental Treatment.** Before proceeding overseas, it is essential that all personnel and their dependants receive a dental examination and that any necessary treatment is conducted. Detailed guidance on dental treatment overseas may be found as follows:

2017DIN01-081. Instructions for Service and Entitled Personnel Serving Overseas who Receive Dental Treatment from Non-Service Sources.

d. **Education.** The range and standard of education available overseas varies widely. In order to ensure that their children will receive the best possible education, personnel with children of school age are strongly advised to seek advice. Detailed information on overseas schooling and on boarding education in the UK is contained in JSP 342 'The Education of Service Children'. Information is also available from the Children's Education Advisory Service:

Senior Education Officer
Children's Education Advisory Service
Trenchard Lines
Upavon
PEWSEY
Wiltshire
SN9 6BE
Telephone: (Mil) 94344 8244
(Civ) 01980 618244

e. **Single Parents.** Being a single parent is not itself a bar to an individual being assigned overseas, however, in some foreign countries there are specific laws concerning arrangements for childcare (e.g. the employment of au pairs, nannies etc.) and thus single parents may face particular difficulties.

f. **Equality and Diversity.** The UK MOD remains an equal opportunity employer and does not discriminate on the grounds of any of the protected characteristics as defined in the EA 2010. However, Service personnel should be aware that the laws and local traditions of countries other than the UK may differ. The relevant Memorandum of Understanding (MOU) or Status of Forces Agreement (SOFA), as well as the Foreign and Commonwealth Office website, will detail the local laws to which UK personnel will be subject to whilst serving in that location. Individuals are not required to disclose some of the protected characteristics personal details to their CMs. Before accepting any foreign assignment, however, personnel should ensure they understand and have considered the implications of any local laws to which they may be subject whilst in post. Once assigned, personnel are to ensure that, where necessary, they can comply with the laws of the host country. This may include providing copies of personal documents (passport/birth certificate) for the purpose of producing local identification.

g. **Security Clearance Screening.**

(1) It is essential that personnel have a valid security clearance for the duration of their assignment depending on the competence requirements of the JPA position. Personnel are not to proceed overseas without first confirming the validity for their security clearance.

(2) Career Managers must not issue an Approved Assignment Order until Navy PSYA Per Sy have screened personnel for the proposed LFS assignment, in accordance with the 'Factors Considered' in vetting outlined in JSP440_Part2_Leaflet2B[2].

4. Recommendation for Overseas Service (LFS) - Officers, Ratings/Other Ranks

a. CMs rely initially on the recommendations contained within ARs (OJARs/SJARs) concerning the suitability of volunteers for service overseas. An individual stating a preference for LFS should have a supporting recommendation in both the text and the Future Employment check box.

b. It is essential that before a nomination is made and an Approved Assignment Order is released for any Officer, Rating or Other Rank to an overseas assignment (Loan or Local Foreign Service) NAVY PSYA Per Sy is consulted by the Career Manager at the earliest opportunity to assess suitability from a security perspective. Early engagement with Navy PSYA Per Sy will assist in highlighting significant factors which would greatly decrease a volunteer's expectations for an Approved Assignment. Appendix 1 to Annex 59B outlines the reasons for non-recommendation for LFS.

c. In replying to any request for a recommendation of suitability, the CO is to state whether or not the subject is fully recommended. In considering such a recommendation the guidance in Appendix 1 to this Annex is to be followed. If the individual is not recommended, the reply should give the relevant sub-paragraphs from the Appendix, e.g. 'not recommended, Paragraph 2'. This will provide the basic information needed, whilst obviating the need to signal detailed personal information.

d. Both the request and the reply are to be treated as OFFICIAL. Information provided will be used solely for the purpose of assessing suitability for the overseas assignment under consideration. Individuals who are not recommended will not be debarred from future consideration for such assignments.

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[2] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/OfficialSensitiveDocuments/JSP440_Part2_Leaflet2B.pdf?xsdata=MDV8MDJ8RGF2ZS5HYXJuZXI5NzZAbW9kLmdvdi51a3w5ZmMzYmViMzgyMzY0ZmI4OGJhODA4ZGViODMyYjM0MHxiZTc3NjBlZDU5NTM0ODRiYWU5NWQwYTE2ZGZhMDllNXwwfDB8NjM5MTUwNzI1MDY2MDgwNzY3fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKRmJYQjBlVTFoY0draU9uUnlkV1VzSWxZaU9pSXdMakF1TURBd01DSXNJbEFpT2lKWGFXNHpNaUlzSWtGT0lqb2lUV0ZwYkNJc0lsZFVJam95ZlE9PXwwfHx8&sdata=MDh6SngvVDd0dlV3c2w2bWhseS9jR2tyRzVEMkJiVmxwNE52emdEei9XST0%3d

e. It is acknowledged that circumstances can change between initial recommendation and actual assignment. If it is assessed that an individual has become unsuitable for overseas assignment, DDPD is to be informed as soon as possible regardless of proximity to the date of travel. If adverse information in vetting is subsequently received prior to assignment, the suitability certification may be rescinded prior to the proposed assignment, and the status of a security clearance may be changed. There is no appeals procedure for non-recommendation of LFS.

APPENDIX 1 TO ANNEX 59B

REASONS FOR NON-RECOMMENDATION FOR LOCAL FOREIGN SERVICE

1. By Officers, Ratings and/or Other Ranks current Commanding Officer

Subject does not meet the highest standards required of this LFS assignment for the following reason(s) (use indicator letter only).

a. **Discipline.** A series of recent minor offences might indicate a lack of stability which might make the rating unsuitable for service overseas. If there is a possibility of the individual being connected in any way to an ongoing RNSIB investigation, the RNSIB is to be consulted.

b. **Drug Abuse.** A history of drug related problems will normally prevent personnel being assigned to LFS.

c. **Alcohol Abuse.** A history of alcohol-related problems merits particularly careful consideration and will normally prevent personnel being assigned to LFS.

d. **Welfare.** Overseas assignments can be quite stressful for the most stable of marriages/families. The relevant area RNRMW office should be contacted in cases where there is a current welfare problem, or one which might re-open if the Officer/Rating/Other Rank or their family were abroad, which might indicate unsuitability for service overseas. In the case of unaccompanied service, the Officer/Rating/Other Rank's ability to cope with separation is relevant. Many and varied stresses are placed on otherwise stable marriages during an LFS assignment.

e. **Financial.** The financial affairs of personnel assigned to LFS must be beyond reproach. COs should remember that banking facilities abroad are not the same as those in UK.

f. **Other.** Amplify as appropriate. Navy PSYA Per Sy reviews the 'Factors Considered' in Vetting **(**JSP440_Part2_Leaflet2B[1]. para 111) to determine suitability of LFS Assignments.

2. By Medical Officers

Does not meet the medical requirements set out in BR 1750A, Paragraph 1601.

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[1] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/OfficialSensitiveDocuments/JSP440_Part2_Leaflet2B.pdf?xsdata=MDV8MDJ8RGF2ZS5HYXJuZXI5NzZAbW9kLmdvdi51a3w5ZmMzYmViMzgyMzY0ZmI4OGJhODA4ZGViODMyYjM0MHxiZTc3NjBlZDU5NTM0ODRiYWU5NWQwYTE2ZGZhMDllNXwwfDB8NjM5MTUwNzI1MDY2MDk3MDgxfFVua25vd258VFdGcGJHWnNiM2Q4ZXlKRmJYQjBlVTFoY0draU9uUnlkV1VzSWxZaU9pSXdMakF1TURBd01DSXNJbEFpT2lKWGFXNHpNaUlzSWtGT0lqb2lUV0ZwYkNJc0lsZFVJam95ZlE9PXwwfHx8&sdata=UHhPZzZaZmgrUTB4Q1VVdVFVMlgycGNiaWFLQXQ1Z0puVG5ORU5xcGxqUT0%3d

ANNEX 59C

GUIDANCE FOR CAREER MANAGERS ON LOCAL FOREIGN SERVICE (LFS) ASSIGNMENTS

1. General

a. **Selection.** It is particularly important that personnel selected for LFS assignments are free from medical, financial, domestic, or other such problems. They must have an in-date passport, visas as appropriate and have gained LFS endorsement from Navy PSYA Per Sy on suitability on security grounds (outlined in Annex 59B). It is recommended that all nominations to overseas assignments are made with the maximum possible lead time to enable families to make timely arrangements for education, medical examinations etc.

(1) It is essential that before a nomination is made and an Approved Assignment Order is released for any Officer, Rating or Other Rank to an overseas assignment (Loan or Local Foreign Service), NAVY PSYA (VETTING POSTINGS) is consulted at the earliest opportunity through NAVYPSYA PERSONNELSECURITYGRP@mod.gov.uk to enable suitability from a security perspective to be assessed. Details required are as follows:

Volunteer Name.
Service Number.
Proposed Assignment Location and JPAN.
Proposed Dates.
DV/SC security clearance requirement.

(2) Early engagement with Navy PSYA Per Sy will assist in highlighting significant factors which would greatly decrease a volunteer's expectations for an Approved Assignment. Appendix 1 to Annex 59B outlines the reasons for non-recommendation for LFS.

(3) If a Volunteer is deemed unsuitable, the relevant Career Management organisation will be informed by Navy PSYA Per Sy. They will not be informed of the reasons for the Service Person being deemed unsuitable; however, if the Volunteer wishes to know the reason for non-recommendation, they are to request this through NAVY PSYA-VETTING POSTINGS. There is no appeals procedure for non-recommendation of LFS.

(4) In considering relief dates, CMs must take into account school holidays in addition to closed periods for assigning (see sub-para c below).

(5) The UK MOD remains an equal opportunity employer and does not discriminate on the grounds of any of the protected characteristics as defined in the EA 2010. However, service personnel should be made aware that the laws and local traditions of countries other than the UK may differ. The relevant Memorandum of Understanding (MOU) or Status of Forces Agreement (SOFA), as well as the Foreign and Commonwealth Office website, will detail the local laws to which UK SP are subject whilst serving in that location. Individuals are not required to disclose the details of all protected characteristics to their CM. In considering any foreign assignment, however, CMs should ensure that personnel understand and have considered the implications of any local laws to which they may be subject to whilst in post. This may include providing copies of personal documents (passport/birth certificate) for the purpose of producing local identification.

b. **Pre-Joining Information.**

(1) The current unit will provide direction and guidance to individuals who are assigned to overseas posts, ensuring early engagement with DSCOM Families Section, DCYP and the receiving unit as required, It is imperative that Annex A to JSP 770 Chapter 2A is completed at the earliest opportunity in order that any presenting issues are identified and addressed accordingly.

(2) Personnel who serve overseas in their last effective assignment in the Service before retirement will normally be returned to UK in sufficient time to permit them to take Terminal Leave and any Graduated Resettlement Time (GRT) for which they may be eligible, Before finalising such assignments, however, CMs should inform them that they will be unable to return to UK at public expense for resettlement activities prior to the end of their assignments. Personnel should be advised to seek further details on their eligibility for resettlement provision from Naval Resettlement Information Officers (NRIOs).

(3) Once personnel are overseas, they are administered by the JFC Global Support Unit in Glasgow.

c. **Closed Periods for Assignment.** When relief dates are being considered for LFS assignments, CMs should take account of designated closed periods (see below), school holiday periods and the financial implications of school visits for both incoming and outgoing personnel, The periods indicated below should be avoided when reliefs are being planned for the following assignments:

(1) **USA.** Christmas to early January.

(2) **Norway and Denmark.** December to March.

(3) **Canada.** November to February.

(4) **Australia.** December and January.

d. **Medical Screening for LFS Assignments.** The quality of healthcare, provision of medicines and environmental factors vary widely internationally; therefore to ensure that the health needs of service personnel and their dependants are assessed correctly, a rigorous screening procedure is in place. Primarily, this is to ensure the safety of personnel and their dependants, but it also limits the complications that can arise when all family health factors have not been assessed fully. Service Personnel should ensure their Joint Medical Employment Standard (JMES) grading is accurate with their current (pre-deployment) DMS Medical Centre a minimum of three months prior to assignment.

e. **Guidance for Career Managers.** Assigning Authorities should use the individual's JMES as initial assessment of being fit to be assigned to a given overseas location. Within Defence Primary Healthcare (DPHC), the Defence Global Practice (DGP) (formerly Global Medical Supportability Cell (GMSC) has been established to ensure that Service Personnel and their dependants can receive safe and appropriate care during the LFS assignment[1]. To enable this, the DGP undertakes centralised screening of dependants and tracking of Service Personnel within the Global Virtual Practice (GVP). The administrative process for this is as follows:

(1) **Serving Accompanied.** The individual must contact the Families Section at Defence Support Chain and Operations Management (DSCOM), which will provide a travel pack and collate necessary screening for dependants (medical and educational). This must occur 6 months prior to assignment date, or as soon as the Assignment Order is issued (if later). The CM must also contact the DGP to inform it of the requirement and enable tracking of the medical screening, and the DGP will communicate the final screening recommendation.

(a) **Families Section.** UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

(b) **DGP.** SGDPHC-O-GMSC-UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk / UKStratCom-DMS-DPHC-DGP-Enquiry@mod.gov.uk.

(2) **Serving Unaccompanied.** The CM must also inform the DGP of unaccompanied LFS assignments. This is to enable the GVP to maintain tracking of the individual's medical care,

(3) **Consecutive LFS assignments.** In the circumstance that the CM plans to assign an individual from one accompanied or unaccompanied LFS assignment to another, then the above screening process must still be followed.

(4) **Non-supportability.** There will be cases where the DGP is unable to issue a recommendation of medical supportability for a planned LFS assignment. Dependent upon the specific circumstances, this may result in the CM either cancelling an Assignment Order or requiring an assignment be unaccompanied. In the event that either the individual or their CM intends to proceed with an accompanied LFS assignment, despite a DGP recommendation of medical non-supportability, the appeals procedure is to be followed:

[1] See 2022DIN01-105- The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC) for further detail.

(a) **Stage 1.** Initial review conducted by DGP. Service Personnel are required to submit their appeal to DGP within 10 working days of receiving the negative recommendation – details of how to do this will be included in that recommendation.

(b) **Stage 2.** If non-supportability is confirmed, the individual can choose to appeal to their parent Service and engage with their Career Manager (CM). They will be asked to complete a consent form (Appendix 4 to Annex 59C) so that details of the case can be discussed by relevant individuals. A panel will then be convened, chaired by the relevant SO1 Career Manager, involving AH Specialist Health Adviser (RN Healthcare) and SO1 Employment Law. Prior to meeting, panel members may make their own enquiries as long as consent has been obtained from the individual or dependent. The panel will then meet, either in person or virtually, and discuss the case. A summary of the decisions made will be recorded by the Chair. This will form the basis of a recommendation to Head Navy Career Management, who will make the decision at this stage of the appeal. In the event of the DGP decision being challenged, the appeal will move to the third stage for a final decision.

(c) **Stage 3.** If the results of the first 2 steps are at variance, then a final decision is made by a multi-disciplinary third-party review which includes the overseas Command. This panel is convened by Defence Primary Healthcare (Overseas).

(5) **Assignment Order.** When issuing the accompanied LFS Assignment Order, CMs are to ensure that the following are added as Notes:

(a) This LFS assignment is subject to satisfactory pre-screening checks.

(b) Contact Families Section: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

(c) Failure to complete satisfactory pre-screening will result in either an unaccompanied or cancelled assignment.

(6) **DGP Further Details.** Further details of the DGP may be found in the following DINs which detail the end-to-end medical screening process:

(a) **2019DIN01-099.** The provision of healthcare overseas to the Defence Global Network.

(b) **2022DIN01-105.** The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC).

f. **HIV Testing of Personnel Attending US Military Training Courses.** The Principal Personnel Officers (PPOs) of all three Services have agreed that the UK will comply with the requirement for personnel to be tested for HIV prior to attending training courses in the USA. The testing requirement relates solely to those undertaking military training courses and does not include families who may be accompanying those personnel. RN Medical Officers have received suitable instruction in the obligatory counselling required as part of the testing process. Testing should be arranged by the individual concerned through their unit medical centre.

g. **Language Training - Eligibility.** Only officers and ratings on the trained strength, taking up specific assignments with a foreign language requirement i.e.. attachés and loan service personnel, are entitled to language training at public expense. Officers assigned to Overseas Staff Courses are also eligible for appropriate language training. Course details are published annually by DIN.

h. **Administration of Appraisal Reports.**

(1) For assignments to LFS and seconded posts, CMs need to identify a clear reporting chain for the individual before they take up the position. CMs are to take particular care to ensure that appraisal reports are rendered at the appropriate time on RN personnel in non-RN posts e.g. loan/exchange positions, attachés etc, Where necessary, CMs are to communicate personally with the reporting officer providing details of the JPA offline reporting process[2].

(2) All exchange and attaché posts have a nominated Fleet 1 Star sponsor. They will be responsible for providing a staff officer of appropriate rank to act as mentor and administer the reporting chain. Details of the sponsors will be published by DIN.

i. **Personal Security Defensive Briefing and Debriefing.** Details of countries where a significant security threat exists can be found in JSP 660[3]. Information on briefing and debriefing requirements for personnel assigned to these countries can also be found in the JSP. If there is any doubt as to whether there is a requirement for a security briefing, advice can be sought from NAVY PSyA-CI CPO (VB 9380 27141). This does not apply to officers being considered for Attaché or Adviser posts for whom separate instructions apply (see Para 3 below).

j. **Security Clearance.** If Navy PSYA is content for the LFS assignment to proceed, the security clearances required for the assignment will also be assessed for the whole of the assignment at the point of screening - advice on any required actions will be provided if appropriate. Navy PSYA Per Sy will issue the CM with the approved LFS certification, noting that this will be an assessment of suitability at the time of screening only. If adverse information in vetting is subsequently received prior to assignment the suitability certification may be re-assessed before the proposed assignment.

[2] JSP 757 - Tri-Service Guidance for Appraisal Reporting.
[3] JSP 440 Part 6 Section 4 Personnel Security - Travel and Contacts.

k. **NATO Security Clearance.** Personnel assigned to any NATO position will require a NATO Security Clearance Certificate. This can be obtained through the Vetting SCIO App or at the time of Review/initial clearance application.

2. NATO and EU Assignments

a. **Selection Policy.** NATO experience should be regarded as an important element of career building for officers destined for senior assignments. The Chiefs' of Staff policy on NATO representation requires that UK influence and effectiveness be maximised within the constraints imposed by the available workforce. Current Operations, together with commitments to the NATO Response Force, all require British staff in many NATO assignments to be available for operational deployment world-wide. The following guidelines are intended to assist CMs in their selection process and to advise on the liability for deployment from NATO HQs:

(1) The ACO second level headquarters at Brunssum, Naples and Lisbon will all be required to find, from their PE, the staff for Deployable Joint Task Force (DJTF) headquarters. All positions, therefore, should be filled by personnel capable of world-wide deployment.

(2) The ACO third level air component command headquarters at Izmir and Ramstein will be fully deployable. The maritime components at Northwood and Naples will also have a deployment capability for operations at the higher end of the spectrum but the land components at Heidelberg and Madrid should be static (their deployment tasks being undertaken by High Readiness Forces (HRF)).

(3) All personnel on the strength of the various HRF headquarters, STRIKEFORCE SOUTH and similar formations should be considered as filling potential war-fighting assignments.

(4) All other NATO entities and agencies are less likely to be heavily involved in deployed operations but could still be requested as augmentees or specialists. Direct discussions with line managers and the relevant Senior British Officer (SBO) should take place, therefore, prior to assigning personnel with significant employability caveats to such positions.

b. **Nominations.** CMs are to forward nominations to the SBO at the appropriate NATO HQ using the appropriate nomination format available as detailed on the CAPPs web page. Details vary slightly between Commands and are as follows:

(1) **NATO HQ Brussels, IMS Brussels, MAS and EU Military Staff.** Nominations for all assignments are to be addressed to:

Chief of Staff of UKMILREP, NATO HQ, BFPO 49

(2) **SHAPE.** Nominations, accompanied by biographical details in the format detailed on the CAPPs web page, should be forwarded as indicated below. It may be appropriate to forward extra details for the most senior assignments.

(a) SHAPE HQ - Nominations for Captains:
UKNMR SHAPE BFPO 26

(b) SHAPE HQ - Nominations for SO1s and below:
Deputy UKNMR (Navy) SHAPE BFPO26

(c) Major Subordinate Commands and Principal Subordinate Commands.
Appropriate HQ Senior British/ Naval Officer.

As the Commanding Officer of the RN elements at SHAPE and NATO HQ and the MOD Representative in ACE for Naval establishment and workforce matters, all nomination letters - if not already addressed to Deputy UKNMR (Navy)for action - should be copied to that address for information.

(3) **SACT.** Nominations should be forwarded as indicated below; Nomination letters should indicate the officer's 'prospective rotation date' i.e. FAD. A copy of the nomination is also to be forwarded to the appropriate local UK representative:

SACT HQ, ACT ASW Research Centre La Spezia, SACTREPEUR.

DEPUTY SACT, SACT HQ, Norfolk Va. 23511 USA.

Copy to: Security Officer, Naval Party 1964, BFPO 493.

(4) **COMNAVNORTH.** As for nominations to Fleet Cdr.

c. **Pre-Joining Courses and Briefings.**

(1) A number of NATO assignments have a potential commitment for operational deployment to theatre HQs. Personnel assigned to a NATO billet who are aware of a commitment to deploy during the first year of their tenure should attend RNMC for IPDT prior to commencing their assignment. Those who start a NATO assignment and are subsequently told that they are deploying should return to UK for IPDT at RNMC. Equipment and clothing will be provided in theatre.

(2) Personnel should attend the following briefings prior to taking up their assignment:

(a) **NATO Command Structure Assignments.** (HQ NATO, SHAPE, SACT, JFC Brunssum, JFC Naples, ACCs, MCCs, JSRCs, 280 Sigs, ACCAP) and EU assignments:

Those posted to NATO Command Structure and EU assignments should make contact with the appropriate desk officer within the NATO and European Policy Group (Directorate for Policy on International Organisations (DPIO)) and, in addition, should attend one of the two NATO and EU Briefing Days that DPIO organises each year.

(b) **NATO Force Structure Assignments,** (HQ ARRC, UKMARFOR and other High Readiness Force Headquarters):

Those posted to NATO Force Structure assignments should attend one of the two NATO and EU Briefing Days that DPIO organises each year.

(c) **Naval Staff Briefing.** All personnel assigned to NATO/EU or UN posts, including those destined for the NATO Defence College (NDC) are, if possible, to attend a Briefing Day before taking up their assignment. The Briefing Days are held twice per year in MOD Main Building; details of dates and availability of places are available from DPIO-SO2 COORD.

(d) **Deployment in Support of Peacekeeping Operations.** All officers posted to NATO Joint or Regional Headquarters are liable for onward deployment to any area on peacekeeping operations. CMs should therefore comply with instructions on pre deployment training for all such assignments.

(e) **NATO School Oberammergau.** The list of courses at the NATO School Oberammergau is published annually in June for the following year. NAVY PEOPLE-HQ N8 SO2 B coordinates all bids for attendance on courses.

d. The priority for briefings for SO1 and below is the appropriate DPIO brief and NATO Orientation Course at Oberammergau. CMs should make every effort to ensure that personnel destined for NATO posts, especially for the first time, attend these courses.

3. Defence Attaché and Embassy Support Staff Posts

a. Defence Attaché (DA) and Embassy Support Staff (ESS) posts come under the auspices of the FCO and the Defence Engagement Strategy – Overseas Support (DE STRAT OS) Staff. Advice is available from (DE STRAT OS), Preparation and Post Support on (020 721) 9621 82053/87154. An Aide Memoire for CMs when considering a nomination for an attaché post can be found at Appendix 3 to this Annex.

b. Officers being considered for attaché posts are to be warned that they must exercise discretion concerning the assignment and should discuss it only with persons who have a 'need to know'. This applies even after the assignment has been confirmed. CMs are to bear in mind the onerous social obligations which will be demanded of the officer's spouse and the possible domestic difficulties which might be encountered. In the likely case that the spouse is unknown to the CM, careful enquiry of the officer concerned will be necessary to obtain their assurance that these obligations are acceptable to their spouse.

c. **General Requirements.** Nominees for DA and ESS posts will require the following:

(1) DV clearance, valid for the whole period of the posting.

(2) Diplomatic security clearance (only for DA nominations).

(3) British passport (and their spouse's (see Para 3 sub para e).

(4) Medical and dental fitness (and dependants).

d. **Diplomatic Security Clearance.** CMs are to follow the procedure for LFS Assignments security clearance (Annex 59C para 1a(4)) noting that additional time will be required by Navy PSYA Pers Sy to liaise with the FCDO on endorsement of suitability of assignment.

e. **Nationality Requirement.** The FCO requires that the individual must hold a British passport endorsed: "British Subject: Citizen of the United Kingdom and Colonies", Non-British spouses do not normally need to obtain a British passport, but this is strongly recommended for certain countries. In deciding upon the acceptability of an individual and their spouse for service at an Embassy/High Commission, the FCO is also required take account of:

(1) The nationality, if not British, of the individual's parents and those of their spouse.

(2) Details of any family connections in the country to which an individual is being posted.

(3) Details of the individual's schooling if this was not in UK.

(4) Whether the nominee is divorced and, if so, whether they have remarried. (The circumstances of the divorce should also be described if that information is available.)

f. **Medical and Dental Fitness.** Careful consideration should be given during the selection stage (i.e.. prior to making a nomination to DE STRAT OS to nominees and/or their dependants who have a doubtful medical history or who have recently had major operations and who may, in consequence, need to return to UK for check-ups outside home leave periods). CMs should consider this aspect carefully to ensure that, as far as possible, candidates and dependants thought likely to incur high medical or dental costs overseas are not nominated for Embassy/High Commission duties. Reference is to be made to dependants' health, as revealed by screening, in the biographical details of the officer at the time of nomination to DE STRAT - OS staff.

g. **Nomination and Assignment.**

(1) **Defence Attachés.**

(a) Once the nominee has both DV clearance and Navy PSyA's preliminary acceptance of suitability for diplomatic clearance, the CM is, simultaneously, to:

i. Request Navy PSyA arrange for diplomatic security clearance.

ii. Nominate the officer for the attaché position, using the format available on the CAPPS web page, by e-mail to meet the nomination deadlines promulgated in the Attaché Lists and in the CAPPS List, These are to be followed by hard copies of the nomination as a back-up, Following acceptance by MOD and by ACDS(ISP), DE STRAT-OS Staff will arrange for diplomatic clearance of the nomination with the FCO. Nominations for attaché posts should include a reasonably full 'pen picture' of the officer with a description, culled from their reports, of the attributes which bear on their suitability for the assignment. Any statement of service should specify the class of ship or type of establishment in which the officer has served. The nomination should also include details of the nationality and background of the officer and their spouse.

iii. Once the nomination has been approved, DE STRAT-OS staff will write to the officer providing details of training, preparation and the move to post. Whilst the training package is being undertaken, the officer needs to be allocated a naval parent admin unit as DE STRAT-OS does not provide this type of support.

iv. The Assignment Order for briefing and training can be issued as soon as the nomination is approved, however, the assignment to the post itself should not be issued until all the clearances have been received and no sooner than 3 months before its effective date.

(b) A brief on this nomination process can be found within Appendix 3 to this Annex.

(2) **Embassy Support Staff.**

(a) When a post is due for relief (with necessary lead time for training), suitable candidates are found via a signal trawl. Once selected and when DV clearance has been arranged, the nominee's CV is to be sent by e-mail to meet the deadlines as promulgated by DE STRAT-OS staff. If the nomination is approved by the relevant DA, DE STRAT-OS staff will write to the candidate providing details of training, preparation and the move to post. Whilst the training package is being undertaken the nominee needs to be allocated a naval parent admin unit as the DE STRAT-OS does not provide this type of support.

(b) Once the nomination has been approved and provided DV clearance has been issued, the nominee can be assigned to the post.

4. LFS Exchange Assignments

a. **Assignment of RN Personnel to LFS Exchange Posts.**

(1) **Selection.** One of the purposes of exchange assignments is to learn about other navies/services and facilitate 'cross-fertilisation'. CMs should, therefore, select personnel who have a worthwhile period of service remaining on completion of their exchange assignment (i.e.. a minimum of 2 years to serve). CMs may wish to consult CM POLICY & MI SO2C before taking action to select an individual for an exchange assignment.

(2) **Nominations.** The CM will write directly to the appropriate national, or service, authorities when nominating an individual for an exchange assignment. For SO1s and below CMs should use the formats available from the DDPD CM team-site to submit details of application. CMs should note the following specific national requirements, and CM POLICY & MI SO2C may have other details of specific post requirements:

(a) **Australia.** In order to allow particulars to be arranged between CMs and Sponsoring Officer, 3 weeks should be allowed between 'ready to move' date and effective date of assignment.

(b) **USA.** In nomination letters for officers destined for exchange service in the USA, CMs are required to include a clear statement of the officer's security clearance.

(c) **Canada.** The standard handover between officers is 5 working days, In order to balance professional demands with family and housing concerns, officers should be assigned to arrive in country on a Friday with the outgoing officer returning to UK the following Friday.

(3) **Sponsoring Officers.** All exchange posts, both at home and abroad, have a sponsoring officer. This will be confirmed by CM POLICY & MI SO2C during the nomination process. A copy of the nomination letter should be sent to the appropriate sponsoring officer who will in turn supply the incoming officer with relevant pre-joining information.

(4) **Overseas Deployments to Third Countries During Exchange Tours.** CMs who administer exchange positions are to ensure that they are made aware in advance of any plans for UK exchange officers to deploy to third countries. When such deployments are envisaged, the following procedures should be followed:

(a) **Deployments within PJHQ's Joint Operational Area.** Details of the individuals concerned, dates and planned activities should be forwarded to J9 branch in PJHQ. J9 will scrutinise the proposed deployment in relation to jurisdictional and force protection considerations as well as our defence relationships with the nations concerned. They will then take the necessary action to inform or consult Ministers. Where possible, at least 10 days' notice should be provided to ensure this process can be completed prior to the deployment taking place.

(b) **All Other Deployments.** Similar details should be sent to the desk in International Policy and Planning with responsibilities for the country into which the deployment is planned. They will then take similar actions to those undertaken by PJHQ J9, as set out above.

b. **Assignment of Overseas Personnel to RN/RM Exchange Posts.**

(1) CMs will receive nominations through CM POLICY & MI SO2C from national authorities. Once the nomination has been approved by the relevant Ship or Establishment, CMs are to inform CM POLICY & MI SO2C who will reply directly to the respective national authority and raise a JPA account for the nominated individual.

(2) Once the Ship or Unit position has been identified, Navy PSyA should be consulted with reference to the level of security clearance required for the individual,

(3) Restrictions on operational deployments may apply. Prior to acceptance of a nomination, CMs are advised to check any limitations on deployments for overseas personnel.

5. Loan Service Assignments

a. Detailed arrangements for Loan Service Assignments can be found in JSP468 (Joint Service Manual for the Loan and Secondment of Personnel to Commonwealth and Foreign Forces),

b. In order to comply with JSP 468, CMs must ensure that all personnel to be nominated for Loan Service complete and return the Loan Service application at Annex 1B and Appendix 1 to JSP 468. This must be returned to the CM countersigned by the appropriate SO1 CM and then forwarded to DE STRAT-LSP1.

6. Service on Loan - Exercise Long Look

a. Periodically, Exercise 'Long Look' is initiated, when personnel are exchanged between the Royal Navy and the Royal Australian or Royal New Zealand Navies. This is not Loan Service and is a loan as opposed to an assignment. CMs are not required to initiate clearances or become involved other than to give assigning clearance for the period of the loan i.e.. there is no plan to assign the individual for whom clearance is being sought away from their present unit and therefore the unit can arrange the exchange of personnel. CMs should be aware that the exchange agreement entails employing a Commonwealth Service Person in place of the UK Service Person and that individuals are offered up for loan on the basis of compatibility of employment. It follows, therefore, that a request for a relief due to the Commonwealth Service Person being incompatible with the UK assignment is inappropriate.

b. As personnel are loaned, Assignment Orders are not issued for Exercise Long Look, but a Scribble pad notation may be used to record an individual's participation,

7. Peace Support Operations

a. The RN provides personnel to a variety of international peace support operations (PSO) around the world e.g. Afghanistan, Bosnia, Congo, Liberia, Georgia, Iraq, Kosovo, Mali and Sierra Leone, but other similar operations can and will occur. They may come under National, NATO, EU or UN Command.

b. Most of these posts operate on a six-monthly roulement. These posts are not dedicated to a single Branch will be managed through the CAPPS process. They will be allocated to Branches in advance in proportion to the Branch populations. The posts are defined as 'operationally essential' and are to be filled as a matter of priority. To meet deployment targets, CMs must work well in advance to ensure that suitable personnel are identified and trained in time.

c. Most deployments will require individuals to undertake IPDT/OPTAG Training (SA80 or 9mm as advised) and First Aid training,

8. Assignment to the USA.

In addition to the general guidance above, the following procedure is to be adopted for assigning officers (SO1 and below) to posts in the USA. Failure to do so may result in significant delays or an inability to access military establishments or healthcare on arrival:

a. **Exchange Posts.** Personnel assigned to the US as part of the MPEP work for a Department of Defense (DoD) Chain of Command (CoC) and are required to be accepted onto the programme by the US Command hosting the position. Acceptance must be received prior to the assignment order being issued. The British Navy Staff in the British Defence Staff (BDS) within the British Embassy in Washington D.C. administer the liaison between Career Managers (CM) and the Pentagon. This role is undertaken by the MPEP Support Officer.

b. **Liaison Posts.** Personnel assigned to the US in a Liaison post do not work for the DoD, instead they remain working for a RN or RM CoC. The Naval Attaché approves the appointment. The British Navy Staff in the BDS within the British Embassy in Washington D.C. administer the liaison between CMs and the Naval Attaché. This role is undertaken by the BNS Co-ord.

9. Assignment Process

a. **MPEP and Liaison Positions.** CMs are responsible for identifying potential reliefs for posts within the US. For Commanders, they should discuss by telephone with ANA and for others with the sponsor officer. Once suitability and timing have been agreed verbally, CMs send BDS(US) (addressed PS/ANA to ensure central administration) a letter enclosing the necessary nomination, CV and Security clearance. Nominations are to be received in sufficient time to allow staffing to take place and no later than 3 months before the previous incumbent's TOUREX. It is important that nominees are made aware that they are not formally assigned to a position until they have been accepted and that they should incur no expenses relating to the potential assignment until the CM receives their formal notification to raise the Assignment Order.

b. **MPEP Positions within the US Intelligence Departments.** There are additional clearance processes required to ensure personnel assigned to MPEP positions within the US intelligence departments have received the required clearances prior to arrival. This can take in excess of 6 months. The process must therefore start at least 7 months prior to anticipated arrival. Career Managers must ensure that nominees have TS clearance prior to nomination and that they have or can be processed onto the GCHQ IT system once acceptance is received.

c. **Form 1907 Process.** The Form 1907 is required to generate a Foreign Visits Request and is contained in US DIN (2020DIN03-015). All personnel assigned to the US are required to complete the form at least 35 days prior to travel in accordance with current guidance1. The Form must also include the details for all individuals accompanying the serviceperson to the US, including spouses and dependent children. An accepted Foreign Visit Request is required for access to the parent military establishment. Failure to complete the Form 1907 will result in considerable access issues on arrival and may impact on the individual and their family's ability to register for medical care. Completed forms for Liaison Assignments should be sent to the BNS Coord.

d. **Form 1907 for MPEP Assignments.** The 1907 form is for all short-term and permanently assigned visitors to the US. The DIN (2020DIN03-015) does not, however, provide guidance for MPEP assignees. Supplementary guidance has therefore been written to assist personnel assigned to the MPEP. The CM should forward a copy of the guidance and the form to the assigned person on issue of the assignment order. Once the Form 1907 has been completed by the assigned person, it must be returned to the Career Manager for Section 4 to be completed. By dating the form, the CM is confirming that details have been checked against the JPA competencies record and that the assigned person holds the required security clearances for the post. Completed forms for MPEP personnel are to be returned to the MPEP SO for staffing within the Embassy.

e. **Additional J1 Processes.** Once assigned all other J1 actions relating to moving to the US are administered by the J1 team in the British Embassy and are triggered by them receiving the Assignment Order JPA workflow. A copy of the Assignment Order should also be work-flowed to JPA Position 1298763 in the Embassy. Mandatory Arrival Briefs are held every 2 weeks for all personnel assigned to the USA. Assignment Orders should provide details of this brief (evidence suggests that the attendance at the Arrival Brief ensures a smooth administrative arrival process through challenging US bureaucracy).

f. **Contact/Further Questions.** Any questions relating to the process for assigning personnel to the US should be directed to:

(1) **MPEP Assignments** - MPEP SO at BDSUS-RN-PEP@mod.gov.uk.

(2) **Liaison Assignments** - BNS Co-ord at BDSUS-RN-Team@mod.gov.uk.

APPENDIX 1 TO ANNEX 59C

FORMAT OF LETTER FOR NOTIFICATION OF REQUIREMENT FOR MEDICAL SCREENING OF DEPENDANTS

Navy Healthcare Division
Navy Command Headquarters
First Floor
Leach Building
Whale Island
PORTSMOUTH
Hampshire
PO2 8BY

MEDICAL SCREENING OF DEPENDANTS FOR LOCAL FOREIGN SERVICE

1. You are being considered for Local Foreign Service accompanied by your family. An essential factor that must be considered in this is the ability to ensure adequate healthcare for your family in an overseas location.

2. The quality of healthcare, provision of medicines and environmental factors vary widely internationally; therefore a screening process is necessary to ensure that your dependants' health needs are assessed correctly. Primarily, this is to ensure the safety of your dependants but it also limits the complications that can arise when all family health factors have not been assessed fully.

3. A number of cases have arisen where Service Personnel (SP) failed to ensure screening of all their dependants or failed to declare all known conditions. This has resulted in cancelled assignments, individuals returned early or having to serve unaccompanied. It has also resulted in risk to individual dependants and significant cost to some SP who have had to resort to private healthcare for their families.

4. A pre-existing medical condition does not necessarily result in personnel and their families being excluded from LFS opportunities; however, it is appropriate that the RN assesses the risk and provides guidance to families considering foreign assignments. If a dependant has a medical condition that they believe needs to be considered before agreeing to a provisional assignment plan they should be encouraged to discuss it with the Global Medical Supportability Cell (GMSC), email: UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk. Clearance is given on the basis that an individual is fit to travel and reside in a country, taking into account that local medical care can adequately and safely meet the healthcare needs of the individual. Some conditions may be exacerbated by particular climates. The quality of healthcare available may vary significantly from the UK and custom and practice may be different. Even in Western Europe or the USA some drugs or treatments may not be available. The decision regarding each individual family member's medical clearance rests with GMSC / DGP, who may require individuals to engage with their GP in order to make a decision on fitness to travel. Appeals of a decision will be processed in accordance with direction at BRd 3(1), Chapter 59, Annex 59C, Para 1, e, (4).

5. You are required to request and complete a medical screening questionnaire through the Families Section: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330[1]. It is imperative that you:

a. Include all family members who will reside with you, including children in boarding school who will be with you for holiday periods.

b. Complete the questionnaires fully with no omissions.

6. Full, open and honest engagement will enable GMSC / DGP to make an informed assessment of the situation and ensure the healthcare needs of your family can be met in the country to where you will be posted.

[1] Further information is contained in BRd 3(1), Ch 59, Annex 59C, Para 1, e, (1), (a) and (b).

HEALTH GUIDANCE NOTES FOR FAMILIES PROCEEDING OVERSEAS

1. Introduction

Families travelling on assignment overseas should be aware that medical and dental facilities and resources are often less comprehensive than those available in the UK. The department will consider you and your family's health and medical history prior to travel to avoid any associated risk and confirm that the appropriate level of health care can be provided in your future destination where applicable.

2. Medical Self Declaration Questionnaire

Dependants travelling on overseas assignment must be screened by the Defence Medical Services (DMS) Global Medical Supportability Cell (GMSC). Medical Self Declaration Questionnaires must be completed for all spouses/civil partners and dependants. You should complete all sections of the medical screening questionnaire prior to submitting it to the GMSC/DPG. In addition, it may be a requirement for medical cover for dependants who will be visiting only in the school holidays e.g. those children who currently attend Boarding School. This differs from country to country. Specific requirements should be confirmed with the medical authorities in the country of destination.

3. On completion, the questionnaire must be submitted to GMSC. If any medical or welfare issues are highlighted, GMSC will contact you for further information. The completed questionnaire(s) must be sent as soon as possible but no later than two months prior to travel to allow sufficient time for your history to be reviewed.

4. Current/Ongoing Medical Treatment

If you or your children are currently on any course of medical treatment, outpatient review, waiting list or rehabilitation, it is essential that you ask your doctor to provide you with a report to pass to the doctor in your future overseas station. If you are on a course of prescription medicine, you should ask for an additional three-month supply in case of difficulty or delay in ordering suitable medication at your future location.

5. Dental Treatment

Standards of dental treatment may vary considerably in overseas; locations and occasionally may not meet that of the NHS or a UK private practice. You are strongly advised to arrange for dental check-ups for all your dependants, with sufficient time to complete any subsequent treatment prior to the date of your travel.

6. Immunisation

Please be aware that many overseas locations are in environments that could potentially expose you to a greater risk of illness or disease than the UK. Previous vaccination history, age, geography, local travel, standard of accommodation and lifestyle are all factors that should be considered when you seek advice about vaccinations. You should contact your GP Surgery as soon as possible to arrange any additional vaccinations. Please be aware that vaccinations are not always immediately available and may need booking in advance, so this must be done early. Further advice is available from NaTHNaC (The National Travel Health Network and Centre).

7. Reimbursement of Fees in Support of Medical Examinations

Fees incurred for medical examinations, or vaccination requirements in association with your posting, can be re-claimed through JPA. You may also wish to consider applying for an Advance of Pay to cover these fees; advice should be sought via your UPO or Unit Admin office.

8. Expectant Mothers

a. Under normal circumstances, pregnant women may travel by air without special precautions up to four weeks prior to the date of confinement (considered the 36th week of pregnancy) provided that:

(1) There is no history of significant bleeding at any stage of pregnancy.

(2) There is no history to suggest that premature onset of labour is likely.

b. A doctor's letter is required for all women travelling between the 28th and 36th week, confirming the estimated date of delivery and that the above criteria have been met. Travel after the 36th week of pregnancy will only be permitted in exceptional circumstances and the Families Section should be contacted for further advice in this instance.

c. For twin pregnancies, expectant mothers will not be permitted to travel as an ordinary passenger after the end of the 32nd week.

APPENDIX 2 TO ANNEX 59C

ATTACHE AND DEFENCE ADVISER POSTS - AIDE MEMOIRE FOR ASSIGNING AND NOMINATION BRIEF

1. Assigning Check List

a. **Career Manager.**

(1) Checks nationality qualifications of officer and their spouse.

(2) Checks medical and dental fitness of officer and requests medical screening of dependants (Appendix 1 to Annex 59C).

(3) Seeks PSyA opinion on officer's suitability for diplomatic security clearance and initiates application for DV clearance (if not already held by officer or if clearance expires during period of assignment (Para 5805)).

b. **NAVY PSyA.** Gives opinion of officer's suitability for diplomatic security clearance either immediately or on completion of the DV clearance process, whichever is appropriate(Para 5805).

c. **Career Manager.**

(1) Nominates officer to Defence Engagement Strategy – Overseas Support (DE-STRAT-OS) using format on CAPPS web page.

(2) Requests DE STRAT-OS staff arrange clearance of nomination within MOD and ACDS(ISP) as appropriate and diplomatic security clearance with FCO.

d. **DE STRAT-OS.** Notifies CM of acceptance of nomination by MOD/ACDS(ISP) staff and details training and briefing requirements.

e. **Career Manager.** Issues assignment for briefing and training.

f. **DE STRAT-OS.** Notifies CM of FCO Approval (Head of Mission approval and FCO Security clearance).

g. **Career Manager.** Assigns to post itself no more than three months before effective date (Para 6106).

2. Nomination Information

a. **Nomination and Training Dates.** Training packages for Attachés are carefully tailored and contain little flexibility. Of late programmes have become more complex and greater use has had to be made of fixed date courses. Additionally, Heads of Mission have indicated a need for earlier nomination for approval. It is therefore crucial that the nomination and training dates are strictly adhered to. Before Attaché training can start DE STRAT-OS staff must have details of the nominated officer so that the necessary clearances can be obtained from within MOD and then, through the Foreign and Commonwealth Office, from the receiving Ambassador or High Commissioner.

b. **Nomination Date.** Clearance of Service nominations for attaché assignments through MOD and FCO usually requires a minimum of three months. It is therefore vital that nominations are made by or during the month indicated in the CAPPS Book.

c. **Intro-Training Date.** Whilst many threads to attaché training programmes may be common, the preparation path for each assignment is unique. Many of the training opportunities, which are out of DE STRAT-OS Staff's control, are held on fixed dates. Moreover, some language training provided by DSL is also limited to fixed course dates. It is therefore vital that officers are released for attaché training in accordance with the information provided in the CAPPS book and in the DE STRAT-OS nomination letter. Any delay will inevitably result in significant delay to the date of arrival in post.

d. **Career Briefs.** Details of nominees for attaché posts should be comprehensive and tailored to the specific skills sought by the assignment job specification. Career briefs should not dwell unduly on early career; instead, a candidate's performance and qualities demonstrated over their more recent assignments are of greater value to the approving authorities - particularly the Head of Mission. In addition to high personal qualities, the general experience sought of a nominee includes a wide service background, joint service experience or training (such as JSDC or psc(j)) and a wide knowledge of broader single service operations and tactics. For attachés going to singleton Defence Attaché posts, nominees are often sought who have experience of the other Services' activities. Experience of a major command HQ or of Whitehall is an advantage and, increasingly, budget experience is also valuable. It is essential that the nomination includes, if appropriate, the nationality of spouse and the dates of birth of dependent children, particularly those intending to reside in country.

e. **Security Clearance.** Attachés are required to hold a DV security clearance prior to DE STRAT-OS Staff briefings and the attaché training at the Defence Intelligence Security Centre (DISC) at Chicksands. For nominees who already hold a clearance, the DV must be valid for the entire length of their tour. To allow for any extensions in post, an attaché should have a DV with at least four years to run on assignment. For residential posts, normal single-service clearance procedures are followed immediately by an FCO security department clearance. The FCO element must be completed at least 3 months before the attaché travels to post. The FCO continues to require the files for attachés who have a DV clearance that will run beyond their expected date of return. Letters of nomination to DE STRAT-OS Staff should include confirmation that, where necessary, priority DV and FCO security clearance has been set in train.

f. **Confidentiality of Assignments.** Crucial to the success of nominations is the approval of the nominee's future Ambassador or High Commissioner (Head of Mission). Until that Head of Mission approval is given, a nominee remains very much a proposal for an assignment. Heads of Mission have been known to reject a proposed attaché; in such cases MOD has been required to choose another officer. Career Managers must stress to officers who have been identified for an attaché post that until the Head of Mission has given their approval the officer's selection remains merely a proposal. Attachés' designate must not reveal their nomination and must not contact the officer they expect to replace until the Head of Mission approval is given. DE STRAT-OS Staff will formally notify a nominee of their successful nomination and advise the officer when they may write to the Ambassador or High Commissioner as well as to the incumbent. Even after Head of Mission approval is given, the timing of notification to the host nation of the new attaché remains firmly the responsibility of the Head of Mission. For this reason, nominees are reminded to keep news of their successful selection on a need to know basis until the incumbent advises that the host nation has been informed. Nominees should also be reminded that telephone lines into posts overseas are not secure; calls to incumbents should be made with this very much in mind.

g. **Tour Lengths.** A nomination for an attaché post should include a clear statement on the length of tour the officer will serve. The normal tour is for a minimum of three years and most Heads of Mission expect their attachés to serve at least this period. For attachés who are expected to serve less than three years, DE STRAT-OS Staff should be consulted before an individual is nominated - particularly if their retirement date from the Service will prevent a full three year tour being completed. Precise notification of expected tour length will also help the maintenance of an accurate Forecast Relief List.

h. **Language Training.** The major training element which drives the date due for training with DE STRAT-OS Staff is language training (LT). Where posts require LT aptitude tests a note (LT Req'd) is made in the remarks column of the list. In particular, Moscow due date for training is substantially influenced by the 18 months LT necessary for non-Russian speakers to achieve the post requirement. Russian LT is undertaken at Beaconsfield and starts each year in September. Details of the nominated officer are required by DE STRAT-OS Staff at least 12 months before the start of the course.

i. **Queries.** Queries regarding the procedures for nomination, approval and preparation of Service attachés and advisers should be addressed to DE STRAT-OS desk officer for preparation and training on (020 721) 9621 82053/8715.

APPENDIX 3 TO ANNEX 59C

CONSENT TO DISCUSS MEDICAL INFORMATION

1. Defence Primary Healthcare (DPHC) has made an assessment of your medical suitability for service overseas and has recommended that your assignment is not confirmed. You have unsuccessfully appealed this decision to DPHC, and the next stage is for a review within the Directorate of People and Training.

2. In order to investigate this appeal and form a recommendation to the Head of Navy Career Management it will be necessary for your case to be discussed by:

a. Head, Navy Career Management;

b. Assistant Head, Specialist Health Advisor - a Medical Officer;

c. Your SO1 Career Manager;

d. SO1 Employment Law.

3. Medical details will only be discussed between Medical Officers as much as is possible. They will only access those records which are necessary to inform the decision-making process and all personnel will keep any information gained confidential. You do not have to grant permission for medical information to be shared, but without permission the investigation of your appeal will be limited, and the outcome may be affected.

4. By completing and signing this form, you are granting permission for your medical details to be accessed and discussed. You also grant permission for the Medical Officers above to speak to, and obtain medical information from, individuals who have been involved in making the original decision and any specialists involved in your care.

Name of Service Person/Dependent: .....

Rank/Rate (if appropriate): .....

Date: .....

When complete this form is to be retained in the Electronic Personal File

ANNEX 59D

ROYAL NAVY AUGMENTATION POLICY

1. Introduction

a. Augmentation is the process by which Suitably Qualified and Experienced Personnel (SQEP) are selected, trained and deployed to meet additional high priority workforce requirements in support of operations, exercises and events outside of the declared Defence and Navy Plans. The augmentation process is managed through Deputy Director People Delivery (DDPD) People Operations (POps).

b. The generation of Individual Augmentees (IAs) to service a non-workforce driving requirement is not a 'free resource'. Collectively, it impacts planned business output, generates uncertainty and creates instability within the personnel arena. Whilst the cost to the demanding organisation is often minimal, the effect, particularly in the context of today's lean organisational structures, is considerable.

c. In providing personnel for high priority Defence tasking, care must be taken to ensure that churn and uncertainty to the individual is reduced as well as minimising impact to Royal Navy outputs. Therefore, internal redeployment within 2* Directorates and the use of formed units, particularly those held at readiness, should be considered before IA.

d. The Defence Individual Augmentation Policy (DIAP) is the authoritative policy for Individual Augmentation and takes precedence over Naval policy. The Royal Navy Individual Augmentation Policy (RNIAP) provides single Service amplification to support the DIAP.

2. Aim. The aim of the RNIAP is to set out the principles for the redeployment of Naval personnel to meet additional personnel demands in support of operations, UK resilience tasks, exercises, trials and events (including ceremonial events). Additionally, it clarifies the definitive direction concerning funding and the individual phases of the augmentation process. The procedures for dealing with Personnel OPDEFs, Non-Operational Workforce Deficiencies (NOWDs) and PERREQ procedures are contained at Para 5948.

3. Definitions and Principles

a. **Force Generation.** Force Generation is the process of providing suitably trained and equipped forces and their means of deployment, sustainment and recovery to meet current and emergent tasks, within required readiness and preparation times (as detailed at para.7).

b. **Force Sensing.** Force Sensing (FSen) is the process of understanding the likelihood of being able to generate an IA and the associated impact to the donating organisation. Force Sensing follows the process at para.7 up to the point of nominating an individual and completing the trawl process. While FSen doesn't immediately result in an organisation losing an individual, it does introduce organisational and personal disruption and is therefore only used when absolutely necessary.

c. **Augmentation.** Augmentation is an element of Force Generation and is the temporary re-deployment of individuals, either from within liability driving positions (regulars) or from mobilised Reserves[1] to wherever they are needed to meet directed operational Military Tasks, Exercises[2] and Events[3] that cannot be achieved within peacetime establishments. It may include the re-distribution of individuals brought together to form an ad-hoc unit/sub-unit or the forming or reinforcing of regular units with reserves. Augmentation specifically excludes the planned or unplanned deployment or re-redeployment of a formed unit/sub-unit or the planned formation of a composite unit/sub-unit of individuals for their crisis role[4]. There are two main types of Augmentation: Above the Line (AtL) and Below the Line (BtL).

(1) AtL augmentation is the process of filling MoD-directed positions above funded personnel levels and is non-discretionary. The IA demand is validated, authorised and directed by the Defence Single Tasking Authority (DSTA) IA cell when essential to a Defence output and is in addition to the Defence Board endorsed liability for each sS/TLB for an operation of task.

(2) BtL augmentation refers to an internal Navy TLB augmentation request where redeployment of personnel is needed between 2* Directorates or requested between TLBs, via the DSTA RNLO, but the demand is not endorsed by MoD.

d. These common principles can be broadly applied to the following Naval augmentation requirements:

(1) Force Generation for Operations.

(2) Short Notice Operational Commitments.

(3) Crisis Augmentation Lists (CALs).

(4) Exercises, Trials and Events.

(5) Royal Marine Additional Resource Table.

(6) Short Term Training Teams.

[1] Reserves may be either volunteer or regular reserve.
[2] Exercises, as a means of preparing for operations, are included in this definition.
[3] Events are included in the definition of augmentation but are addressed Below the Line (BtL) unless endorsed by DCDS(MSO) or where they are a specific MT/Op Task.
[4] A separate element of Force Generation, which particularly pertains to reservists, mainly of a specialist nature (e.g. Volunteer Field Hospitals).

4. Responsibilities

a. Central co-ordination of the Defence Augmentee Requirement, including Resilience Planning (RP), Operations and Exercises will be endorsed by ACDS (Ops & Cts), through the DSTA[5] within Defence Security, Policy and Operations (SPO)[6], before being passed to single-Service authorities. This requirement will be AtL, is non-discretionary and Defence mandated.

b. The DIAP mandates that augmentation is managed through the Services' Principal Personnel Officers (PPO), who are responsible for providing personnel from within their TLB (may be personnel from other sS assigned into the TLB). Only in exceptional circumstances can a sS trawl their personnel assigned into a different TLB[7].

(1) 2SL, as the Naval PPO, has pan-Naval Service responsibility for augmentation issues, which is delegated through Dir P&T to DDPD and POps.

(2) Contentious augmentation issues and arbitration will be referred to DDPD or Dir P&T as appropriate

c. Pan Navy TLB commitments requiring augmentation which have no Joint involvement are managed by POps within DDPD on behalf of the Fleet Commander.

d. Navy Healthcare within Dir P&T will advise on medical personnel augmentation requirements and COMOPS DACOS N1 team will advise on all augmentation demands for intelligence/information exploitation (IX) expertise.

e. **Task Sponsor**. The Task Sponsor (TS) is the point of contact within an organisation or unit requiring the temporary uplift in personnel. They are responsible for articulating the requirement, including the production/update of the Operational Job Specification (OJS). The Statement of Requirement (SOR) which is the method of requesting AtL augmentees or Augmentation Requirement Document (ARD) for BtL demand must state why resource cannot be re-apportioned from within the sponsor's area.

f **Authorised Demanders.** Specific Authorised Demanders (AD) for Navy TLB BtL augmentation, have the authority to endorse an augmentation requirement using the ARD process (templates at Appendices 2 & 3), to resource personnel for augmentation are as follows:

(1) **Navy Commitments (COMOPS and CSF).** The primary AD for BtL activity from within the Naval Service. These tasks are predominantly Navy 'discretionary' in nature.

(2) **Naval Staff.** STRATPOL, through COS DSP for the creation and endorsement of augmentation demands (BtL) which are considered strategically significant enough to warrant IA support.

[5] The functions and liaison authority of the Defence Single Tasking Authority are detailed in the DIAP.
[6] Formerly Operations Directorate.
[7] FULLCMD trawls across other TLBs are by the sole authorisation of the DSTA only.

(3) **RN Domestic Engagement Team (RNDET).** The AD for all UK based Defence Augmentation Other Than Operations (DAOTO) and Royal Navy in the Public Eye (RNIPE) BtL events. This does not include other augmentation requests such as planning officers for events, which should be processed through the demanding 2* Directorate.

(4) **Director General Defence Safety Authority (DG DSA).** TS and AD for Service Inquiries.

(5) **RN Safety Centre.** TS and AD for Fleet Commander Service Investigations or Unit Investigations that require augmentation.

g. **Requirements Approver (RA).** 2* Directorates are not formal Authorised Demanders but can request BtL augmentation through the ARD process, endorsed by an RA (minimum of OF5 level), providing the correct justification and funding is presented together with the evidence that the SQEP is not available within their own Directorate.

5. Requesting Augmentees

a. **AtL.** AtL augmentation is directed by DSTA using the processes in DIAP, is Defence mandated and non-discretionary. The demanding organisation will provide an OJS which will be verified and approved by DSTA before being apportioned to the sS according to SQEP availability guided by pre-determined ratios[8] (RN apportionment of total IA demand is ca.20%). This also applies to Tier 2+ and above exercises, which will be submitted by UKSTRATCOM JOINT WARFARE (or JTEPS for Ex JOINT WARRIOR) to DSTA for augmentation.

b. **BtL Considerations.** Any BtL IA request must be fully considered in accordance with the following:

(1) Does the requirement fit within the RN Command Plan, Exercise Plan and/or Strategic Workforce Priorities?

(2) Can the required military effect be delivered through an alternative solution or an established process such as via the WfMG?

(3) What is the wider Defence impact of not resourcing the augmentation demand?

(4) Do the implied benefits outweigh the impact of redeployment of RN personnel in other 2* Directorates?

(5) Is the augmentation resource requirement proportionate to deliver the task?

[8] Current (2023) apportionment ratios are: 50% Army, 20% RN, 20% RAF, 10% UKStratCom

(6) Is the request retention positive: does it offer branch sustainability opportunities and is it outside of pinch point cadres?

(7) Can the demand be reasonably be met from within the generating 2* area?

c. **BtL Submission.** A request for BtL augmentation is to be submitted to POps by a TS using the Augmentation Requirement Document (ARD) found at Appendix 2 (Operations & Exercises) and Appendix 3 (Events). This must articulate why the personnel cannot be supplied from within the requesting 2* Directorate, and the likely impact to the activity if personnel are not provided. It is to be accompanied by an Operational Job Specification (OJS) for each position. Once complete, the TS submits the ARD to a RA within their 2* Directorate. The RA provides appropriate scrutiny and justification that the requirement is set at the minimum level to fulfil the demand. A funding source (UIN) is to be identified and then the ARD is passed to POps. Where possible the Maritime Reserves will be used to fill Augmentation positions but mobilisation costs will need to be covered by the demander.

d. **Timelines.** All augmentation requests are to adhere to the following timelines. Any that do not will be considered at 'best effort' only and may be rejected entirely due to missed timelines.

(1) AtL augmentation will adhere to the timelines and requirements directed in the DIAP. This may include urgent augmentation required at very short notice which will be approved at the appropriate level within ACDS Commitments (DSTA).

(2) Exercises and Events (BtL), and major deployments (e.g. CSG, LRG) must be submitted no less than 6 months in advance. Where possible, all augmentees are to be nominated no less than 6 weeks before the exercises or event, and joining instructions are to be issued by the TS no less than 4 weeks before the exercise or event.

(3) Time critical BtL augmentation requested by ADs may be submitted within these timelines however any submission at less than 110 days will be subject to approval by POps Hd.

(4) Other BtL augmentation should be submitted with at least 110 days' notice (10 days for POps scrutiny, adjustment and approval, 10 days to identify an individual, 90 days for individual to prepare for augmentation).

e. **Defence Activity Other Than Operations (DAOTO).** RNDET for all non-operational events and commitments, including RNIPE and ceremonial.

f. **Resilience.** Navy COMOPS N5 Homeland will co-ordinate requirements for UK resilience operations/MACA demands. Contentious issues will be referred up the Chain-of-Command, ultimately to Fleet Commander.

6. Endorsing Augmentation Requests

a. Defence directed AtL demands received from DSTA will proceed directly to FGen.

b. All other BtL demands will be considered for endorsement by the Authorised Approver, POps Hd but may be subject to adjustment following dialogue between POps and the AD. Decisions to support BtL demands will be based on a number of factors, including but not limited to:

(1) Timelines.

(2) Availability of SQEP across the RN, and impact of loss to donor 2* Directorates.

(3) Impact of not fulfilling task.

(4) Priority of requested task against RN and Defence priorities.

7. Generating Augmentees for Operations and other Specific Demands

a. Once endorsed, POps will identify personnel to be generated against the demand (following the flowchart process at Appendix 1) in one of the following ways:

(1) An FSen process.

(2) Identification and assignment of an individual for the role through Career Management if appropriate timelines can be achieved[9]. Guidance for Career Managers filling IA posts can be found at Appendix 7.

(3) Identification and employment of volunteers if sufficient time allows.[10]

b. **Force Sense.** An FSen is used to identify SQEP within a 2* area and assess the likelihood of being able to generate an IA against the associated impact to the donating organisation. An FSen will follow some or all of the following process depending on the circumstances:

(1) Determining the presence of SQEP in an organisation, achieved through the use of JPA and related systems.

(2) Investigating the availability or likely impact of removal of SQEP from an organisation. This may be achieved through discussion with Career Managers, the organisation's Chain of Command, or consultation with subject matter experts.

[9] Timelines will usually require POps to fill the first rotation of a post but generation will be passed to Career Managers for follow on rotations wherever possible.
[10] As long as the process of seeking volunteers does not significantly increase the overall FSen timeline were a volunteer not forthcoming

(3) Identifying the specific penalty of the removal of specified individuals from their organisations through request and submission of PSRs iaw Appendix 8.

c. The FSen process will require 2* Directorates to generate PSRs via the appropriate 2* Workforce Management Groups (WfMGs). The 2* WfMG will be required to submit one PSR for the lowest impact eligible individual within their Directorate. Such individual must meet the SQEP required for the demand iaw the OJS and be able in all respects to carry out the task, including being appropriately medically employable, not breaching SWDC restrictions, and not presenting with any critical N1 issues that would preclude employment.

d. For a BtL task, the requesting 2* Directorate may also be engaged for a PSR. This will provide a comparator of the relative impacts to both the *demanding* and *donor* organisations. If the FSen indicates that the demand can be serviced then the same PSR will be used for the potential IA.

e. Unless a Supported Volunteer is identified POps will arbitrate between 2* Directorates' PSRs to determine the least impact[11] solution overall.

f. On selection of a least impact PSR, the selected individual will either commence FGen (BtL or AtL apportioned to the RN) or have their PSR put forward to DSTA for consideration (AtL where multiple services are trawled, or impact is so significant it may override the task requirement). 2* Directorates that provided PSRs will be informed when they are stood down or selected accordingly.

g. Once the individual has been directed to FGen an IA, they will be provided the TS's details to seek Joining Instructions and the selectee will be required to load on to Pre-Deployment Training (PDT) as required, through engagement with the Royal Navy Pre Deployment Training Mounting Centre (RNPDTMC)[12].

8. Generating Augmentees for Exercises and Events

a. **Initial Generation.** Where possible the demand for exercises and events will be offered initially to the Maritime Reserves (MR) and volunteers sought using SCIO or through WfMGs.

b. **Volunteers.** Volunteering opportunities may be advertised on the RN Intranet and via the MyNavy app; individuals can register their volunteer status in their SCIO profile via MyNavy App. Volunteers are to seek approval from their Line Management to be released for this duty. Once a volunteer has been confirmed for an augmentation task this constitutes a duty and the individual cannot withdraw without significant reason. In most cases, where a volunteer must be removed, the parent unit will be required to find a replacement.

c. **Trawls.** Following returns for MR and 2* WfMGs for volunteers, any extant positions will be trawled for iaw the trawl process outlined for Operations in Para 7.

[11] Professional and personal considerations
[12] Details of PDT currently contained in 2022DIN07-106.

d. **Large Events.** For events requiring large numbers with broad SQEP requirements (e.g. for major ceremonial events), 2* WfMGs will be apportioned a number of personnel depending on their Directorate's size to generate towards this demand. This is to reduce the administrative burden of conducting a PSR-led trawl for every position. This group of personnel at readiness will be known as the Naval Ceremonial Guard (NCG) with details for generation and CONEMP promulgated by RNTM.

e. **Joining/Administrative Instructions.** All administration for the exercise, including the distribution of Joining/Administrative Instructions, is the responsibility of the Task Sponsor. To ensure that information is being received correctly, it is essential that demanders ensure that nominated IAs are in full receipt of, and have acknowledged, all instructions.

9. Feedback

After any period of augmentation, POps may send an online questionnaire to the augmentee. This information is used to ensure that demanders are correctly employing IAs, that administration and divisional responsibilities are being properly executed. Where POps considers it necessary, often in the case of recurring exercise demands, a demander will be informed of the results of the questionnaire.

10. Planned Augmentation (Crisis Augmentation Lists)

a. Crisis Augmentation Lists are identified, defined and validated lists of positions to augment strategic or operational organisations[13] and can be activated in response to a pre-planned contingency task or during a crisis. They are directed and validated by DSTA in the DIAP and maintained by single Services. Each position on the CAL will have a prescribed Notice to Move. The wo types of CALs are as follows:

(1) **@R1-3.** Those positions @R3 readiness (10 days' notice) or higher will be attributed to specified personnel through formal assignment, management through units or 2* WfMGs[14]. This dual assignment or unit allocation may require a training/induction commitment iaw their OJS[15], and may be exercised by the receiving organisation by up to 21 days per year.

(2) **@R4-5.** Those positions at R4 readiness (20 days' notice) do not require named personnel and a trawl will be undertaken to identify individuals with correct qualifications and skills at the time of activation or reduction in readiness timeline.

b. Personnel held @R3 should not be impacted in their normal work or leave routine by this requirement. Personnel held @R1-2 are to remain within appropriate recall distance unless alternative arrangements have been made, i.e. a SQEP stand-in has been nominated.

[13] DCMC, PJHQ, SJFHQ, JFHQ, SJFLogC, SJC, JCCC, Head Office.
[14] DIAP requires @R2 and above SP to be formally allocated to the CAL; RN policy is to extend this to those @R3 posts that have a major PDT requirement based on lessons identified when activating CAL positions (difficulty in achieving PDT within required timescales).
[15] This may include but not be limited to up to 4 weeks of PDT, HQ briefs and inductions, applications for STRAP and HQ passes.

11. Funding

a. **Funding Principle.** All costs associated with Augmentation are to be identified and approved by the Demander (AtL, iaw the DIAP) or TS (BtL)) In some instances, specific costs may be reimbursed from HM Treasury, i.e. MACA tasking – it is the responsibility of the Demander or TS to arrange this reimbursement. Consideration is to be given to the full range of costs the augmentation may incur. RN Augmentation Funding policy is derived from the DIAP; funding will be determined as follows:

(1) Capitation - Donor sS (AtL)/Costs lie where they fall (BtL).

(2) T&S for pre-deployment training, event/ceremonial training, and to reporting location or departure from UK location - Donor unit.

(3) Generic pre-deployment training (RNPDTMC) - RNPDTMC.

(4) Non-standard pre-deployment training[16] - Demander/ TS.

(5) Net additional costs post reporting (including travel costs outside UK) - Demander/TS.

b. **Mobilised Reservists.** All costs associated with the mobilisation of the Maritime Reserve must be pre-approved. Maritime Reserves HQ can advise on the use of Reservists for augmentation.

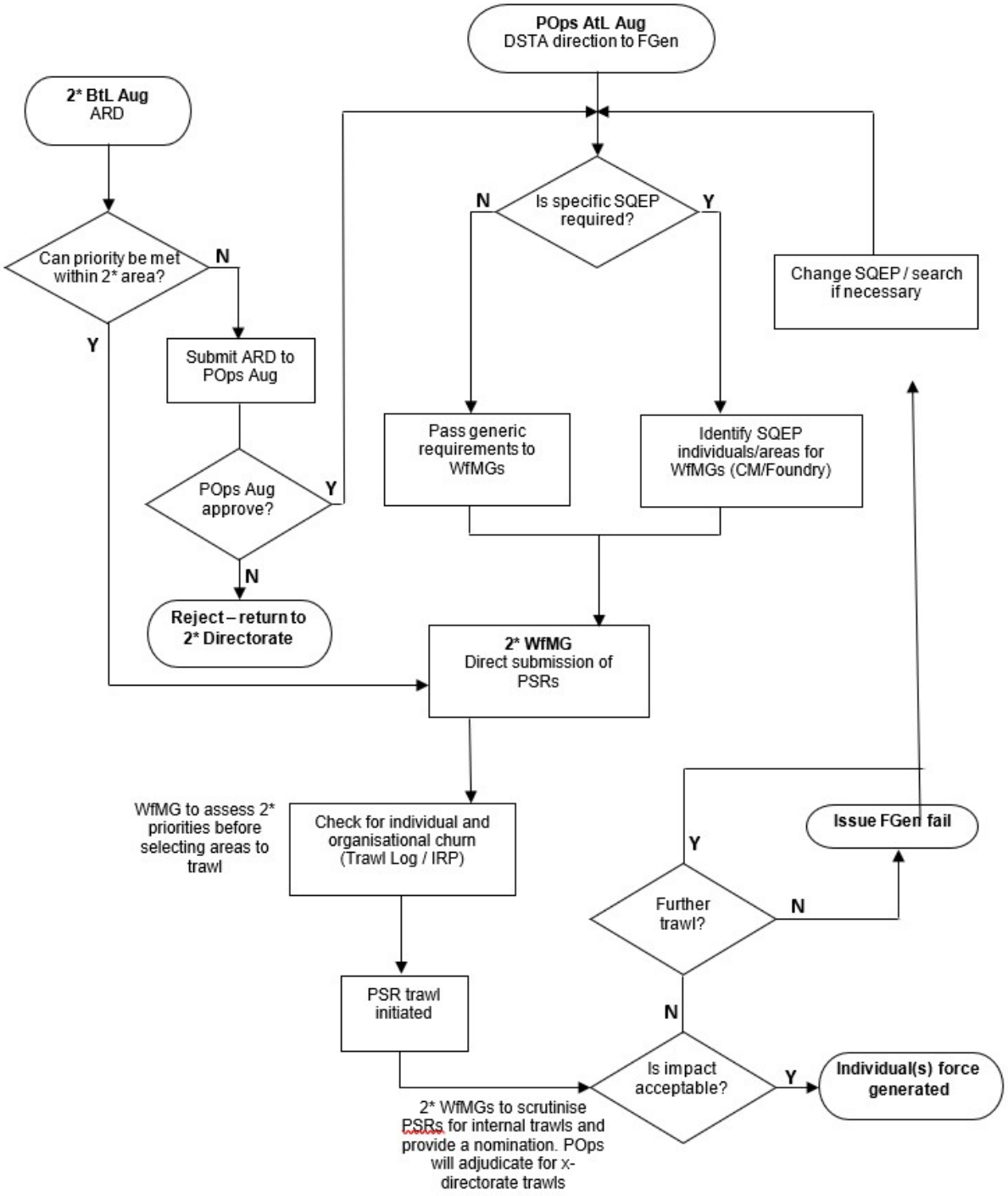
c. **NATO Operations and Exercises.** Contributing nations pay for all costs associated with NATO operations and exercises.

d. **MACA.** Funding for MACA tasking is determined in accordance with JDP 02 and the funding mechanism will be specified at the point of generation. Full or Marginal costs[17] may be recovered with specific direction being included in the Activation Order issued by DSTA.

[16] Specialist PDT not covered by JTR 1-15
[17] Full costs (including SP capitation) can be recovered for pre-planned operations. Marginal costs (RLS, fuel etc) are appropriate in dynamic situations such as the response to flooding.

APPENDIX 1 TO ANNEX 59D

AUGMENTATION FLOWCHART



APPENDIX 2 TO ANNEX 59D

AUGMENTATION REQUIREMENT DOCUMENT (OPERATIONS AND EXERCISES)

To be completed by Task Sponsor and Authorised Demander prior to submission to People Ops Augmentation.

Operation/Exercise/ Trial Name			
Start Date (Inclusive of PDT / Training)		**End Date** (Inclusive of Leave / Recovery)	
Task Sponsor (Organisation & 2* Area)		**Task Sponsor Named Point of Contact**	
Date Request Submitted		**Tel**	
Context/Background An overview of the Operation / Exercise and why Individual Augmentation is required. Supporting documentation may be submitted with this form.			
Justification To include: Why unable to meet demand from within TS' own organisation or wider 2* area Breakdown of T&S Costs. If this request is being submitted outside of the minimum timelines for the provision of augmentation (iaw BRd3), the TS is to provide reasons for this.			
Impact if Augmentation Request not met To include mitigating actions considered should augmentation not be provided.			

Operation/Exercise Personnel Requirement Task Sponsor to complete Pers Ops Augmentation Exercises spreadsheet for all IA Exercise demands. Job Specs must be provided for each position requested when submitting this ARD.	OF4+	*e.g. 1 x OF4 Any (with required adquals)*	
	OF3	*e.g. 1 x OF3 WAR PWO(BWC) / 1 x OF3 RMLC*	
	OF1-2	*e.g. 1 x OF1 Any (French Linguist)*	
	OR8-9	*e.g. 1 x OR9 ET(WE) (with required adquals)*	
	OR6-7	*e.g. 3 x OR6/7 LOGS SC / 2 x OR6 Any*	
	OR3-4	*e.g. 4 x OR4 ET CIS / 2 x OR4 Any*	
	OR2	*e.g. 48 x OR2 Any / 5 x OR2/OR4 LOGS CH*	
Funding Task Sponsor to specify UIN to be used for all additional costs to the activity, and gain authority from that budget holder.			
Task Sponsor Authorising Officer		**Date**	
Task Sponsor sends ARD to 2* Area Requesting Authority (OF5+)			
Comments/Decisions by Requesting Authority To include: Full Cost Benefit Analysis specifically stating the implications to the receiving unit of not achieving the demand. *NB. Requesting Authority approval does not imply that the task will be met, but ensures it is policy compliant.*	*(e.g. This task does/does not meet Defence or Naval Service Strategic Aims and is therefore Approved/Not Approved for augmentation.)*		
Authorising Officer (OF5 or above)		**Date**	
Once RA section complete - Task Sponsor sends ARD to People Ops Augmentation			
Authority to Augment – held by People Ops Hd.			
People Ops Hd		**Date**	

APPENDIX 3 TO ANNEX 59D

AUGMENTATION REQUIREMENT DOCUMENT (EVENTS)

To be completed by Task Sponsor and Authorised Demander prior to submission to People Ops Augmentation

Event Name			
Start Date (Inclusive of Training)		**End Date** (Inclusive of Leave / Recovery)	
Task Sponsor (Organisation & 2* Area)		**Task Sponsor Named Point of Contact**	
Date Request Submitted		**Tel**	
Context/Background To include: An overview of the Event and why Individual Augmentation is required. Supporting documentation may be submitted with this form. Where applicable, Task Sponsor (TS) to confirm they have consulted with RN SCTO and/or RM 1st Drill[1] regarding the composition of ceremonial personnel and training requirements.			
Justification To include: Why unable to meet demand from within TS' own organisation or wider 2* area Breakdown of T&S Costs. If this request is being submitted outside of the minimum timelines for the provision of augmentation (iaw BRd3), the TS is to provide reasons for this.			
Impact if Augmentation Request not met **To include mitigating actions considered should augmentation not be provided.**			

[1] RN State Ceremonial Training Officer - NAVY OP TRG-CWD EXEC SCTO - RM 1st Drill - NAVY TRG CTCRM-SW DL WO1

Event Personnel Requirement To include: Specific breakdown of ranks/ratings required iaw RN SCTO's and/or RM 1st Drill's direction (where applicable). Exact numbers required on parade only. Spares are **not** to be included.	OF4+	*e.g. 3 x OF4 (Any) – Military Liaison Officers*	
	OF3	*e.g. 1 x OF3 RN - Guard Commander*	
	OF1-2	*e.g. 1 x LOGS OF1/2 RN - Admin Support*	
	OR8-9	*e.g. 1 x OR9 RM & 1 x OR9 RN (Ushers)*	
	OR6-7	*e.g. 2 x OR6/7 RN/RM (Path Liners)*	
	OR3-4	*e.g. 4 x OR4 RN (Colour Party)*	
	OR2	*e.g. 48 x OR2 RN (Ceremonial Guard)*	
Funding Task Sponsor to specify UIN to be used for all additional costs to the activity, and gain authority from that budget holder.			
Task Sponsor Authorising Officer		**Date**	
Task Sponsor sends ARD to RN SCTO and/or RM 1st Drill (where applicable)			
RN SCTO Comments Confirms Ceremonial personnel requirements iaw BR2 and dates, timings and location of training with TS.			
Authorising Officer		**Date**	
RM 1st Drill Comments Confirms Ceremonial personnel requirements iaw BR2 and dates, timings and location of training with TS.			
Authorising Officer		**Date**	
Task Sponsor sends ARD to 2* Area Requesting Authority (OF5+)			
Comments/Decisions by Requesting Authority To include the following: Full Cost Benefit Analysis specifically stating the implications to the receiving unit of not achieving the demand. *NB. Requesting Authority approval does not imply that the task will be met, but ensures it is policy compliant.*	*(e.g. This task does/does not meet Defence or Naval Service Strategic Aims and is therefore Approved/Not Approved for augmentation.)*		
Authorising Officer (OF5 or above)		**Date**	
Once RA section complete - Task Sponsor sends ARD to People Ops Augmentation			
Authority to Augment – held by People Ops Hd.			
People Ops Hd		**Date**	

APPENDIX 4 TO ANNEX 59D

OPERATIONAL JOB SPECIFICATION TEMPLATE

OPERATIONAL JOB SPECIFICATION (2022)			
To be completed in conjunction with Operational JS (2022) -Guidance Notes.			
OPERATION:		**LSN:**	
Post Location:		**JPA Hierarchy:** Cmd	
Unit/Org:		Admin	
Position Title:		**JPAN:**	
Rank/Rank Range:		**Assignment Length:**	
Security Clearance:		**Handover Period:**	
Requested Service:		**Reporting Chain:**	
Post E-mail:		1stRO	
Post Tel Number:		2ndRO	
Date Reviewed:		3rdRO	
Unit Role:			
Position Role:			
Responsibilities: **1.** **2.**			
Pre Appt/Deployment Trg: **Pre Appt/Deployment Briefings/Visits:**			
Gender of Incumbent:			
Domestic Considerations:			
Performance Attributes	**Priority Component Features**		

Education / Training	**Type**	**Pri**	**Comments**
Military Quals			
Other Quals/Competency			
Spec Pay Markers[1]			
Education			
Language			
Driving Requirements			
Experience			
Service/Arm/OGD			
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other			
Other Comments			

Auth by RO:	**Appt:**	**E-mail:**	**Date:**

[1] The insertion of Spec Pay Marker will not automatically result in qualification or receipt of pay/allowances.

APPENDIX 5 TO ANNEX 59D

OPERATIONAL JOB SPECIFICATION TEMPLATE GUIDANCE NOTES

1. The JS is critical in ensuring IAs are nominated to meet that post's requirements. JSs are to be accurate, current and articulate in a manner that can be understood by a tri-Service audience.

2. Security Classification. JSs should remain OFFICIAL; OFFICIAL-SENSITIVE or PROTECT can be used if appropriate.

3. Position Framework. To be completed by the IA TS:

Position Title	In full and as per the OET. Pending changes should be noted in 'Other Comments' at the bottom of the JS.
JPAN/ LSN	As per OET. LSN is to be included for all operational positions.
Unit	In full and as per the OET. Pending changes should be noted in 'Other Comments' at the bottom of the JS.
Date Approved	All Operational Job Specifications should be updated on a 6 monthly basis.
Location	Country, Town and Formation.
Approved By	Rank/ Grade and Post
Establishment Type	Operation
TLB	Of post
Establishment/OET Ref	In full, as laid out in the OET/ ACTORD
Rank/Grade	Required position. If position can/cannot be rank-ranged then this to be annotated.
UIN/SLIM/JPOA PID	In full
Service/ Type/ Arm	RN/Army/RAF/Rotational.
Incumbent	Current Incumbent
Exch/ NATO/ JSRL No	If required
E-mail	Military e-mail address for the post (not of the incumbent).
Phone Number	Post's desk phone number.
Manning Priority	Manning Priority of the position. (For Army, iaw Army Manning Priorities).
Security Clearance	SC/DV/Reserved/STRAP/NATO Secret/DBS etc.
Assignment Length	Length of the assignment in months.
Reporting Chain	Enter Single Arm/Service, Joint, Civilian, Mixed Service/Civilian or International.
1st RO	Appointment of the First Reporting Officer.
2nd RO	Appointment of the Second Reporting Officer.
3rd RO	By exception, appointment of the Third Reporting Officer.
Primary Career Field	Primary Career Field or trade that the position sits within ie. Def' Policy/Combat/Human Resources/Technical/Logistics (Army).

4. Unit and Position Responsibilities. To be completed by the IA demander:

Unit Role: Role or mission statement of the positions parent unit.
Position Role: A succinct and accurate statement of the position role. Avoid unfamiliar acronyms and terminology.
Responsibilities: A numbered list of the positions' main responsibilities, to a maximum of 8. Cover standing duties and tasks, enduring workstrands, position within the branch, describe liaison and interaction with other branches and HQs, and to what level. Note supervision of subordinates. Avoid unfamiliar acronyms and terminology. Responsibilities kept to 150 characters (including spaces) or less can be transferred directly into OJAR/SJARs.
Pre Appt/Deployment Trg: Detail and duration of any pre-employment training required in order to be qualified for this position including courses. Include detail on theatre-specific Individual Pre-Deployment Training requirements for operational tours.
Domestic Considerations: Detail on any pertinent domestic considerations regarding accompanied service, schooling, medical facilities, travel required, spouse's work restrictions, etc.

5. Performance Attributes. The demander should list the four most pertinent Performance Attributes qualified by one or two of the highest priority component features[1]. This will enable selection boards to use Performance Grades to identify those individuals most evidently possessing these attributes.

6. Education, Training and Experience. The demander must state the Education and Training qualifications that are required for the post and define the level of the requirement as Essential or Desirable. Experience that is required for the position should be prioritised as Essential or Desirable beside the relevant function Service / Arm / OGD / Operational / Staff / Command / Fields / Trades or Environments. Demanders should be aware of the dangers of being over-prescriptive or unrealistic. Some examples of Education/Training and Experience are listed below. Where possible education, training and experience annotations should be taken from the approved list of JPA Competencies. The 'Comments' box can be used to justify, or elaborate on, requirements.

Education/Training	Comments/Examples
Military Quals	RCDS / HCSC / JOTAC / BGPC / ICSC / ACSC / ATO / Para / MLAT, etc.
Other Quals/Competencies	Any other non-educational or trade qualifications.
Education	GCSE / MA / MSc / MPhil / MBA, etc.
Language	State any language requirements and the required level (1- Survival, 2 - Colloquial, 3 - Linguist, 4 - Interpreter), according to the Listening, Speaking, Reading, Writing functions, e.g. Spanish 4343.
Experience	
Service/Arm/OGD	State any requirement for experience working within a particular Service or with another Service/Arm/Other Governmental Department or for Service / cap badge / specialist balance within the branch.
Operational	State the requirement for operational experience generally or within a particular theatre or timeframe.
Staff	State the requirement for experience in a particular staff branch, unit or HQ e.g. MOD Main Building experience essential.
Command	State the requirement for experience in Command and which level, e.g. Sub-Unit, Unit, etc.

7. Other Comments. The 'Other Comments' box is an opportunity for an incumbent, employer, Reporting or Authorising officer to add any additional detail, predicted future work strands, nuances and general information in free text. It may also state requirements for deployments/travel, pending changes to the Establishment, a previous name of the position/branch or expected location moves during an incumbent's tenure. Competencies gained in the post should also be noted here.

8. Originator/Authorising Officer. JSs will be sent to the incumbent for drafting. They must then be checked by the individual with direct responsibility for overseeing the position, usually the 1st Reporting Officer, who will be the Originator. The JS must then be authorised for release by the 2nd Reporting Officer once they are content that it meets their requirements. Rank, appointment and contact details for the Originator and Authorising Officers must be included.

[1] JSP 757 Version 10.0 (Oct 12) – Tri-Service Guidance for Appraisal Reporting (Officers Paragraph 8.23, Other Ranks Paragraph 4.22).

APPENDIX 6 TO ANNEX 59D

YYYYMMDD-PSR_SHIP_PE_nn-yy_NAME -OSP

DDPD AUGMENTATION PERSONNEL SUPPORT REQUEST STATEMENT

This pro-forma **MUST** be used when responding to any trawl/request for personnel where professional and personal considerations are necessary to inform decision-making.

REQUEST[1]

Request Reference[2]			
Date Request Raised[3]		**Date(s) Required**	
Unit/Position/Line No.			
Job Description			

NOMINATION[4]

Name & Initials			
Rank/Rate		**Service No.**	
Parent Unit			
Job/Title in Parent Unit			
Volunteer (YES or NO)			
MEDCAT	**MFD / MLD / MND**	**JMES**	
Professional Considerations[5]			
Personal Considerations[6]			
Line Manager		**Rank/Rate**	
Contact No		**e-mail**	
Is there an open NS FPS welfare case?		**Do you give authority to discuss this with NS FPS?**	
Head of Department's Comments			
Name		**Rank/Rate**	

[1] To be completed by organisation authorised by DDPD to initiate trawl (ie. DDPD Pers Plans, s or CM).
[2] Name of operation, exercise, event as appropriate.
[3] Date request/trawl sent to supplying unit.
[4] One form per individual nominee. To be completed by the nominee's line manager in consultation with the individual.
[5] Impact on parent unit if nominee removed for duration of request. Dates of key activities/events to be included.
[6] Personal issues affected by removal from post for duration of request. Dates of key activities/events to be included. If none, must state "Nil".

Commanding Officer's Comments			
Name		**Rank/Rate**	

DECISION

CM/RCM Comments[7]			
Name		**Rank/Rate**	
Trawling Authorities Comments and Decision[8]			
Name		**Rank/Rate**	

[7] To include details of PFS breaches, recording of personal turbulence, and appropriate comments on assigning history (last 3 years).
[8] To be completed by organisation initiating trawl. To include decision/outcome of trawl. If the individual is used to fill the requested position, details of when they were informed **must** be included.

APPENDIX 7 TO ANNEX 59D

GUIDANCE FOR CAREER MANAGERS

1. Aim

This guidance provides additional detail on the processes and requirements for Career Managers to use whilst generating or assigning personnel for Individual Augmentation.

2. Operational Tour

a. A number of IAs are generated to meet enduring requirements for operations which are not suitable for permanent liability but require filling until further notice. These are recorded on the Operational Establishment Tables held by PJHQ.

b. Enduring OET IAs are delegated to an appropriate Career Manager (CM) and are to be managed in the same manner as regular RN workforce requirements, including PFS, noting that Defence Op IAs have priority over workforce requirements not assigned to operations.

c. CMs are to ensure they have consulted both JPA and the latest Operational Job Specification to ensure that the SQEP requirements are fully understood, given that not all SQEP is contained in JPA.

d. Dependent upon the theatre of operation, IAs will need to complete a visa application process or particularly long PDT. In some cases, this can take in excess of 5 months. CMs are to ensure that once an AO has been raised, the individual is provided contact information for the RNPDTMC and commences the visa application process as soon as practicable. Guidance notes and application forms are provided by the RNPDTMC.

e. Some posts are rotational between services. When assigning personnel to these posts, CMs are to confirm deployment and recovery dates with POps who can ensure that they remain aligned with the other services generating for the post.

f. CMs are to be cognisant of the ILA and POTL burden following an operational tour. POTL is accrued at the rate of one day per 9 calendar days deployed.

3. Follow-On Rotations

Most DSTA directed IA posts endure beyond 6 months, with an upper limit of 2 years which may then be extended by DSTA as required iaw the DIAP. Timelines do not usually permit the first individual moving into an IA post to be generated by CMs, however as most posts are filled in six month rotations, POps will pass the subsequent rotations of a post to CMs to fill. CMs are to fill these following the same principles as Operational Tours described above, but remining cognisant of the end date to the post.

4. FGen Fail

An FGen Fail occurs when the current or intended nominee for an IA post is unable to continue generating for that post. That may include an unexpected shortfall in SQEP (for example the cancellation of a planned course), a medical downgrade, a change in assignment caused by an emergent priority, or any other event which takes the individual off task. This includes if an already deployed individual is recovered off task, such as due to a medical emergency. In the event of an FGen Fail, CMs are to notify POps. Whilst CMs should seek a solution in the first instance, if a seamless fill cannot be found POps will be required to liaise with DSTA and the Requester to resolve the issue, which may result in POps led generation of an IA for the post. CMs are to be cognisant of the ILA and POTL burden following an operational tour. POTL is accrued at the rate of one day per nine calendar days deployed.

ANNEX 59E

ASSIGNING PROCESS FOR CAREER FIELD APPOINTMENTS POSITIONS

1. The CAPPS List

SO1 CAPPS maintains a record of all CAPPS positions, which is cross-referred to each position's JPA details. The following specific elements of the workbook should be noted:

a. **Rotational Positions.** The workbook contains all tri or bi-Service rotational positions, whether or not CAPPS. If a position is Branch specific its existence serves to trigger the desk assigning process.

b. **Attaché Positions.** The book contains all attaché positions which are CAPPS and/or rotational. It should be noted that attaché training, especially where language training is needed, can be very lengthy and these positions will often appear on the agenda well in advance of the normal 12 month target.

c. **Two-Branch CAPPS.** CAPPS positions which are open to only two branches, e.g. WRM or EL, should be resolved out of committee and the meeting informed of that resolution.

2. Filling CAPPS Positions

The officer requirement incorporates a CAPPS apportionment for each Branch and for every desk within the Branches. Career Managers (CMs) should monitor their contribution to filling CAPPS positions and assess their performance against their CAPPS apportionment to ensure their commitment is met. In pursuit of this aim, CMs should ensure their clients are aware of the broadening opportunities available on the CAPPS plot and should ensure these opportunities receive proper consideration as part of individual career management.

3. The CAPPS Bidding Process

CMs may register their interest in filling a CAPPS position at any time by e-mail to SO1 CAPPS, with a copy to their Branch Committee Member. There are two levels of interest: Interest and Bid. An Interest is non-binding and need not specify a name, whereas a Bid requires a name; successful bids are binding. Should an Interest remain static for a significant period, the relevant CM will be invited to convert it to a Bid or withdraw. Committee members should ensure that they have discussed CMs' requirements before the meetings and are able to represent their requirements in Committee where bids will be assessed and allocations made. Further details of this process are given below.

4. CAPPS Meetings

a. **General.** All matters relating to Common Assignments are managed through the CAPPS Committees. The committees meet five times per year. The Commanders' CAPPS Committee addresses all CAPPS open to officers of SO1 rank. The Lieutenants' CAPPS Committee addresses all CAPPS open to officers of SO2 rank and below. Committee members should establish Branch requirements with CMs 1-2 weeks before each meeting.

Committee membership is as follows:

(1) **Commanders' CAPPS.**
CM CAPPS-RES SO1 – Chairperson
CM ENG GS SO1
CM OF LOGS SO1
CM OF RM SO1
CM OF AIR SO1
CM OF WAR SO1

(2) **Lieutenants/Lieutenant Commanders' CAPPS.**
CM CAPPS-RES SO1 – Chairperson.
CM OF ENG SMSO2
CM OF LOGS SO2
CM OF RM1
CM OF RM2
CM OF WAR SMSO2

b. **The CAPPS List.** The CAPPS List is a dynamic document located on the shared Manage Common Appointments team site. SO1 CAPPS will produce a Priority List two weeks before the CAPPS meetings, which will show all UK CAPPS posts requiring a fill in the forthcoming months, LFS posts requiring a fill in the next 12 months and attaché posts with long training lead requirements. This will be posted to the CAPPS team site.

c. **Meetings.** At the meetings, SO1 CAPPS will update members on new information relating to any position in the workbook. Those positions on the agenda will be opened for bidding. If a single bid of a suitable officer is received, the position will be allocated. If multiple unresolved bids are received, SO1 CAPPS will set a date for examination of personal records, job specification, employer preference and any other relevant factors and will determine the best person for the job. All positions not bid for will be carried forward with any expressions of interest noted. All unallocated positions with FADs within six months of the meeting will be considered for filling through use of the Pain and Grief List (see Para 5).

d. **Position Meeting Actions.** On completion of the meeting, SO1 CAPPS will update the CAPPS information and save an archive copy. Once a position has been allocated, CMs should proceed with nominations in the normal way.

5. The Pain and Grief Process

The CAPPS process is dependent upon CMs making bids of officers to fill positions. Since SO1 CAPPS does not control or 'own' any personnel, the only way in which CAPPS positions can be filled without bids is through a Pain and Grief process. This process is designed to ensure that all possible workforce solutions are explored and personnel are provided to fill positions of the higher priorities first. The Pain and Grief process will be initiated as follows:

a. On completion of the CAPPS meeting, positions that do not have a designated fill will be discussed with Hd CM and, if deemed as being a strategic workforce priority, will be flagged as being 'Pain and Grief'. CMs will then be called to provide Pain and Grief for filling the post. CMs will normally be given a deadline of two weeks to consider possible workforce solutions.

b. If, after this period, there are still unresolved positions, then SO1 CAPPS will examine the audit figures to determine which assigning areas are not meeting their CAPPS allocation by Requirement. This analysis will take due account of any plot under-bearings against dedicated requirements.

c. The outcome of this analysis, together with the nature and priority of the positions concerned, will then be considered to determine which positions should be allocated to Branches 'by default' and which should ultimately be considered for gapping. Hd CM will be consulted on gapping action.

d. It may be necessary, on occasion, to require CM to provide non-volunteer nominations, together with a brief impact statement, for consideration.

e. The aim of this process is to ensure CAPPS Requirements are properly considered against the demand of the core plots, taking due account of workforce states, workforce priorities and an equitable share of gapping across the plots.

6. Advertising Positions and Confidentiality

Whilst the need to discuss CAPPS assignments with nominees is recognised, it is important that they do not make contact with the incumbent of the position without authority from the CM, and that no indication is given of who may fill the position prior to completion of the CAPPS process and the nomination being made.

7. Length of Assignments and Changes of Relief Date

Para 5926, Para 5927 and Para 5928 give guidance on the normal length of assignments in different employment areas. The FAD, once entered in the CAPPS book, should not be changed without consultation with SO1 CAPPS. In order to protect CMs from unexpected turbulence and short notice requirements, no changes to an FAD within six months of the planned date should be made without CAPPS Committee agreement through SO1 CAPPS. This agreement will be subject to the ability of a CM to find a relief within the new timescale. If this cannot be achieved then, as agreed by the CAPPS Committee, either the original FAD will stand or the incumbent's CM will be required to backfill.

8. Early Moves

It is sometimes necessary to bring an individual's FAD significantly forward. In such circumstances the tri-Service 'halfway rule' will apply. If the individual leaves position before completing half of their original assignment, their CM is responsible for identifying a replacement. If the move comes after the half-way point, the position returns to the CAPPS plot. In either case, the replacement would normally be expected to conduct a full tour of duty.

9. Use of Social Media

The widespread use of social media raises a risk of inadvertent reputational damage to the Royal Navy should inappropriate comments or images be posted. Despite a personal site having restricted access so that only those with approval may view the information it contains, security settings do not stop an approved user copying information to open sites. Any officer being considered for high profile Equerry, Outer Office or Flag Officer's personal staff positions will be subject to a background check to ensure that any social media sites used by the individual comply with RN regulations. This will take the form of the following:

a. Individual to be informed that there is a need to complete some background checks that include social media sites. Individual is to confirm whether they are content with this.

b. If they use social media sites, are they open or closed?

c. Is the individual aware of the published RN regulations (as previously promulgated in RNTM 062/14 and now published at Para 2152) Individual to be advised to purge their site of any pictures or comments that could be damaging to the RN's reputation.



Note. *Pictures or comments from closed sites can be copied by 'friends' to open sites.*

d. Individual to be asked to provide user name/non de plume.

e. CM to check user name/non de plume sites to confirm open or closed and, if open, that nothing of damage to the RN's reputation is on the site.

f. A record of the check being conducted (but not any material viewed during the check) is to be retained for the duration of the subject's assignment.

10. Special Considerations for Some Assignments

a. **Royal Household.** DS Sec will issue special instructions to the Service concerned when nominations are called for by the Royal Household. Potential candidates will normally be filtered by Deputy Director People Delivery (DDPD), Dir P&T and then 1SL before a final list of officers is forwarded to DS Sec for the Palace to consider. Nominations should use the format promulgated on the CAPPS team site.

b. **Cabinet Office.** The Cabinet Office insists that officers must be UK Nationals born of UK Nationals, and furthermore that their spouses/partners are also born of UK Nationals. PSyA holds records of this information and should be consulted when an officer is being selected for service in the Cabinet Office. All nomination matters should be progressed at the earliest possible opportunity and candidates will normally be filtered by DDPD and Dir P&T before forwarding to DS Sec. All candidates require special clearance and are interviewed in the Cabinet Office. JPA OAL entries should not specify to which section of the Cabinet Office the officer has been assigned.

c. **Outer Office.** DS Sec will issue instructions to the Service concerned when nominations are required to meet a demand from an outer office. A minimum of two candidates are normally required but where there is a competition between two or more Services, then a single candidate from each Service will be sufficient. Nominations for 3* and 4* Outer Offices will be filtered by DDPD and Dir P&T before forwarding to DS Sec.

d. **Attaché.** Many Attaché postings have specific requirements (particularly language training) and/or constraints (such as poor air quality, no confinement, no children at post, etc) which CMs and individuals need to consider before nominating to DE STRAT. Attaché nominations can take time to be approved by DE STRAT and the Foreign and Commonwealth Office (FCO), therefore an additional 3 months should be built into the nomination process to ensure the individual has sufficient notice of acceptance and to be prepared for training. Nominations are made, via SO1 CAPPS, by use of the DE STRAT Attaché CV proforma. Assignment Orders are not to be issued until formal approval is given by the FCO, and DE STRAT has issued the letter of notification.

e. **International Competitions.** If the opportunity arises to compete for a non-quota NATO, EU, EDA or UN post, a calling notice and Job Specification will be passed to DS Sec by DG Sec Pol. When called as directed by DG Sec Pol, nominations for non-quota positions are to be submitted on the relevant NATO/EU/UN formation. These nominations will be filtered by DDPD and Dir P&T before forwarding to UK MILREP, or DS Sec if otherwise directed.

f. **Timing.** Whilst short notice selections take place, nine months should normally be expected. DS Sec normally works to the following timetable:

(1) CM trawl submission of Career Briefs – two months.

(2) Interview and Selection – one month.

(3) Notice for assignment - six months.

g. **Rotational Assignments.** Most rotational assignments are not subject to competition and nominations should be made via the monthly CAPPS boarding process. Those relating to personal staffs, however, Royal Household, Ministers and Cabinet Offices are to be made through SO1 CAPPS using the relevant Career Brief format[1] available through the CAPPS team site. Detailed instructions for rotational assignments are laid down in JSP 755 Pt 1 Chapter 2.

[1] Three formats exist: Rotational Career Brief, Attaché Curriculum Vitae and the NATO/EU/UN Application Form.

ANNEX 59F

STAFF TRAINING

1. Staff Courses

Up to date information on all types of staff training can be found in the latest DIN or from the Defence Academy website. Brief details of the courses available and selection criteria are below.

a. **Higher Command and Staff Course (HCSC)** See BRd 3(1) Chapter 64.

b. **Royal College of Defence Studies (RCDS).** See BRd 3(1) Chapter 64.

c. **Advanced Command and Staff Course (ACSC).**

(1) **Purpose.** The aim of the ACSC is to prepare selected officers for high-grade joint and single Service appointments by developing their command, analytical and communications skills and by providing a broad understanding and knowledge of joint, single-Service and combined operations, of the management of defence in the United Kingdom and of the wider aspects of defence as a whole. As a secondary benefit it allows the students to develop a strong tri-Service and international peer network.

(2) **Administration.** There is one course each year, currently of 46 weeks, commencing in August/September and completing the following July. Graduates are awarded the psc(j) competence in JPA and the post nominal letters 'psc(j)' in the Navy List.

(3) **Selection Criteria.** The following criteria are to be used to select candidates for the ACSC:

(a) Rank - SO2 (with a promotion profile) or junior SO1.

(b) Reach to OF5, based on seniority, time to serve and promotion recommendation.

(c) Report portfolio that consistently demonstrates intellectual capacity.

(d) Reference to ACSC suitability either on an ICSC(M)/(L) report or on recent OJARs/Insert Slips.

(e) Serving on or selected for FTC.

(4) **Selection of Students.** The annual timetable for student selection for ACSC needs to balance the many commitments which follow the annual promotion round with the need to identify and promulgate staff course selections as early as possible. Staff Course selections will, of course, be inextricably linked to the conduct and outcome of the annual promotion round and Career Managers will need to be sifting plots for likely candidates before and during this period. The promotions themselves, once in the Career Managers' domain, will permit further and more specific targeting of ACSC candidates but any timetable must take account of the heavy loading on Career Managers after the promotion round and the impact of the summer leave period. Taking all these factors into account, the following annual timetable is to be followed:

Date	Activity
Sep	Initiate Branch selection processes.
Dec	ACSC selection questionnaires[1] issued.
Feb	ACSC Selection Board sits[2], recommendations passed to CMs for confirmation of ACSC nominations.
Apr	CMs finalise ACSC nominations.
May	ACSC Signal released, assignment action initiated.
May through Aug	Critical Thinking Skills Courses.
Aug/Sep	ACSC starts.
Jul	ACSC completes.

(5) **RM Candidates.** RM attendance at ACSC is by the selection of personnel from the proceeding OF3 to F4 promotion signal, or junior OF4, via the following criteria:

(a) Reach to OF5, based on seniority, time to serve and promotion recommendation.

(b) Report portfolio that consistently demonstrates intellectual capacity.

(c) Reference to ACSC suitability on recent OJARs/Insert Slips.

(d) Identified as talent management.

(e) Serving on or selected for FTC.

[1] The ACSC questionnaire is to help ascertain the candidates' motivation for undertaking the course.
[2] The Board considers all the completed questionnaires and identifies candidates who present a potential training risk.

d. **Intermediate Command and Staff Course (Maritime) (ICSC(M).**

(1) **Purpose.** The aim of the ICSC(M) is to contribute to Stage 1 career training by preparing Lts/Capts RM and Lt Cdrs/Majs for SO2 command, charge and staff appointments in developing their command, analytical and communication skills, knowledge of defence and UK military capabilities. It also evaluates their potential for further staff training.

(2) **Administration.** The course lasts 8 weeks and there are generally 5 courses a year. Course dates and capacities may be found in JPA.

(3) **Selection of Students.** Attendance on ICSC(M) is intended primarily for CC officers at SO3 or junior SO2 levels. Every effort must be made by CMs to get CC officers on this course as a precursor to Charge/PWO career training and subsequent selection for ACSC. Nominations are co-ordinated by SO2(X)HM. Names should be entered in JPA course bookings, SO2(X)HM will announce the closing date for names prior to each course and will resolve numbers if oversubscribed.

(4) **RM Candidates.** RM Officers not selected to attend ICSC(L) should undertake ICSC(M) as a staff course following selection for promotion to OF3. Failure to conduct an ICSC may impact future employment options. All RM nominations are coordinated via OF RM SO2A.

e. **Intermediate Command and Staff Course (Land) (ICSC(L)).**

(1) **Purpose.** The ICSC(L) provides intermediate staff training for RM Officers following their selection for promotion to Major. It is the primary RM Career Stage 1 initial staff training. The aim of the course is to prepare selected RM Majors for sub-unit command and on the staff up to and including Lieutenant Colonel by developing their command, analytical and communication skills, and by providing a broad tactical and technical understanding of military capabilities, in the context of land component operations and management within Defence.

(2) **Administration.** The course lasts 26 weeks and has a nominal capacity of approx. 200 RM & Army students. ICSC(L) runs an annual two course series, with start dates of Sep (A Cse) and Jan (B Cse). Course dates and RM capacities are managed by OF RM SO2A in coordination with the JSCSC.

(3) **Selection of Students.** OF RM SO2A loads RM Officers to attend ICSC(L) courses. The officers selected can be both DE and SCC RM officers.

(4) **Pre-Course Preparation.** All RM officers must have completed the relevant mandatory Officer Career Development courses detailed in BRd 3(1) Chap 97 (before they can be assigned to the course. They will also be assigned to the Advanced Amphibious Warfare Course prior to their respective ICSC(L) intake if assignments allow.

(5) **Continued Professional Development.** ICSC(L) awards accreditation towards a Modular Masters Programme.

f. **Amphibious Employment Training**

(1) **Amphibious Training - Basic.** Amphibious Training (Basic) is undertaken in RMYO (Phase 1) training at CTCRM.

(2) **Amphibious Training - Intermediate.** Amphibious Training (Intermediate) is a fundamental part of the RM officer continuous professional development. The Amphibious Operations Planning Course (AOPC) at MWC, Collingwood (1 week) is appropriate for all SO3/SO2 staff appointments in 3 Cdo Bde RM or other operational battle staffs.

(3) **Amphibious Training - Advanced.** The Advanced Amphibious Warfare Course (AAWC) (4 weeks at JSCSC) should ideally be completed prior to attendance at ICSC(L), sub-unit command or ACSC.

g. **Overseas Staff Colleges Attendance and Accreditation.** Arrangements exist for RN attendance as students or, in some cases, as DS in a variety of overseas Staff Colleges. For SO1 and below these opportunities and nominations are coordinated by the CM Career Field team . Officers who successfully complete an Overseas Staff Course or complete a full tour of duty as DS should be accredited with the appropriate competence on JPA which carries the post nominal accreditation ‘psc(j)(o)’. Those who complete the NATO Defence College (Rome) Course should be accredited with the appropriate competence on JPA and post nominals ‘ndc’. Officers attending Senior Overseas Staff Colleges (ranks OF5 and above) should be accredited with the appropriate competence in JPA and post nominals ‘sondc’. These accreditations must be initiated by Career Managers since they are not automatic at source. CM CF DEL SO1 should be consulted if there is any doubt as to which courses qualify for accreditation.

2. Post Graduate Defence Studies

a. **Admiralty Board Policy.** The Admiralty Board recognises the increasing need for officers to develop skills in business management and international studies in order to compete for posts within the joint community. Availability to undertake such training will depend on individual circumstances, career management and the needs of the Service. These factors are reflected in the selection criteria governing each course and are discussed further below.

b. **General Selection Criteria.** The following points should be borne in mind when advising officers who enquire about these schemes or indeed when Career Managers deem it correct to advise officers to consider applying for them. All applicants should be of well above average intellectual ability and have proven staff skills (this does not imply completion of ACSC). They need to be sufficiently personable and knowledgeable about defence matters in general to be an influence for good amongst all with whom they will come into contact. At the end of the officer's time the academic institution attended must believe that the Royal Navy has a high calibre person and the staff and undergraduates should have a better understanding of defence matters through their influence. Career Managers are to be proactive in seeking candidates for postgraduate studies and to give such mid-career training proper consideration as a viable alternative to staff training in overall career management.

c. **Postgraduate Studies - Selection Procedures.**

(1) A variety of opportunities exist for officers to undertake Postgraduate Studies related to International Relations, Business Management/Administration and Human Resources. Details of all these courses and any pre-requisite educational requirements are published annually by DIN. Applications for such training are to be managed in accordance with the procedures described below.

(2) CM OF ENG TMSO1 will administer the application and Boarding processes, promulgating details of courses and procedures for applicants by e-mail.

(3) In assessing each applicant for any course, the aim is to determine the relative suitability of the candidates, taking into account the following:

(a) Individual career management.

(b) The Service return on the training investment.

(c) The ROS requirement attached to post graduate studies.

(4) Applications for full or part-time DCMT/Cranfield University courses will be considered by the DDPD Postgraduate Selection Board (PSB). Applications for the Hudson Fellowship the MPhil and other research fellowships will be considered by the Academic Scrutiny Board (ASB).

3. Funding of External Training

a. Within the DDPD delegated budget, tuition costs are funded from the External Training Budget (ETB). This budget area covers the following elements of external training for officers:

(1) Foreign Military Sales (FMS) courses in the USA e.g. Persian Farsi language training, Ocean Surveillance training, USA Staff College attendance.

(2) Attendance at the NATO School (SHAPE), Oberammergau.

(3) Postgraduate full time and part time degree courses e.g. MPhil, MBA, MSc at UK universities.

(4) NATO Fellowships, Defence Fellowships, Service Fellowships, the MPhil in International Relations at Cambridge University and the Windsor Leadership Trust

(5) Diploma of Accounting course and Management Accounting courses.

(6) Courses required by Dir P&T personnel in order to undertake their responsibilities.

(7) Textbook expenses, thesis typing, binding and translation, internet connection and limited travel costs for the courses at sub para 2 and sub paras 3.a (1), (2), (3), (4), (5) and (6) above and also for postgraduate courses where there is no charge e.g. DCMT Shrivenham and Cranfield University.

(8) DGNCS external training.

b. **Postgraduate Studies.** Bids for major career courses such as Postgraduate Studies which fall within the ETB will be collated by CM OF ENG TMSO1 in July/August each year for the following year's STP. This includes the Higher Defence Studies listed earlier and other career Master's courses required by each Branch. All CMs will be required to forecast their plot training requirements across the 4 years of the PR Round. These bids will then be costed by the DDPD Business Manager prior to assessment by the DDPD Management Board. If the total cost of bids exceeds the available funding an exercise in prioritisation will be conducted under the auspices of DDPD. This process may include researching the cost of alternative equivalent courses at a variety of UK universities to identify the most cost-effective solution within overall allocations.

c. **Other Training Needs.** Outwith the funding of career courses described above, there will be a variety of external training needs which must be sanctioned on an individual basis through CM OF ENG TMSO1 and the DDPD Business Manager. The procedure for this is as follows:

(1) Applicant for RN/RM sponsorship submits letter of request to their CM.

(2) The CM forwards the request to CM OF ENG TMSO1 using the proforma at Appendix 1 to Annex 59F, which includes a supporting statement from the CM.

(3) CM OF ENG TMSO1 designates a priority category using the following criteria:

(a) **Priority 1 - Essential.** Training with SOC HTQ support i.e. full-time courses whose capitation costs are included in the HTQ.

(b) **Priority 2 - Desirable.** Training which will benefit the Service, but which is not essential.

(c) **Priority 3 - No Requirement.** Training which may have a potential long-term benefit but for which there is no immediate requirement.

(4) CM OF ENG TMSO1 liaises with the Business Manager to determine availability of funding for individual requests. For any course longer than one year's duration, funding must be sought on a year-by-year basis with no guarantee of approval for further funding.

(5) CM OF ENG TMSO1, advising as required, decides the outcome of the request and notifies the CM using the proforma at Appendix 1 to Annex 59F.

(6) The CM, in turn, notifies the applicant. This notification should be copied to the DDPD Business Manager, to whom all invoices should be forwarded by Universities etc. In the case of postgraduate courses, applicants should also be advised of the following:

> "DDPD will consider claims for financial assistance for the cost of text books essential for the course, which are unavailable from libraries or other no-cost sources, up to a maximum of £600 p.a. - the year commencing from the date of the commencement of the course. Costs of Internet research will be covered within the £600 pa. allocation, as will any typing, binding and translation of a thesis or project where no such facilities are available from service resources. Completed claim forms, together with receipts, should be forwarded to the Business Manager who will arrange reimbursement."

(7) The form to be used for claims is at Appendix 2 to Annex 59F which should be reproduced locally.

APPENDIX 1 TO ANNEX 59F

APPLICATION FOR MOD FUNDING FOR ROYAL NAVY EXTERNAL TRAINING

Name:	Rank:	Career Manager:		
Course Required:				
Next Assignment:				
Length of Course:	Total Cost*:	Funding Bid:		

*including course fees, exam fees, additional seminars, any other costs.

JUSTIFICATION

CAREER MANAGER'S ASSESSMENT

ESSENTIAL:	DESIRABLE:	NO REQUIREMENT:

DATE: CAREER MANAGER'S SIGNATURE:

OCM SO1 ETM

ASSESSMENT:

ACOS(PCAP) BUSINESS MANAGER

FUNDING: AVAILABLE/NOT AVAILABLE

DATE: BM SIGNATURE:

DECISION

SERVICE FUNDS ARE/ARE NOT AVAILABLE FOR THIS COURSE

NB. If approval is given the commitment is for 1 year only. An application will be required for any subsequent years, with no guarantee of approval.

DATE: OCM SO1 ETM SIGNATURE:

APPENDIX 2 TO ANNEX 59F

ROYAL NAVY 'IN SERVICE' EXTERNAL TRAINING: CLAIM FOR FINANCIAL ASSISTANCE FOR EXPENDITURE ON TEXT BOOKS, INTERNET COSTS AND TYPING AND BINDING OF A THESIS OR PROJECT

To be submitted under cover of a MoD Form 1108, to: ACOS(PCap) Business Manager, Rm 218, West Battery, Whale Island, Portsmouth, PO2 8DX

Name .....

University/College .....

Course of study .....

Address for payment .....

.....

EXPENDITURE ON BOOKS

OFFICE USE

TITLE	AUTHOR	PUBLISHER	PRICE	
			Total for Refund	

EXPENDITURE ON INTERNET

OFFICE USE

DETAILS	COST	
Total for Refund		

EXPENDITURE ON BINDING/TRANSLATION

OFFICE USE

DETAILS	COST	
Total for Refund		

Certified that the above titles of books purchased are essential to the course of study being pursued, and the typing and/or binding of the thesis/project as shown above was necessary.

Date .....…….. Signed (by Tutor) .....……

Date .....…….. Signed (by Applicant) .....…….



Notes:

1. Receipts and bills for all purchases must accompany this form.

2. Books remain the property of the Ministry of Defence and when no longer required are to be surrendered to the MOD Library, 3-5 Great Scotland Yard, London SW1A 2HW.

3. Second hand books may be purchased but receipts will be required.

ANNEX 59G

LENGTHS OF ASSIGNMENT

1. For planning purposes, normal lengths of assignment for non-squadded personnel are to be taken as follows:

a. **Ships and Submarines:**

Officers: 21 ± 3 months for Surface Ships; 24 months for Submarines; 30 - 36 months for FSA for WESM/MESM Lts.

Ratings: Up to 36 ± 3 months for ships and submarines.

b. **Survey Ships:** 24 months.

c. **Squadrons:**

O/P Officers (other than AASB2 positions): 30 months +/- 6 months

AASB2 positions: 24 months

Other OF positions: 24 months

Ratings: Lengths of assignment vary between rates and specs. Refer to relevant CM.

d. **UK Shore Positions:**

Officers: 30 ± 6 months.

Ratings: Dependent on SAVDATE.

RM units: 24 ± 6 months.

e. **FOST Sea Riders:** 24 months.

f. **OPTOURS:** 6 months.

g. **Falkland Islands:** 6 months.

h. **DE&S:** 30 ± 6 months.

i. **MOD Central Staff & Rotational Positions:** 30 months.

j. **Technical Officers Standing by Ships In Build:** Up to 4 years and can be considered as 2 assignments.

k. **Security Positions:** 36 months.

l. **NATO Assignments:** 30 months (Any variation to be agreed with appropriate NATO authority in advance).

m. **LFS Accompanied:** 24 - 30 months.

The minimum period is of particular importance because of financial constraints. Individuals may request up to three months variation in the length of their foreign assignment by application to their CM. Applications to reduce tour length cannot be made after 18 months and extensions of assignments cannot be requested after 24 months. Each case will be considered on its merits. Extensions of LFS in excess of six months will not normally be allowed.

n. **LFS Involuntarily Separated(e.g. BIOT)** 12 months.

o. **PJHQ:** 24 months.

2. LFS Exchange and Loan Positions

Certain exchange posts and loan posts are subject to a specific length of assignment as laid down in the relevant agreements.

3. Over-zone Officers Ashore in UK

The need to re-assign individuals approaching the end of their careers to broaden their range of experience is much less than that for more junior personnel. Accordingly assignments for these individuals may be for as long as convenient to both the Service and the officer or rating, subject to regular review.

4. Royal Marines Officers

For planning purposes, the normal length of an assignment for a trained officer is 2 years. Officers may request to remain in their assignment for a further year. Longer extensions (i.e. over 3 years) are exceptional.

ANNEX 59H

THE USE OF FULL TIME RESERVE SERVICE AND ADDITIONAL DUTIES COMMITMENT PERSONNEL

1. Introduction

a. The regulations for the use of Reservists on the Full Time Reserve Service (FTRS) scheme are laid down in BRd 3(1) Chapter 102 and BRd 3(2) Chapter 18. This Policy Statement does not replace any of these regulations, which remain extant. It does, however, provide explanatory guidance to all staff involved in the application and administration of the scheme regarding issues not covered by the regulations. It does not affect the financial or non-financial remuneration packages associated with the scheme: FTRS is a tri-Service scheme and Director Reserve Forces & Cadets is overall custodian of the regulations.

b. FTRS enables established positions that cannot be filled by Regular Service personnel to be filled by members of the Royal Fleet Reserve, Royal Naval Reserve and Royal Marines Reserve. To ensure that usage is consistent with the manning situation at the time, however, the scheme is normally subject to some controls.

c. Additional Duties Commitment (ADC) is a part-time derivative of FTRS; its regulations are laid down in BRd 3(1) Chapter 103 and BRd 3(2) Chapter 19.

2. Control of Overall FTRS Numbers

Workforce deficits are identified and broken down by rank and specialisation as part of the annual workforce planning cycle. In addition, details of those on FTRS filling gapped positions are identified. Dir P&T HQ N5 SWP will assess these inputs against other known or predicted criteria (GTS, etc) and then promulgate maximum numbers for each rank and specialisation that can be engaged on FTRS for the following year. Exceptional approval is required from DDPD to exceed these annual quotas.

3. Length of Commitments

All new commitments normally default to a maximum initial length of 12 months. Twenty-one-month commitments can be granted at the discretion of CM Reserves. Exceptionally, commitments in excess of 21 months duration, determined by the wider demands of the Service (i.e. how important is the position, how many applicants are there for the post, is there a continuity issue, etc?) would need approval from DDPD. However, all sea service/frontline positions should normally attract initial commitments of no more than 24 months in length.

4. Banding of Commitment

Any position being considered for the FTRS scheme (including an extension to an existing FTRS commitment) undergoes a rigorous audit, led by the deployer (CM Reserves) in consultation with the employer, branch structures manager and workforce planner. It confirms the following:

a. The continuing need for the position to be complemented by Regular Service personnel rather than MSF, civilian or contract (a DDPD/employer decision).

b. That a comprehensive trawl has taken place to ensure no Regular personnel are available to fill the position for the duration of the commitment being considered (DDPD decision).

c. There is no scope to fill the position with a Reservist(s) on an Additional Duties Commitment (i.e. 'Part Time' Reserve Service) (DDPD/employer decision).

d. The Types of Commitment are summarised as follows:

(1) Home Commitment (HC), where the duties involved do not necessitate deployment or detachment outside the local area, is to be the default commitment offered. Exceptionally, use of FC/LC (see below) may be approved by DDPD, in consultation with COMMARRES/Functional Employer for RNRs.

(2) Limited Commitment (LC) may be offered if the individual is required to detach/deploy for up to 35 days a year, but no single detachment exceeding 21 days per year, to carry out the defined duties. This could potentially include Crisis Donor Positions.

(3) Full Commitment (FC) will apply to all sea-going/front line positions, as well as to other commitments that necessitate a liability or requirement for detachment/deployment exceeding 35 days a year. A Crisis Donor position will normally require any FTRS incumbent to be on FC, although consideration should normally be given to re-allocating these within the employer's Establishment. In addition, in a situation where there is little or no defined Crisis requirement for a reservist about to fill the Crisis Donor position on FTRS, HC would normally be offered.

5. Deployability of FTRS Personnel

a. Unless overriding market forces dictate otherwise, personnel offered FC are normally to have the following clauses included in their written terms of commitment:

"You may be required to undertake any detached duties in support of operations or exercises as required by the CO of your employing unit or your career manager [or COMMARRES for RNR/RMR personnel]. These duties may involve skills or competences out-with the specific terms of your normal daily employment, but will be within your military experience as a Reservist (subject to additional training as required). Additionally, in certain circumstances, the Service may exercise the option of deploying FC FTRS personnel to other positions ashore or at sea, with normal assignment notice (3 months shore/5 months sea)."

b. Personnel offered LC are to have the following clause included in their written terms of commitment:

> "You may be required to undertake any detached duties in support of operations or exercises as required by the CO of your employing unit or your Career Manager [and COMMARRES for RNR/RMR personnel], for up to 35 days in the UK or overseas in any one year with no single detachment lasting in excess of 21 days. These duties may involve skills or competences out-with the specific terms of your normal daily employment, but will be within your military experience as a Reservist (subject to additional training as required)."

6. RNR/RMR Personnel Serving on FTRS

RNR/RMR personnel extending, or applying to join, on FTRS will have an additional clause in their terms of commitment stipulating the mandatory requirement for the employer to release the individual for their Annual Training Commitment (outside of the individual's leave entitlement). This is to be signed by both the employer and individual. Additionally, all RNR/RMR personnel applying for new, or extensions to, FTRS commitments are to have their applications approved by both their RNR/RMR Unit CO, in line with the guidance provided to the units by COMMARRES. As part of this approval process, the Reserve Units are to assess all RNR/RMR personnel volunteering for FTRS and recommend to CM Reserves any amendments to the commitment, to include any specific conditions pertaining to the requirements of their RNR/RMR specialisation.

7. RMR Ranks Transferring to RM Open Engagement

RMR ranks aiming to transfer to an RM Open Engagement are required firstly to undertake an FTRS (FC) commitment with an RM Unit and need to be recommended for transfer by the CO. In exceptional circumstances, when RMR Mnes are specifically selected for technical SQ courses (RMCT or TT), this probationary year can be waived by the RM Branch Manager, if supported by suitable Commanding Officer’s recommendations. The RMR FTRS(FC) probationary year is intended to ensure RMR personnel are of the required standard to transfer to OE. This requirement may, if in manning balance, lead to a small overbearing of GD Mnes. However, given GD ranks are continually being selected for SQ training, this will not cause long-term structural problems, but NPS authorisation may be required.

ANNEX 59I

NARRATION OF PERSONAL TURBULENCE ON JPA

1. Career Managers are required to record Personal Turbulence data on JPA to enable a quick cross reference for identifying individuals that have not breached the personal turbulence guidelines (see Chapter 22 Section 2). The recording of the number of serials and days will give rise to a fair process by which those with the least or indeed no recorded serials are considered first.

2. In order for this process to create as little administrative burden as possible upon the assigning authorities, the wording requires to be succinct and easy to reference. This wording also needs to highlight as to whether an individual was moved for an exercise, event or operational requirement. Content for the narration is to be placed within the “Rank Review Text” field on JPA and must follow the following format:

a. **MOVE.** This first word states that an individual had been subjected to personal turbulence and also acts as the key word for filtering using the “custom” option when consulting Key Data.

b. **MOVE(1).** The number contained within the bracket clarifies how many times an individual has been subject to personal turbulence during any rolling 12 month period. This also helps to rule out those who have already been subject to a third cycle of personal turbulence.

c. **MOVE(1) NTM (5).** The Notice To Move (NTM) with corresponding days in brackets is also to be noted. To alleviate confusion the NTM is only to reflect the move related to the current / last serial and not a total number of days given for all moves.

d. **MOVE(1) NTM(5) HMS KENT.** To avoid any confusion as to which platform / unit required an individual to be moved, the platform / unit is to be stated should any cross reference for whereabouts be required. Examples are:

(1) **MOVE(1) NTM(5) HMS KENT.** In this format the move would reflect an operational requirement resulting in an assignment order to a specific Personal Identification Device (PID).

(2) **MOVE(1) NTM(5) HMS KENT MA10A.** The inclusion of MA10A would signify that the move was for a requirement during an exercise, e.g. JOINT WARRIOR, with an individual being assigned to this margin for the respective platform / unit.

(3) **MOVE(1) NTM(5) HMS EXCELLENT MA10B.** The inclusion of MA10B would signify that the move was required for an event, e.g. November Ceremonies, with an individual being assigned to this margin for the respective platform / unit.

e. **MOVE(1) NTM(5) HMS KENT 10 DAYS.** The number of days for a single serial will also help to ensure that an individual does not exceed the number of days they could expect to be subjected to personal turbulence during 3 moves.

f. **MOVE(2) NTM(4) HMS KENT 10 DAYS SD 01/10/13**. The Start Date (SD) would state at which point an individual commenced their 12 month cycle.

g. **MOVE(2) NTM(4) HMS KENT 10 DAYS SD 01/10/13 (20).** Career Managers (CM) would be required to accurately record any movement associated with personal turbulence during the assigning process. This would require the addition of OPDEF moves and days. The number of days for a single serial would remain next to the corresponding platform / unit, with the total number of days stated in brackets at the end of the SD.

ANNEX 59J

OFFLINE PE-OPDEF, PERREQ OR NOWD SUBMISSION

1. During times of limited connectivity or units with low bandwidth that prevents them using the SCIO App to upload their PE-OPDEF, PERREQ or NOWD units are to complete the PDF request form that can be found using the link in the footnote[1]. Unit workforce coordinators are encouraged to download and save a copy of this form to their units IT system for future use.

2. To enable full utility of the PDF document it must be opened in **Adobe Acrobat Reader** and not in an internet browser or Word. The completed request should be saved as a PDF.

3. Once the PDF is completed as per the normal PE-OPDEF, PERREQ[2] or NOWD instructions, it should be saved using this file name standard:

YYYYMMDD-UNIT_OPDEF/PERREQ/NOWD_NUMBER_Cat-OSP

e.g. 20230705-NORT_OPDEF_01-23_B2-OSP

4. The completed PDF should then be emailed as an attachment to NAVY PEOPLE-OPS CAP MAILBOX (MULTIUSER)[3] with the Subject title being the same as the file name of the attachment.

5. Units will receive an email acknowledging receipt within 24 hours[4] as well as confirmation of the PE-OPDEF, PERREQ or NOWD number. If this has not happened there is a chance that it has not been received. The onus is on Units to chase up the received acknowledgement to ensure their request has been submitted.

6. Further details on completing the PDF version are available in the Desk Instructions[5].

7. For reference, the PDF document looks like this:

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[1] The PDF can be found at this location: https://gbr01.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fmodgovuk.sharepoint.com%2Fsites%2Fdefnet%2FNavy%2FDocuments%2FOperational_Deficiency_Request.pdf&data=05%7C01%7CGary.Tregunna253%40mod.gov.uk%7C910cca6f89254b595b7f08db89016e1c%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638254411454564496%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2BbkCGqWujOVl823GxKEcNqIouzFU%2B5upwMY8EWg8tMY%3D&reserved=0

[2] NB - PERREQs do not require an 'Effect' statement, any attempt to add 'Effect' information to a PERREQ will prevent the whole PDF being downloaded to the database.

[3] NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk

[4] During the working week, up to 72 hours at weekends.

[5] Instructions are available on request via NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk if not already held.

Operational Deficiency Request

Please complete this form, ensuring that the position JPAN is correctly entered.

Type	PE-OPDEF	Date	
Position JPAN			
Position Name			
Category and Repair Indicator	A1	Gender	Free
Lower Rank	OR1	Higher Rank	OR1
Dept & Sub Dept			

Effect

Reason for Absence: Assigned without relief

Required Action: PR Required

From Date		To Date / PR Required	

Remarks

OFFICIAL – SENSITIVE (When Completed)

OFFICIAL - SENSITIVE

Competence Detail

Sitrep Changes from Original

Rectify

Rectification

Rectification Date

Notes

Version ogdef_v1

ANNEX 59K

THE DIGITAL PERSONNEL SUPPORT REQUEST (D-PSR)

1. The Digital Personnel Support Request (D-PSR) is automatically sent via SCIO to the Line Managers (LM) of individuals who are considered suitable to move to another role at short notice via a WF trawl. It is now an on-line process using the SCIO App and is activated by P-Ops on SCIO and transferred between the Individual being trawled, their LM, HoD and CO, similar to an SJAR / OJAR. It is then returned to P-Ops electronically via SCIO. The LM of an SP selected for a trawl will be notified that a trawl is in process via an alert on the SCIO app. Select the icon, then select on the notification.

2. The D-PSR gives the unit and the individual a chance to explain any personal and professional factors which they want to be considered by the trawling authority in making their selection. The D-PSR statement is the only source of information used in assessing the likely impact of a short notice move. The D-PSR statement is also an individual's chance to volunteer to fill a gap, if the timing and location suit their circumstances. **NB** If no D-PSR statement is submitted, it will be assumed that there are no professional or personal considerations that are affected by the move and therefore the individual is available.

3. It is important that any information included in the D-PSR statement is unemotional, objective, and honest. Provide as much detail as needed and include those things that will have a major impact on the individual and their immediate family (personal) and to the employer (professional). Care should be taken to include only those things that have a major impact rather than just an inconvenience e.g. it is not the RN's responsibility to provide a solution to child-care support, however, if the normal child-care arrangements are not possible due to an unforeseen circumstance then this may have a major impact on the individual.

4. There may be a temptation to overstate the case; this however can lead to further investigation that may even question a person's suitability for continued retention in the Service where personal circumstances are deemed so severe that they are not compatible with the demands of Service life.

5. Select 'Save' to save the current progress of the D-PSR (user will be able to return to it at a later time), 'Send and Forward to SP' (sends D-PSR to the SP for the input of Personal Consideration), 'Send and Forward to HoD' (sends D-PSR to HoD for comment once the Personal and Professional Consideration boxes are complete). HoD's have the option to forward to CO, or 'Save and Forward to P-Ops' if it is deemed that CO comments are not required.

6. Once all D-PSRs / Word PSRs[1] have been received, they are reviewed by the trawling authority, a selection made, and the individual's LM informed via SCIO and automated email. LMs will also be informed if an individual has not been selected. In complex cases, the decision will be made at OF-5 level.

[1] For units that cannot access SCIO

7. For units unable to conduct the on-line D-PSR process, they should inform P-Ops immediately[2]. They should then use the current 'Word' PSR proforma and, once completed, send it back to the issuing officer's role account, not the P-Ops multiuser account.

8. For an ambitious Service Person there is a real opportunity to benefit from providing cover for short notice requirements; the individual can gain experience and training as part of a deployed unit, complete tasks required for advancement or promotion, and make a real difference where it matters.

9. Detailed instructions on completing a D-PSR are available within the SCIO App and within the first draft of DIs sent to each BWO, EWO, Coxn etc[3].

10. For reference the MS Word PSR proforma is at Appendix 1 to this Annex.

[2] By emailing NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk.
[3] Desk instruction can be requested via NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk

APPENDIX 1 TO ANNEX 59K

PEOPLE OPS PERSONNEL SUPPORT REQUEST STATEMENT

YYYYMMDD-PSR-UNIT_OPDEF / PERREQ_PE_NN-YY_NAME-OSP

This proforma **MUST** be used when responding to any trawl / request for personnel where professional and personal considerations are necessary to inform decision-making when receiving Unit does not have SCIO connectivity.

REQUEST[1]

Request Reference[2]	YYYYMMDD-Unit_OPDEF_PE_NN_YY_(xx)-Trawl-OSP		
Date Request Raised[3]	DD MMM YY	**Date(s) Required**	DD MMM YY – DD MMM YY
Unit / Position / Line No.	xxxx / xxxx / xxxxxxx		
Job Description	xxxx		

NOMINATION[4]

Name & Initials			
Rank / Rate		**Service No.**	
Parent Unit			
Job/Title in Parent Unit			
Volunteer (YES or NO)			
MOD Contact No.		**MOD Email**	
Professional Considerations[5]			
Personal Considerations[6]			
Line Manager		**Rank / Rate**	
MOD Contact No.		**MOD Email**	
Is there an open RNFPS welfare case?		**Do you give authority for People Ops and RNFPS to discuss this?**	

[1] To be completed by organisation authorised by People Ops to initiate trawl (i.e. People Ops Operations or Augmentation, CM or RCM).
[2] Name of operation, exercise, event, PE OPDEF ref, or PERREQ ref as appropriate.
[3] Date request / trawl sent to supplying unit.
[4] One form per individual nominee. To be completed by the nominee's line manager in consultation with the individual.
[5] Impact on parent unit if nominee removed for duration of request. Dates of key activities / events to be included.
[6] Personal issues affected by removal from post for duration of request. Dates of key activities / events to be included. If none, must state "Nil".

Head of Department's Comments			
Name		**Rank / Rate**	
Commanding Officer's Comments			
Name		**Rank / Rate**	

DECISION

CM / RCM Comments[7]			
Name		**Rank / Rate**	
Trawling Authority's Comments and Decision[8]			
Name		**Rank / Rate**	

[7] To include details of PFS breaches, recording of personal turbulence, and appropriate comments on assigning history (last 3 years).
[8] To be completed by organisation initiating trawl. To include decision/outcome of trawl. If the individual is used to fill the requested position, details of when they were informed **must** be included.

ANNEX 59L

SCIO PE OPDEF, NOWD AND PERREQ INSTRUCTIONS

1. The new People Ops SCIO application is now the default way of reporting all PE-OPDEF's, PERREQ's and NOWD's. Users can find detailed help on how to use the application by using the question mark icons within the SCIO application. Desk Instructions (DIs) are available within the App.

2. If the SCIO application is offline or unavailable for units due to operational reasons, users are to email the People Ops Multiuser NAVY PEOPLE-OPS CAP MAILBOX (MULTIUSER) as per the details in Annex 59J.

3. Raising a new PE-OPDEF / PERREQ / NOWD

a. To raise a new PE OPDEF / PERREQ / NOWD, the Executive Warrant Officer (EWO) / Base Warrant Officer (BWO) / Coxswain (Coxn)[1] of the unit is to select People Ops from the main menu of SCIO. The main menu of SCIO can be accessed via either the laptop icon on the left-hand side of the screen or by the 4-box icon in the top right of the screen.

b. This will open the PE OPDEF / PERREQ / NOWD log for the Unit. Users will only be able to access all PE OPDEF's / PERREQ's / NOWD's for their Unit. All the details of the request and any subsequent updates from People Ops can be viewed by selecting the Action Menu icon and selecting View Request.

c. To raise a new PE OPDEF / PERREQ / NOWD, select Create Operational Deficiency. This will bring up the request creation menu. Select the type of request that is appropriate from the options of OPDEF / PERREQ / NOWD. Once the type of request has been selected, all mandatory fields, indicated with red tabs in the corner of each applicable box, must be completed before the App will allow the submission of the request.

d. The requirement on the request page contains seven boxes which detail the position and category of the PE OPDEF / PERREQ / NOWD. A guide to completing these boxes and the information required is as follows:

(1) **Date.** The date box will automatically populate with the current date and time in which your computer is set to.

[1] This role may be titled differently within Shore Units / Naval Air Squadrons.

(2) **Position.** This box is for the JPA Position Number (JPAN) applicable to the position that the request is for. To enter the JPAN, either click within the box and begin typing the JPAN or select the icon next to the position box and begin typing. To search for the JPAN, either press the enter button on the keyboard or the magnifying glass icon on next to the box. Check the search result applies to the position you are raising the PE OPDEF / PERREQ / NOWD for and select it to populate the position box. If the position name is incorrect, check the JPAN has been entered correctly. If no search results are populated, the JPAN has either been entered incorrectly, it is not applicable for the user's unit or it is a non-liability driving JPAN and therefore a PE OPDEF / PERREQ / NOWD cannot be raised against it.

(3) **Gender.** The App will auto-populate this box with Gender Free. If the position is gender restricted, select the arrow on the right side of the box and select the appropriate gender restriction.

(4) **Lower Rank/Upper Rank.** If the position can be filled by a different rank/rate than it is assigned to, select the icon on the right side of the lower rank and upper rank boxes and select the appropriate rank range.

(5) **Department and Sub-Department.** This box will auto-populate when the JPAN is entered.

(6) **Category and Repair Indicator.** To enter a category, select the drop-down arrow on the right side of the box. The PE OPDEF / NOWD category must reflect the impact of the gap on OC using the Effect Category and Repair Indicator as seen below.

4. **Effect Category** is a statement of impact on OC and should be interpreted as:

A. Major capability inoperative.

B. Major capability significantly degraded.

C. All other OPDEFs / NOWDs.

5. **Repair Indicator** is a statement of support needed:

1. Immediate rectification required to meet Ship’s commitments or programme. Rectification will be the Ship’s primary aim and embarking the relief will override existing programme intentions.

2. Rectification required as soon as possible to meet future commitments or programming. Embarking the relief will be pursued within existing programme.

3. Rectification not required until next programmed Base Port period. Not normally applicable for PE-OPDEFs / NOWDs.

4. Rectification may await next programmed Upkeep period. Not normally applicable for PE-OPDEFs / NOWDs.

The final box on this screen should contain information on why the PE OPDEF / PERREQ / NOWD has been raised, what effect this will have on the unit and any additional information. Each separate box heading will turn green once text has been inputted. A guide to completing these boxes and the information required is as follows:

a. **Effect** – This box must accurately reflect the impact on OC, bearing in mind current, future, and contingent tasking. This should be accurately mirrored in the PE-OPDEF / NOWD category. Comments should be included here explaining the extent of the loss across the whole Ship's Company (e.g., 3 of 6 POET(WE)s gapped). Vague statements such as "Unable to achieve State 1 crewing" are inadequate as they fail to identify the impact in sufficient detail to enable decisions to be made. For those units not in Fleet Time, it should reflect the impact on key upkeep dates (SSMOB, RFSD, FD).

b. **Reason for Absence** – Select the arrow on the right side of the box and choose the most appropriate reason for the PE OPDEF / PERREQ / NOWD being raised. The From Date/To Date boxes should be completed with the essential dates a relief is requested for. To enter the dates, select the calendar icon on the right of each box and select the appropriate dates – users are to be aware only future dates can be selected. Users are also to ensure only the most essential dates are selected, as requesting the 'gold-plated' solution dates may delay a relief being nominated, when the true requirement could be resolved much earlier.

c. **Remarks** - The remarks section of the PE OPDEF / NOWD / PERREQ is free-text and can be used to provide any amplifying comments. What do you really need and when do you really need it? Other topics to be considered are; relevant ship's programme information (up to OFFICIAL SENSITIVE and referring to the FOP if necessary); a ship / departmental PoC and contact numbers (for discussing competencies etc); any additional SQEP held onboard which might allow the Unit to sustain for a time should also be noted.

d. Once all elements are completed and there are three ticks on the sub-headings as seen below, select Next.

e. The Competence details page will list all competencies associated with the JPAN. Select the JPA competences which are considered essential (maximum of 5) for the position. For example, raising a PE OPDEF for the RPO is not enough – is it the Regulating SR function or the FDO qualification that the ship requires to maintain OC?

f. When all boxes are completed, the back arrow located in the bottom right of the pop-up box can be selected to check all information has been inputted correctly. Once all information has been checked, select Next and then Submit. This will return the user back to the home page of People Ops. A number for the PE OPDEF / PERREQ / NOWD will have been automatically populated and will be in the 'Type Ref' column. Once the PE OPDEF / PERREQ / NOWD request has been successfully submitted, the 'Results' column will show a green tick.

g. The ‘Results’ column provides P-Ops staff with a list of potential SQEP personnel based on the parameters provided within the PE OPDEF / PERREQ / NOWD. If at any stage, and prior to any nomination, the parameters change then a SITREP must be submitted detailing the new requirements to enable the automatic search process within the App to identify any new SQEP WF options. This also re-starts the seven-day timeline for any nomination as a new trawl will have to be commenced.

6. PE-OPDEF / PERREQ / NOWD SITREP

a. When any significant detail of the PE OPDEF / PERREQ / NOWD changes, a SITREP must be generated as soon as possible to inform the People Ops team of the new requirements. All category A PE OPDEF’s / NOWDs should be SITREP’d fortnightly (earlier if there is significant change) and all B or C category PE OPDEFs / NOWDs and PERREQs should be SITREP’d six monthly (earlier if there is significant change). Any PE OPDEF / PERREQ / NOWD which has not been SITREP’d within the last six months will be considered historical and no longer relevant and will be rectified by the P-Ops team.

b. To generate a SITREP, select the action menu on the PE OPDEF / PERREQ / NOWD request that requires the SITREP and select Create SITREP. The pop-up box will auto-populate the details contained in the original request. Select and edit the information which needs updating. The user can either delete all existing text or add additional text to the original request. Any text added to the original PE OPDEF / PERREQ / NOWD must include ‘SITREP’ before it to make it clear to the P-Ops team which information is new. Once all headers on the boxes are highlighted, select next, then submit. Once the SITREP has been successfully submitted, the ‘Results’ column will show a green tick.

c. To view the submitted SITREP, select the action menu on the PE OPDEF / PERREQ / NOWD which has been SITREP’s and select View Request. The most recent SITREP will automatically load. To see previous submissions, select the left arrow next to Request SITREPS. Any boxes which contain different information from the original request will be highlighted in yellow.

d. If required, a PE OPDEF / NOWD can be changed to a PERREQ and a PERREQ can be upgraded to a PE OPDEF / NOWD, if required. Select Create Operational Deficiency on the People Ops menu. In the position box, enter the JPAN of the PERREQ that requires upgrading to a PE OPDEF / NOWD. A pop-up a notification giving the option to SITREP or Raise New Request. Select Raise New Request. This will automatically rectify the original request. Follow the steps listed above to create the new PE OPDEF / PERREQ / NOWD.

7. PE OPDEF / PERREQ / NOWD Update Notifications

The unit’s EWO / BWO / Coxn will receive an email notification to their role account when P-Ops apply any updates to their associated PE OPDEF’s / PERREQ’s / NOWD’s. These notifications will include the request for more information or a SITREP, a request for the PE OPDEF / NOWD to be re-categorised and the issuing of sustains, trawls and PR / TR nominations.

8. PE OPDEF / PERREQ / NOWD Rectification

Once a TR or PR has arrived onboard a unit the relevant PE-OPDEF / PERREQ or NOWD should be rectified (not downgraded).

CHAPTER 60

SPECIFIC TYPES OF ASSIGNMENT

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 60

SPECIFIC TYPES OF ASSIGNMENT

SECTION 1

ASSIGNMENTS FOR PERSONNEL ON JOINING OR LEAVING THE TRAINED STRENGTH

6001. Assigning Officers and Ratings to Phase 1 and Phase 2 Training

a. Personnel recruited into the Service are assigned to their respective New Entry Phase 1 Establishment and are considered to be part of the Untrained Strength (UTS).

(1) RN officers and ratings remain on the UTS until they have completed Phase 1 (Initial) and Phase 2 (Professional) training.

(2) RM officers and Other Ranks are borne on the UTS of CTCRM until they complete Phase 1 and 2 training. On completion they will be assigned in accordance with the RM workforce priority.

(3) RMBS Other Ranks are borne on the UTS of RMSoM under the C2 of CTCRM until they complete Phase 1 and 2 training. On completion they will be assigned iaw RMBS workforce requirement.

b. Trained officers who re-enter the Phase 2 training pipeline will have their assignment orders issued by the respective Career Managers.

c. Trained ratings who re-enter the Phase 2 training pipeline will have their assignment orders issued by the TMG UTS Pipeline Manager[1]. On commencement of training, the pipeline manager will change the Training tag in JPA to 'Untrained'.

6002. End of Training (EOT) Date

a. **RN.** For RN officers and ratings, the training establishment reports forecast completion of the final element of Phase 2 (Professional) training to the respective Assigning Desk and personnel become available for Assignment to complement positions. When personnel complete Phase 2 training, the pipeline manager will remove the UTS tag in JPA and they become 'Gains to the Trained Strength (GTS)'.

b. **RM.** For RM officers and other ranks this is the same as above but CTCRM will remove the UTS tag on JPA.

[1] NAVY PEOPLE-TRG TMG HQ SO2 UTSPM

6003. Pre-Release Vocational Training (PRVT) Courses and Graduated Resettlement Time (GRT)

a. Full details of eligibility for Pre-release Vocational Training and Graduated Resettlement Time can be found in JSP 534, the Tri Service Resettlement Manual.

b. The responsibility, at unit level, for giving access to resettlement provision lies with the individual's CO. COs may authorise, within parameters set in JSP 534, absence from normal place of duty and Travel and Subsistence (T&S), to assist eligible Service Leavers (SL) to meet their individual resettlement goals. Thus, all GRT is to be funded by units, who are to release personnel as required during their final two years of service. Individuals should not normally be reassigned to the margin for completion of resettlement activities.

c. Reliefs are not normally to be provided to enable personnel to be released for a resettlement activity.

d. For personnel submitting 12 months' notice, action will depend on where the individual is serving at the time of notice submission:

(1) **Sea Service.** If the individual is assigned to Shore Service with more than 9 months before Terminal Leave (TL) starts they should be placed in a complement position; GRT should be undertaken during the course of that final assignment before being assigned to MA5 (see margin activity guide, Part 3 Annex 3B) and proceeding on TL. If they are assigned from sea with less than 9 months before TL, it is reasonable to assign in a relief to the same complement position in time to allow GRT to be taken as a block. If the bare minimum of shore time is available, the individual may have to be assigned to MA6 to allow the individual to undertake GRT.

(2) **Shore Service.** GRT is to be taken during the course of the 12-month notice period, with a relief assigned in time to complete normal handover before the individual proceeds on TL.

e. In exceptional circumstances, when individuals have been unable to utilise all of their GRT entitlement, for Service, Medical or Compassionate/Welfare reasons, it may be possible to defer discharge. The amount of GRT for which an individual is entitled will be taken into account in calculating the deferred discharge date. Applications must be fully supported and endorsed in writing by the CO and approved by the respective CM at SO1 level. Further details can be found in Chapter 49 Section 3.

6004. Assignments to Release

a. Personnel will be assigned to a nominated Unit Release Centre for discharge on completion of engagement/Commission/Career or notice. The Unit Release Centre will normally be the establishment/unit in which they are serving prior to release. Where an establishment/unit has not been designated to provide a local release facility, discharge routine will be undertaken by the nearest Unit Release Centre.

b. The following releases are special cases and exceptions to above routine:

(1) **Maternity Release.** Maternity Release is actioned only through HMS NELSON, DRAKE or NEPTUNE Release Centres.

(2) **Abnormal/Short Notice Release for Ratings Serving Abroad Returning to UK.** Abnormal/Short Notice Release for Ratings Serving Abroad Returning to UK e.g. Discharge Shore/SNLR is actioned only through HMS NELSON Release Centre.

(3) **Release from Ships or LFS for personnel without a Preceding Period of UK Shore Service.** Personnel without a preceding period of UK Shore Service are released through the nearest Unit Release Centre to the individual's UK home address.

c. Guidance on use of the margin for release assignments can be found at Part 3 Annex 3B.

SECTION 2

ASSIGNING FOR DISCIPLINARY REASONS

6005. Removal from Command

An officer who has been assigned in command of one of HM Ships is not to exchange their command with an officer of another ship unless such exchange is approved in advance by Dir P&T. An officer who has been assigned in command of one of HM Ships is not to be relieved of their command except in circumstances where this action is essential. Such an action is to be regarded as a temporary expedient to meet a situation of extreme urgency. Any such action is to be reported to the Administrative Authority and Fleet Commander, who is to inform 2SL and Dir P&T. It should be noted that to relieve an officer of their command is a serious matter and the officer taking such a step should be prepared to justify it subsequently. Until an application to remove a Commanding Officer from their assignment has been approved by Dir P&T (see Para 6006 below), the officer concerned will remain assigned to their ship and will be expected to resume their command.

6006. Removal from Assignment

a. Considerable effort is made by Career Managers to ensure that individuals are assigned to roles that are appropriate to their professional skills, training and experience. There will be circumstances, however, where in order to preserve operational capability, the reputation and standing of the Service or in the best interests of the individual concerned, it may be necessary to remove a person from a particular assignment. Removal from Assignment is a serious step which may have grave consequences for the individual's future career. Accordingly, before action is taken to commence the process of removing an individual from assignment, consideration should be given to whether there are alternative, lesser options which would be more appropriate e.g. warnings or application for Quarterly Reporting.

b. **Types of Removal.** Personnel may only be removed from assignment, subject to satisfying the removal criteria at sub para c, on one of three bases:

(1) **Removal from Assignment on a 'Fault' Basis.** This will be appropriate where the individual has met the criteria for removal from assignment, detailed in sub para c, and this can reasonably be held to be the fault of the individual or, in other words, the individual is blameworthy for the presence of those factors.

(2) **'No Fault' Reassignment.** This will be appropriate where the individual has to be removed owing to factors that are attributable to the Service rather than being the fault of the individual. For example, the Service may not have provided the individual with the relevant training to make them suitable for that assignment. Thus, where an individual is identified to be failing in their post (e.g. during a period of sea training with FOST), owing to a training shortfall for which the Service is blameworthy, and the individual's failure is having an unacceptable impact on the unit's OC, a 'no-fault' reassignment should be considered.

(3) **'Without Prejudice' Reassignment.** This will be appropriate where the individual is required to be reassigned before a disciplinary finding or major administrative action decision is made. For example, this may be because there is intrusive press interest, bail conditions requiring removal have been imposed by a Home Office Police Force (HOPF) or the Court, or the relevant investigation may require the individual to be absent from the unit for protracted periods and the post is a key one which cannot be gapped.

c. **Removal Criteria.** The following criteria should be used to determine whether there are grounds to apply for a removal from assignment. In complex cases, where the presence of some of the factors below is not completely clear, guidance should be sought from the relevant Regional Legal Office.

(1) **Type of Failure.** When considering a Removal from Assignment, the CO should first decide whether an individual's failure meets one of the criteria listed below:

(a) Misconduct, which includes but is not limited to a disciplinary accusation or finding, a breach of the Code of Social Conduct or an upheld complaint of bullying, harassment or discrimination or when taking a victim-based approach.

(b) Removal of, or failure to gain, a relevant and essential security clearance.

(c) Lack of professional or personal qualities or both.

(2) **Untenable Position.** If an individual meets one of the criteria in sub-para (1) then consideration should be given as to whether an individual's position is untenable. This means that there is no realistic prospect of them being able to recover their position within a reasonable period. Whilst an individual's position may well be untenable in the short term, there may be situations where an individual can recover their position either through a period of absence from the unit, or by means of administrative sanctions. A successful application is dependent on proving, on the balance of probabilities, that an individual's position is untenable. It is vital that the CO fully details in the application why this is or is not the case.

(3) **Fault of the Individual.** Fault on the part of the individual in question is not a prerequisite for a successful application, but is a highly relevant factor which should be considered and commented on. Where it has been decided that an individual's position is untenable with no realistic prospect of recovery, the CO should consider whether the factors at sub para (1) are the fault of the individual.

(4) **Measures other than Removal are Inappropriate.** The CO must explain why administrative action other than Removal from Assignment is not appropriate.

d. **Procedure for Removal from Assignment.** If a Commanding Officer, satisfied that the criteria in sub-para c have been met, deems that a Removal from Assignment is an appropriate course of action, they should make application via the relevant Regional Legal Office in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Applications will be referred to Dir P&T for approval or the appropriate delegated authority. The relevant administrative authority (e.g. Flotilla/Brigade) should be copied on the application. In addition to the points covered in the general guidance on applications, an application for removal should demonstrate that:

(1) An individual's failure and position within the unit satisfy the necessity for a Removal from Assignment on a Fault, No Fault or Without Prejudice basis. It is essential to show that the individual's position in the unit is untenable.

(2) If a CO considers that the conditions for the relevant removal are present, they must ensure these conclusions are supported by evidence. A CO's own observations of an individual may be sufficient to support an application, but COs must take care that their own observations are not prejudiced by the unsubstantiated comments of others or reflect a 'clash of personalities'. Wherever practicable, an application should only be made after a proper and impartial investigation has been conducted by a competent person or authority. The CO may commission an investigation, in a similar manner to a Ship's Investigation, in order to establish the facts. The rigour and extent required of the investigation will depend on the facts of the case. It will not normally be necessary to have a DSCU/MDP investigation, but Dir P&T or the appropriate delegated authority will only approve an application if they are satisfied that there is sufficient, auditable evidence to justify it objectively. Applications based on unsubstantiated hearsay or over hasty judgement cannot be approved. In short, objective evidence needs to be available to support the assertions made which will need to be laid out clearly point by point. In particular, where a lack of professional or personal qualities is alleged the relevant failings should be particularised. In so doing this allows the individual to know the case against them and to properly address it in any representation they choose to make.

(3) No other course of action is appropriate:

(a) In misconduct cases, there must be clear evidence that the person's position has become untenable as a result of the relevant misconduct.

(b) Where the application is based on security clearances, there should be an indication that the position cannot be regularised within a reasonable time.

(c) Where a lack of professional or personal qualities is alleged, where appropriate the application should explain why a period of quarterly reporting or use of the warnings process for reversion/Discharge SHORE in the current unit has been discounted, observing that these are the normal mechanisms for dealing with a person whose performance has fallen short of the required standard.

e. An application for removal from assignment must be accompanied by a Representation or Waiver of Representation. Other enclosures relevant to the circumstances detailed in the application should also be included and must be disclosed to the individual.

f. When considering an application for removal from assignment, Commanding Officers should seek advice from the relevant Regional Legal Office. Advice on related disciplinary issues should also be sought from the relevant Regional Legal Office.

g. **Measures Other Than Removal.** Where it becomes evident that Removal from Assignment is not appropriate, the CO may wish to consider the following options as a corrective measure for the individual:

(1) **Managing within the Unit.** This should be the normal course of action. The CO has a variety of management tools available by which to identify the individual's failings and provide a structured process by which the individual may rectify their performance and the CO may monitor it. This includes judicious use of the reporting system through MPARs and periodic appraisals to Quarterly Reporting, censure action and other warnings.

(2) **Directed Leave.** The CO can, at their discretion, send an individual on directed leave for a short period of time. This can be used appropriately to manage a situation, such as when a complaint of bullying and harassment has been made. Directed leave should not be given for longer than 4 weeks. If it becomes apparent that an individual will need to be on directed leave for longer than 4 weeks, an application for Suspension from Assignment must be made. Directed leave does not count against Individual Leave Allowance.

(3) **Suspension from Assignment.** See Para 6007.

Table 60.1 - Removal Criteria

Failure Identified	Untenable position with no realistic prospect of recovery	Fault of the Individual	Measures other than removal are inappropriate	Possible Course of Action
Yes	Yes	Yes	Yes	1. Fault Basis Removal
Yes	Yes	No	Yes	1. No Fault Basis Removal; or 2. Without Prejudice Reassignment
Yes	No	Yes	No	1. Suspension from Assignment; and/or 2. Administrative sanctions

h. **Exceptional Force Majeure Removal.**

(1) Only when exceptional circumstances make it impracticable to obtain prior approval before a ship or submarine sails may action be taken to affect a removal from assignment or a ‘no fault’ or ‘without prejudice’ reassignment. The fact that action has been taken to affect the removal or reassignment of the individual in this manner is to be reported to Dir P&T immediately. Details of why it was not practicable to seek prior approval should be included in the application for removal or reassignment on a ‘no fault’ or ‘without prejudice’ basis, which should be submitted at the earliest opportunity. Such a course inevitably tends to pre-empt or limit the decision of a deciding authority in any future disciplinary or administrative action. In all such cases the CO must justify both the urgency and correctness of their action.

(2) There may be exceptional circumstances where a CO decides that the person’s position has become untenable before the adverse consequences (harm, damage etc.) have occurred. Generally speaking, the key issue will be one of evidence to support the assertion that the person’s position has become untenable. The earlier the action is taken, the less likely it is that there will be sufficient auditable evidence. It will be necessary, therefore, to show that the circumstances are exceptional, that the adverse consequences bring high probability/high impact and that the decision to remove the person is proportionate, fair and reasonable.

i. **Conclusion.** The judgement of whether an individual’s position has become untenable is an executive one. No two sets of facts are the same, and the judgement of untenability may be reached at different stages for different circumstances and different individuals. What is required is a careful balancing exercise of relevant factors such as: the rank/rate, status and responsibility of the individual; the operational circumstances; the Service interest; the interests of the individual; damage to Service reputation; the seriousness of the failing, harm, damage or mischief, and whether these have already adversely impacted on the efficiency or operational effectiveness of the unit or are likely to so impact.

j. Further guidance for COs and for NCHQ staff is at Annex 60A.

6007. Suspension from Assignment

a. **Purpose of Suspension.** Suspension is a measure less than a permanent removal from assignment but greater than directed leave see Para 6006.g(2) or any similar expedient measure which removes an individual temporarily from a unit. Guidance on these latter measures is to be sought from administrative authorities and the measures are to be fair, reasonable and proportionate at all times. The purpose of suspension, however, is to formalise the arrangements for a temporary removal from assignment either for the needs of the Service or those of the individual, or both. It is not a disciplinary or administrative sanction, but a temporary administrative measure in a sensitive case. It is particularly suited to situations which are likely to worsen for the individual or for the Service, where early intervention is likely to mitigate the adverse effects anticipated and where the interests of the individual and the Service are best temporarily frozen, permitting reinstatement of the individual if the anticipated adverse outcome does not materialise. A period of suspension may, therefore, end with the individual being restored to their original job or being permanently re-assigned.

b. **Grounds and Evidence.** An application for suspension should be founded on the types of circumstances that are grounds for permanent removal e.g. misconduct, security clearance, professional or personal qualities. The reason for this is that suspension needs to have a rational basis and needs to sit coherently with other measures. Crucially for suspension, however, the circumstances are not clear that an individual's position has become untenable (if this is the case, it would trigger a removal from assignment application). Furthermore, it is stressed that suspension does not mean or suggest guilt, and it is not an adverse finding against the individual. Where there is just cause, consideration should be given to whether suspension can be avoided by using alternative arrangements such as a temporary change to the individual's duties or posting within a unit. Although the decision-maker may decide on the need for suspension on a balance of probabilities, it is to be remembered that suspension is a serious measure to be used only exceptionally.

c. **Duration and Termination.** Suspension is a temporary measure taking suitable account of the relevant rank, grade, assignment or appointment of the individual involved. It should be kept under regular review by the Administrative Authority and Dir P&T, the latter having the right at all times to take assigning action in the best interests of the Service and the individual. As a guideline, the first review should take place one month after suspension began, with subsequent reviews taking place monthly thereafter. Review periods may be adjusted to suit the circumstances of each case, however, providing they are fair and reasonable. Since suspension is a temporary measure and is predicated on an individual potentially being able to return to assignment if the reason for the suspension no longer pertains, no permanent relief action will be taken and, therefore, the unit must be able to accept a gap or seek a short-term crewing palliative.

d. **Procedure.**

(1) **JRs.** Junior Ratings may be Managed Moved as required either within the squad or to the Recovery Cell pending the investigation.

(2) **Officers and Senior Ratings.** Application is to be made to the Administrative Authority via the relevant Regional Legal Office in accordance with the general procedure and format for administrative applications detailed at Annex 1E. The application should set out:

(a) The ground(s) on which it is made (e.g. misconduct).

(b) The evidential basis.

(c) The reason(s) why the Commanding Officer considers that suspension is a reasonable and proportionate response in the circumstances.

(d) Confirmation that, at the time of making the application, the individual's position in the unit has not yet become untenable.

(e) The initial period of suspension for which application is made.

(f) The period for which the unit can support a gap if necessary.

(g) Either a representation from the individual or a certificate to the effect that the right to submit a representation has been offered by the Service but declined by the individual. The individual should be apprised of the case to suspend them before the application is finalised and in order to allow them to address the fundamental issues in their representation.

e. **Assigning Action.** Whether assigning action is temporarily required to remove the individual from the books of the unit from which they are suspended will be decided on the facts of each case. In all cases of suspension the option must remain at all times for the individual to be restored to their original position with no adverse impact on their career.

6008. Assigning Officers Following Courts Martial Sentences

Career Managers should seek the advice of NLS Law3 when signals are received requiring Dir P&T to implement Courts Martial sentences e.g. an officer is to be dismissed from their ship.

6009. Assigning Ratings Sentenced to Imprisonment or Detention

Details of ratings sentenced to imprisonment or detention are to be signalled to the relevant CM so that appropriate assigning actions can be taken (see also Margin Usage Guide Part 3 Annex B). The committal date and sentence awarded are also to be quoted. AOs will be issued, retrospectively, where necessary, to remove such ratings from their current assignment and assign them to the Military Corrective Training Centre (MCTC) Colchester.

6010. Assigning Ratings on Completion of Sentence

a. When ratings are due for release from MCTC Colchester, a signal is sent to parent units, info CMs, giving expected release dates and requesting re-joining instructions. Ratings on sea service will normally return to their ships/submarines unless a recommendation to the contrary is made by the Commandant MCTC or an application from the ship/submarine for the rating not to return is approved by Navy Command. The assigning of those ratings not returning to their ships/submarines will be decided after consultation between CM and the Releasing Authority. In all cases AOs will be issued.

b. MCTC, as a Service Establishment, has established lines of communication with Deputy Director People Delivery (DDPD) and established practices for dealing with release on completion of sentence. In the case of personnel who are continuing in the Service after serving a sentence in one of His Majesty's Prisons (HMP), information, such as future release dates, may not be readily available. Assignment Orders may, therefore, have to be issued retrospectively.

6011. Assigning Ratings/Other Ranks Disrated, Reverted, Reduced in Rank or Deprived of Specialisation

a. WOs and NCO/Senior Ratings (including Acting and Local Acting Rates) who are disrated, reverted or reduced in rank either for discipline or unsuitability/incompetence will normally be assigned elsewhere unless the CO specifically requests otherwise. COs of ships/submarines and units/establishments (including LFS units) are to signal CMs as soon as disrating or reversion is approved, with any recommendations. CMs will then take reassignment action. Reliefs cannot be provided at less than normal assigning notice although ships may consider taking PERREQ action. CMs are to be notified as early as possible when reversion or disrating is likely to occur.

b. Junior Ratings disrated or reverted, or Mnes deprived of specialisation, will not normally be assigned elsewhere. If, however, the circumstances are considered exceptional, then a request may be made to the relevant Administrative Authority for approval, with a copy to CMs. If the approval is given, then assigning action will be taken but a relief cannot be provided at less than normal assigning notice.

c. For RM only, the consequences of being reduced in rank or deprived of SQ are explained in BR 1283 (RMIs) Chapter 6.

6012. Action to be Taken for Personnel Absent Without Leave

a. An absentee rating is marked 'RUN' by the parent UPO on the 8th day of absence. Personnel marked 'RUN' are to be assigned to MA12 (HMS NELSON) (for margin details, see Annex 3B).

b. Assigning Sections can only carry out this action if informed of the occurrence by the absentee's ship or unit. Often ships and units forget to inform the relevant CM, or inform long after the event, it therefore follows that assigning action may be taken retrospectively.

c. After 3 months, a Commanding Officer can apply for a rating marked ’RUN’ to be ‘discharged’ i.e. effectively removed from the ship's records allowing for a relief to be assigned.

d. The deserter's details will be removed from all assigning records at, or shortly after, this 3-month point.

SECTION 3

ASSIGNING FOR WELFARE REASONS

6013. Compassionate and Welfare Assignments (also see Chapter 24)

a. The Royal Navy Family and People Support (RN FPS) can make a recommendation for assignment action but the decision to approve or not approve a compassionate assignment lies with the CO. When the CM has been informed of the RN FPS recommendation, the position with regard to a relief will be signalled to enable the CO to decide whether or not to approve the recommended assignment. AOs will be issued to implement recommendations for compassionate assignments approved by COs. The individual reassigned for compassionate or welfare reasons will be liable for short notice sea assignment on removal of the restriction.

b. Extensions of compassionate assignment beyond 6 months will be recommended by RN FPS only in exceptional cases in accordance with Chapter 24. There are, however, rare circumstances when a permanent or prolonged assignment of over 6 months to a shore area may be appropriate or advantageous to the Service (e.g. personnel near the end of a pensionable engagement, or individuals with unique skills). RN FPS will, therefore, consider recommending assignments of over 6 months but have been requested to limit such recommendations to quite exceptional cases and where the individual's retention can be justified on the grounds of being of special value to the Service.

c. Assignments for welfare reasons for RM personnel may only be authorised by CDO after confirmation by RN FPS. If a position is available in the unit of choice, the individual’s circumstances will not prevent them from normal employment and the assignment is for geographical convenience then the individual is to be assigned into that vacant position. If there are no positions available, however, or normal employment is not possible for welfare reasons, then the individual should be placed in a suitable Margin Position (see Annex 3B) at the unit of choice.

d. Career Managers are not to raise an Assignment Order without prior discussion and approval by the relevant Personnel Support Group or Recovery Troop responsible for the margin selected.

6014. Assigning Parents of Children with Special Educational Needs

a. Though no longer mandatory, personnel with children with special educational needs should be strongly encouraged to register the child with:

Children’s Education Advisory Service
Trenchard Lines
Upavon
PEWSEY
Wiltshire
SN9 6BE

b. Once a child is registered with CEAS, they inform the CM and the fact is recorded on assigning records by the restriction WSEN (Welfare – Special Educational Needs).

c. This information will be taken into account by assigning officers when planning an assignment and CMs will inform CEAS of any new assignment by letter. An example is at Annex 60B.

6015. Assigning Personnel Undergoing Courses of Assisted Conception Treatment

a. Wherever possible CMs are to provide stability for personnel seeking to access assisted conception services provided by the NHS in the UK for themselves or their spouse, civil partner or partner. It is intended to apply both to Servicewomen seeking assistance for themselves or their partners and to Servicemen whose wives or partners are seeking assistance.

b. An individual wanting to maintain stability to complete assisted conception treatment will need to inform their chain of command and their assigning authority, in confidence, of their situation in order for the CM to take account of the new circumstances and personal priority. It is essential that the individual asking for stability is made aware of any potential career implications that may result from their request (e.g. no concession will be made if a professional development course is missed in order to achieve the required family stability).

c. The length of the period of stability needed will vary with each case and according to the treatment being given. Ideally the period of stability should cover the entire pregnancy and where possible CMs should try to achieve this. MOD policy, however, is that the minimum period of stability should cover the time needed for all consultations required before the conception attempt and for one attempt at assisted conception to be completed. This minimum will normally be 6 months.

d. For full details see 2009DIN - 01-104.

6016. Career Management Record (CMREC) Assignment Restriction

a. Assignment Monitoring should be applied in cases where equality and diversity related harassment and bullying complaints have been upheld. It involves annotating Service personnel records with a Career Management Record (CMREC) Assignment Restriction to highlight where an individual's actions or behaviour indicate that they might be unsuitable for some posts, or assignment to the same unit as certain other individuals. Assignment Monitoring will be used in order to:

(1) Protect potentially vulnerable personnel and identify those whose long-term behaviour is of concern.

(2) Prevent complainants and respondents being inadvertently employed in close proximity in future where this is avoidable/desirable; and

(3) Provide the management tools to identify trends and identify those whose long-term behaviour is of concern

(4) Provide a means by which individuals whose career history indicates that they may pose a risk to vulnerable people are not assigned to a post where they will come into contact with such individuals (for example, in training roles) without due consideration and assessment of risk.

b. The CMREC Assignment Restriction will act simply as a flag to CMs to seek further advice on a particular individual; they will not have access to details of individual cases held on JPA.

c. In the event of an assignment order being raised for an individual who has a CMREC Assignment Restriction, the CM should request further information and a recommendation on suitability. The final decision on whether or not to proceed with the assignment will continue to rest with the CM, taking into consideration the balance of risk presented by the particular circumstances.

d. Full details of the Career Monitoring policy can be found in extant DINs.

SECTION 4

ASSIGNMENT OF SENIOR OFFICERS (1 STAR AND 2 STAR)

This section has been moved to BRd 3(1) Chapter 64.

SECTION 4

ASSIGNING TO PARTICULAR POSITIONS

6017. Lord High Admiral

With the establishment of the Ministry of Defence on 1 Apr 64, the office of First Lord of the Admiralty was abolished, and the functions of the Commissioners were transferred to the Admiralty Board of a tri-Service Defence Council, and the title and honour of Lord High Admiral was re-vested in the Sovereign.

6018. Vice Admiral of the United Kingdom

The Vice Admiral of the United Kingdom (VAdm of the UK) is an honorary office which has generally been held by a senior Admiral. Despite the title, the VAdm of the UK has usually been a full admiral. VAdm of the UK is the official deputy to the Lord High Admiral, an honorary (although once operational) office vested in the Sovereign from 1964-2011. The VAdm of the UK is appointed by the Sovereign on the nomination of the First Sea Lord, and their name published in the London Gazette. The VAdm of the UK normally retires at 70 years of age.

6019. Heads of Branch

a. The Heads of Branch (the 'Tribal Chiefs') provide a focus for matters affecting the officers and ratings of their branches. Their specific duties include:

(1) Advising the Admiralty Board (at Board or sub-Board level) on major matters of personnel policy affecting officers and ratings of their branches.

(2) Advising the Admiralty Board (at Board or sub-Board level) on matters of policy affecting the professional responsibilities of their branches.

(3) Advising Dir P&T on the career management and assignment of branch officers.

(4) Membership of officers' selection boards for promotion to Rear Admiral, Commodore, Captain and Commander, and RM equivalents.

(5) Liaison with professional institutions and bodies, and providing Naval Service representation to such bodies.

b. The roles of Chief Naval Warfare Officer (CNXO), Chief Naval Engineer Officer (CNEO), Chief Naval Logistics Officer (CNLO), Commandant General Royal Marines (CGRM), Chief Naval Medical Officer (CNMO), Director Naval Dental Services (DNDS) and Director Naval Nursing Services (DNNS) are filled at the discretion of the First Sea Lord and are held in addition to other responsibilities. Director General Naval Chaplaincy Services (DGNCS) is also a de facto Head of Branch. They are normally, but not necessarily, filled by the most senior officer of the relevant branch. Heads of Branch can occasionally be members of the Admiralty Board where the officer concerned is the most appropriate senior member of the branch.

c. To enable the Heads of Branch to discharge their duties, they are to be consulted and advised as appropriate. In order that they may be fully informed on professional matters, Heads of Branch are authorised to establish, at their discretion and in conjunction with Dir P&T, advisory groups comprising officers filling specialist assignments. This in no way reduces the right and responsibility of the Heads of Branch to consult departments and authorities through normal administrative channels when appropriate.

d. **Heads of Specialisation.** There are also a number of Heads of Specialisation, subordinate to the Heads of Branch, who provide a focus for matters affecting the officers and ratings of their specialisations. These posts are filled at the discretion of the First Sea Lord and are held in addition to other responsibilities. They are normally, but not necessarily, filled by the most senior officer of the relevant specialisation. Terms of Reference with respect to responsibilities to the Head of Branch and Dir P&T are to be maintained.

6020. Heads of Fighting Arm

Heads of Fighting Arm are responsible to the First Sea Lord for the morale and effectiveness of their Fighting Arm. Rear Admiral Submarines (RASM) is tied to the appointment of COM(OPS); Rear Admiral Fleet Air Arm (RAFAA) is tied to the appointment of COS(AV) and CGRM is Head of Fighting Arm for the Marine Corps (in addition to being Head of Branch). The Fleet Commander recommends a suitable Warfare 2* to First Sea Lord to be Rear Admiral Surface Ships (RASS).

6021. Career and Talent Management of Senior Military and Other Outer Office Appointments

a. The RN gains great insight and equity into top level issues through the management of appropriately qualified individuals into senior outer office appointments in Defence and Government[2]. Alongside this, the assignment of personnel with identified aptitude at the strategic-level, significant reach, and with strong potential for second stage careers in complementary Career Fields is vital to growing and retaining talent and brings an RN perspective to teams across Whitehall.

b. **Process.** All RN personnel being short-listed for senior outer office roles will be subject to an additional sift by 1SL, 2SL and Fleet Commander. These roles include, but are not limited to, 3* and above military, Civil Servant and Ministerial outer offices. They also include all positions within the Royal Household and naval or Defence positions embedded with other Government departments as well as key Defence Engagement posts. A list of identified positions is held by both SO1 and SO2 CAPPS and Whole Force CM. All CMs have access to the list but, due to the changeable nature of the roles identified, it will not be published more widely.

[2] This includes single Service, Joint, and Combined outer offices; Navy or Defence positions in No 10 Downing Street, Cabinet Office, FCO and Treasury, as well as Royal Household positions and key Defence Engagement posts.

c. 1SL, 2SL and Fleet Commander may identify talented individuals who they wish to add to the shortlist prepared by Career Managers. This conversation will be driven not simply by Future Availability Date but by the profile of the role in question, individual talent, SQEP and Service need. Any personnel identified for inclusion in the shortlist by 1SL, 2SL and/or Fleet Commander will be contacted by their Career Manager.

d. This process is an important component in the transformation of RN Career Management. It empowers individuals and their Career Managers to identify and deliver the best people into the most demanding posts in our Service, Defence and wider Government.

6022. Temporary Sea Assignment in Command

a. A formal assignment in command will not normally be issued unless:

(1) The ship proceeds to sea and the period of temporary command is not less than seven days; or

(2) If the ship does not proceed to sea, the period of temporary command is not less than 30 days.

b. When an Executive Officer is given temporary assignment in Command, it is usually desirable that another officer should, at the same time, be given a temporary assignment as Executive Officer.

6023. Assignment to the Staff of Fleet Operational Standards and Training (FOST)

Suitably qualified and experienced officers and Senior Ratings are continually sought for assignments to FOST. Commanding Officers are encouraged to identify such individuals and forward appropriate recommendations via an Annual OJAR/ SJAR. Similarly, officers may indicate a desire to serve in FOST. Candidates should demonstrate a high degree of professional credibility, sound core branch skills, dedication, above average personal qualities, dress and bearing and, above all, a willingness to impart their knowledge and experience.

6024. Assignment to Royal Fleet Auxiliary Ships

When RN officers and Other Ranks are assigned to Royal Fleet Auxiliary (RFA) ships ‘on loan’, the differing organisations require that:

a. They are aware of BR2 (QRRN) Article 3705 on the authority of the Master of an RFA.

b. For other than short periods of training e.g. helicopter crews undergoing training in RFA Argus, they are aware of the need to sign the ship’s articles of agreement.

c. Warfare officers require a Department of Trade Certificate of Competence. If they do not hold one, they are considered to be 'uncertificated' and, although they may hold an RN Navigational Watch Certificate and Bridge Warfare Qualification, the Master of an RFA is not permitted to place them in charge of a bridge watch.

6025. Assignment of Maritime Reserve Officers

Officers of the MR are assigned in accordance with the MR National Plots or to FTRS/ADC positions via the FTRS Cell.

6026. Attaché and Adviser Assignments

a. Attaché and adviser posts are under the auspices of the Foreign, Commonwealth & Development Office (FCDO) and are administered with the MOD by the International Policy and Planning (IPP) directorate. The nomination and clearance procedures are more complicated than for other assignments and may therefore take longer. Procedures are, however, still controlled by the appropriate Career Manager. Further guidance can be found in JSP 468 (Regulations and Procedures for Loan Service).

b. Officers and their dependants should hold full UK passports and officers and be both medically and dentally fit. The actual assignment to the post after completion of courses and briefings is not issued until just before it takes effect.

6027. Instructor Positions - General

a. Between periods of sea service, the only assignments available for the bulk of people are within the various training groups. It is therefore vital that such assignments are recognised and viewed positively by individuals, Commanding Officers and peers alike for the challenge and opportunity that they present, as well as being potentially career enhancing if performed well.

b. Personnel assigned as Instructors do not have to be volunteers for such duties. As a general rule, and a minimum standard, every officer, Rating/Other Rank should be capable of instructing junior rates/ranks of their own Branch. Additionally, for those being considered for Initial Training the text in an individual's AR must highlight clearly their above average qualities.

c. All personnel assigned to instructor positions are legally mandated to complete the 'Defence Train the Trainer' (DTtT) qualification. Ideally this should be completed before taking up the instructor assignment, but when this is not possible, it should be undertaken at the earliest opportunity when in post i.e. during the first term.

d. Instructional posts require high calibre individuals with the right aptitude. Before assigning individuals to instructor positions Career Managers should be aware of the criteria detailed in JSP 757 Chapter 8 Annex B (Guidance to Reporting Officers on Making Recommendations for Employment on Instructor Duties).

6028. Selection of Instructors for Phase 1 and Phase 2 Training

a. In order to maximise success within the training environment, considerable importance is placed on the selection of the highest quality officers and Ratings/ Other Ranks for duties in Phase 1 and Phase 2 training schools. Such an assignment as an instructor is an indication of an individual's above average qualities.

b. Ratings/Other Ranks should not be assigned to Phase 1 or Phase 2 Instructor positions unless they are competent, qualified, enthusiastic and have a specific recommendation that they have the necessary aptitude and temperament for such an instructional assignment reflected within the text of the individual's AR. Commanding Officers must pay close attention to the specific recommendations boxes in an individual's AR and follow the guidance set out in JSP 757. CMs will refer to the AR before taking assignment action and may also contact the Line Manager to gain further assurance that an assignment for Phase 1 or 2 instructional duties is appropriate and recommended.

c. Individuals assigned to Phase 1 or Phase 2 Instructor positions with regular responsibility for and interaction with trainees under the age of 18 years old will be required to complete a Disclosure and Barring Service (D&BS) or Protecting Vulnerable Groups (PVG) clearance as described in Section 6. CMs should ensure that D&BS/PVG applications are initiated in good time to allow for the disclosure process and subsequent employer assessment to be completed prior to assignment action. Refusal by an individual to complete a D&BS/PVG check may result in administrative action being taken against the individual.

6029. Driver Positions

a. Certain positions require the individual filling the position to have a driving skill. This can range from a 'standard' driver to Forklift (MHE) or Mobile Crane driver. CMs are, wherever possible, to assign personnel already qualified and holding the appropriate competency to these positions.

b. High level instructions are contained in JSP 800 Vol 5. When a Driver Training Course is required, CMs are to refer to current RNTMs or JPA for details of courses. Personnel can be booked on courses via the CBC.

6030. Recruiting - Service with Captain Recruiting and Attraction (R&A)

a. **Assigning.** Officers or ratings on normal commissions or careers/engagements can be assigned for duties with the Naval Recruiting Service in Armed Forces Careers Offices (AFCOs), Royal Navy Careers Information Offices (RNCIOs), R&A Presentation Teams and Officer Careers Liaison Centres (OCLCs). A full list of AFCO and RNCIO locations is at Annex 60C.

b. **Loans.** Personnel can volunteer to be lent for duty in an AFCO for periods of between one and six months, subject to the AFCO being able to accommodate them. Reliefs will not be provided. Assigning clearance is not required for loans under one month but clearance must be sought from the respective Area Recruiting Manager (see Annex 60C). Applications from Squadded ratings are to be processed initially through their EWO and then forwarded to the appropriate WMO to ensure that the movement of personnel is correctly recorded.

c. Volunteers should be able to project a good image of the Service, be able to converse with young people and their parents about their careers and service experience. Ideally, they should be junior ratings or other ranks of any branch or category. Exceptionally, specially recommended Senior Ratings and RM SNCOs under the age of 30 may be considered. Personnel who have submitted notice may volunteer and will be considered by R&A, provided they are specifically recommended.

d. Candidates for loan service with R&A will normally be expected to live at home/with parents as Service accommodation outside of the main Naval areas cannot be guaranteed and SSSA accommodation cannot be provided at R&A's expense. Home to duty travel will normally be payable up to a maximum of 50 miles per journey.

e. Commanding Officers are to forward service details of suitable volunteers who can be spared without relief to the appropriate CM for assigning clearance, with details of:

(1) Three AFCOs in order of preference.

(2) Home town.

(3) Dates of proposed loan.

f. If assigning clearance is given, DDPD will forward names to the respective Area Recruiting Manager.

6031. Sports Coaches

To enable the Navy to utilise highly qualified sports coaches, the establishment of Sport allows coaches to be attached to the Sport workforce, assigned to HMS TEMERAIRE. Coaching roles will vary subject to the demand and the requirement, and requests should be submitted to Head Navy Sport for recommendation for approval by Deputy Director People Delivery or Director People & Training. Once approved, Service Personnel will be assigned to a position by the relevant Career Manager once the appropriate clearances are in place.

6032. Elite Athlete Scheme

Service Personnel identified as 'Elite Athletes' may be eligible for leave of absence in order to represent the Naval Service at a national or international level. For further information, refer to BRd 51(4).

6033. Retinue - Catering Services (Chefs and Stewards)

a. Care must be taken throughout the Service to identify and recommend suitable ratings for retinue service.

b. Ratings due for sea are assigned in their rightful turn whether or not they are in retinue service.

c. Ratings may not be selected for retinue service when serving at sea unless:

(1) They are approaching their normal FAD.

(2) Their relief can be given normal assigning notice (see Chapter 59 Section 11).

(3) They have completed sufficient sea time to support a reasonable period ashore.

d. Suitable ratings may volunteer for retinue service at any time through their Divisional Officer. Divisional Officers should, however, be cautious in their assessment and recommendation for such duties.

e. Flag Officers may select certain members of their retinue in accordance with procedures laid down by MOD(N). DDPD will arrange for Service Documents of nominated ratings to be forwarded to Flag Officers for vetting and selection.

f. The personal staffs of Commodores, Captains and Commanding Officers of Shore Establishments are not retinue posts as such, and the allocation of such staffs is the responsibility of individual COs using ratings assigned in normal course to their units.

6034. Volunteers for Special Reconnaissance Regiment, Special Forces, Defence Human Intelligence (DHI), OP SAMSON, 148 (Meiktila) Commando Forward Observation Battery Royal Artillery or the Commando Mobile Air Operations Team

a. The instructions for the recruitment of RN personnel for Special Employment (SE) are held in current DINs. The allocation of personnel for SE has high priority and volunteers are not to be prevented from putting themselves forward in accordance with the instructions. Accordingly, all nominations for SE should be allowed to complete the interview and be cleared to attend one of the designated courses. CMs are to consult with Branch Managers; when a volunteer is in a shortage category, the following guidelines may be used:

(1) Where a volunteer is at sea but not in a shortage category, they should be spared at the earliest opportunity commensurate with normal assigning notice for a relief. The SE interview should be arranged so that the course start date is within 12 months of the interview. For shore service personnel, the volunteer should be cleared to attend a course no later than 12 months from the date of the next available interview.

(2) Where the volunteer is in a shortage category and at sea, release may be delayed until the first available course after the planned FAD. Personnel on shore service should be cleared to attend a course no later than 12 months from the next available interview.

(3) Where assigning clearance cannot be given for an individual, the REQM is to raise a signal, giving the full justification for non-clearance.

b. Volunteers are strongly recommended to seek CM advice prior to volunteering for Special Employment as there may be wider career implications that should be considered.

6035. Sea Safety Courses - Ships/Submarines

The definitive regulations appertaining to Sea Safety Training Courses can be found in BR 2170 and current DINs. Guidance can also be sought from the Course Booking Cell Team Leader (93 825 4085). The practical assigning implication, however, and mandatory requirements for ships and submarines are as follows:

a. **Ships.** The Basic Sea Safety Course (BSSC) and Intermediate Sea Safety Course (ISSC) are mandatory for sea service. The One Day Sea Safety Course (ODSSC) is for personnel who are due to embark for periods of 7 – 30 days (total) in any 4-year period but will not be liable to form part of a sea or harbour DC&FF party. The requirement and perishability of the BSSC, ISSC and ODSSC Courses are:

(1) **BSSC.**

(a) BSSC is to be completed successfully before taking up First Sea Assignment (FSA). The course is programmed and booked by the respective training pipeline managers.

(b) BSSC is valid for 4 years. This period applies to any courses commencing from 8 Jan 07; earlier courses were valid for 2 years.

(c) Ratings removed from the course or deemed to be ’unsafe’ on completion are not to be assigned to a seagoing unit, notwithstanding that this may result in a gapped position. In the first instance, arrangements for the rating to retake the course are to be made.

(2) **ISSC.**

(a) ISSC is valid for 4 years. Some career courses will have ISSC programmed as part of the training pipeline or the course is arranged by CMs via the Course Booking Cell.

(b) Where, for whatever reason, personnel are unable to attend the planned ISSC, or the timeframe does not allow a course to be re-booked and completed prior to joining, the unit is to be informed, by signal, and appropriate action taken on receipt of the reply.

(c) Waivers will only be granted in exceptional circumstances by the Fleet MEO. For details see BRd 2170.

(3) **ODSSC.** Embarked Military Forces, residual RNR and any other personnel due to embark for periods of 7–30 days (total) in any 4-year period are to attend the ODSSC prior to their first embarkation and re-qualify every 4 years as required.

b. **Submariners.** Firefighting Courses and SubMarine Escape Rescue, Abandonment and Survival Training (SMERAS) are mandatory for all personnel joining submarines and failure on either course may preclude service in submarines. The requirements for, and perishability of the courses are:

(1) **NBCD 12R(SM) Basic Firefighting Course.**

(a) NBCD 12R(SM) is to be successfully completed by all personnel within six months of joining a submarine or conducting SMQ Dry (when applicable). If less than 12 months has been spent ashore since leaving a seagoing submarine where the qualification was held, the requirement may be waived.

(b) The above 12 months waiver is valid for only one through assignment after which the individual must re-qualify, regardless of time spent ashore.

(2) **SMERAS.**

(a) SMERAS is to be successfully completed by all personnel before a first sea assignment to a submarine.

(b) For subsequent assignments to sea, SMERAS is a mandatory course which will be booked by the CM as part of the individual's overall TEM package.

(c) Should a SMERAS re-qualification be required during a submarine sea assignment (including FOST SM Sea, SCU Sea etc.), it is the responsibility of the individual to:

(d) The initial qualification is valid for 42 months and requalification is valid for a further 42 months.

(e) A non-submariner, 1-day basic course is available and is valid for 36 months on qualification.

i. Identify the requirement, and

ii. Book a course through the appropriate CM.

(3) **NBCD 9(SM) Attack Party Leader's Course.** NBCD 9(SM) is to be completed by all Cat A2 Watch-keepers before their first sea assignment in that position (the course is usually completed as part of NPSupC before a first sea assignment as a Cat A2 watch-keeper and therefore negates the requirement for a separate course). If less than 12 months has been spent ashore since leaving a seagoing submarine where the qualification was held, the requirement may be waived.

(4) **NBCD 25(SM) Advanced Firefighting Course.**

(a) NBCD 25(SM) is to be completed by Cox'ns, CMEMs and CPO Ops within 3 months of joining a submarine iaw the Unit Establishment List.

(b) The qualification is valid for 5 years, irrespective of subsequent assigning.

(5) **NBCD 26(SM) Firefighting Continuation Team Training Course.**

(a) NBCD 26(SM) is to be completed annually by all ratings in a sea assignment and is to be arranged by the Submarine through direct liaison with the firefighting schools.

(b) The qualification is valid for 12 months only.

6036. Senior/Leading Rates' Leadership Courses

a. Senior and Leading Rates' Leadership Courses (SRLC and LRLC) are conducted by the Royal Naval Leadership Academy at HMS COLLINGWOOD. The demand for courses often exceeds available places.

b. Personnel are automatically assigned to LCs as part of their career progression. Occasionally, however, individuals may apply by e-mail to the relevant CM through the Divisional System.

c. Full details on course booking, eligibility and prioritisation for places can be found in the current RNTM. See Chapter 21 Section 6.

SECTION 5

ROYAL MARINE ASSIGNMENTS

6037. Key Staff Assignments (RM Officers)

a. **Scope.** Certain key staff assignments at OF3 and OF4 levels require high calibre officers due to their demanding nature, pivotal role in maintaining operational capability and high-profile output; making them worthy of Head of Profession (HoP) oversight. Operational context, changes in ToRs, and the structure of the parent organisation will mean that the list of positions that require the appointment of high calibre officers will vary year on year and there is no exhaustive list of these assignments. OCM RM SO1, in conjunction with OCM RM SO2A, consulting with employers, is responsible for determining which assignments require HoP endorsement.

b. **Process.** Selection decisions will be made by Navy Career Management using the normal appointing principles; matching the job requirements, availability, individual talent management, and personal preference, with the most suitable and qualified individuals from across the RM Officer cohort. The RM Career Manager will consult with relevant OF5s within the RM Profession and, where required, the parent organisation of the position to determine the most suitable candidate, prior to gaining HoP endorsement. Officers on LFS or in CAPPS assignments will only be considered where their Future Availability Date (FAD) aligns with the availability of the assignments under consideration. Those officers whose removal from their current assignment would be detrimental to their careers will only be considered in extremis.

6038. Special Assigning for RMOR

a. **Specialisation Advisers.** Specialisation Advisers (SA) are, in the main, based in the lead training schools for their Specialisation, however, some may be based at NCHQ and RMB Stonehouse. CDO maintains a close liaison with SA who provide advice on the suitability of individuals for particular assignments and on the upgrading of training requirements within their Specialisation. SA do not assign or promote - they advise; assignment and promotion remain the responsibility of DDPD.

b. **Selection for Special Assignments.** Volunteers for specially selected jobs will be trawled for by CDO as required. On receipt of nominations, and in consultation with the prospective employer, a suitable candidate will be chosen to fill the post. For the duration of the tenure the position will belong to the candidate's specialisation, since that specialisation will still require a promotion behind, the candidate will still be considered for promotion within specialisation and return to it on completion of the tour.

c. **Personal Staff to Senior Officers.** With some exceptions, retinue staff to Senior Officers are almost exclusively Staff Car Drivers and these are now very few in number. Volunteers are sought by the usual process when positions are due to become vacant. An initial sift by CDO will result in a short list being forwarded to the respective Senior Officer for final selection. Assignment duration will normally be linked to the Senior Officer's assignment.

d. **Drum Major Selection and Employment.** CDO is responsible for the selection and employment of Drum Majors in consultation with the Principal Director of Music (PDM). Candidates will be trained at the RM School of Music.

e. **Licence Acquisition (TF 18).** It is Corps policy to ensure that where possible all recruits on completion of their King's Squad passout gain Cat B and Cat C + E licences at the Defence School of Transport (South) (DST(S)), based at CTCRM, before they join their first unit. Failure to do so will disadvantage the individual and may have an effect on the OC of the unit or wider RN/RM.

6039. Selection and Assigning for Command, Secondary Specialist Qualifications (SSQ) and Primary Specialist Qualification (PSQ) Training

a. CDO is responsible for selecting SNCOs, NCOs and Mnes to attend command, specialist and technical training courses. Numbers for command, specialist courses are derived from the Authorised Numbers generated by SO1 Requirements (RM)/Structure Policy Advisory Group (SPAG).

b. On the day of completion of Command, SSQ and PSQ training courses, SNCOs, JNCOs and Mnes will be assigned in line with RM workforce priorities. On completion of Command training it may be necessary to return the individual to their previous unit until the respective SQ training course has been completed or relevant position is available at their new rank.

c. **General Provisions.**

(1) On completion of recruit training, Mnes will normally be assigned for an initial two-year assignment to one of the Commando Force Units as Commando Duties (CD), except for Buglers and Musicians.

(2) During their first tour, CD Mnes are strongly encouraged to volunteer for PSQ training, although they may opt to remain in the CD specialisation. Efforts will be made to protect those in the early stages of building experience in a Cdo Unit. This involves providing opportunities to gain SSQ and serve in a Cdo Unit before being considered for DSS. However, there may be instances where the service requirement must come first. Thus, when the DSS Statement of Training Requirement (SOTR) quota is not met, and after exhausting the volunteers list, DSS ranks will be drawn from:

(a) CD marines on completion of basic training, and marines up to the rank of Cpl, who are not loaded to an alternative PSQ course or aptitude.

(b) Marines who fail to attend or have failed/voluntary withdrawn from a non-DSS PSQ3 course.

(c) All OR2/3 Marines who request a Withdrawal of Early Termination (WoET). OR2 ranks who have already specialised may be retained in their parent PSQ if deemed appropriate by a CM/BM judgement panel.

(3) DSS Mnes on completion of their Return of Service (RoS) (2 years from qualification) may either remain in their DSS specialisation or volunteer for another PSQ. DSS ranks considering volunteering or transferring to an alternative PSQ must submit their 'Employee Preferences' at the 12-18 month point after completing their DSS PSQ course. This allows a minimum of six months for the RM CM to load ranks onto their preferential PSQ course. Guaranteed transfers are at Mne/LCpl level only to the first available PSQ course subject to meeting all the pre-requisites. Should a person decide to remain in Specialisation after they have completed their DSS assignment, or accept substantive promotion, then the individual will forfeit their DSS transfer right. Once the DSS competence has expired, DSS rights cannot be applied to any subsequent PSQ preference change and transfer requests will be conducted through a normal PSQ transfer board. DSS Mnes who remain in their DSS specialisation after the completion of the RoS will be considered to be volunteers. Ranks volunteering themselves into a DSS PSQ will attract the same transfer rights as those nominated for DSS. Guidance can be found in RMOR Career Handbook.

(4) Second tour CD Mnes will be assigned on experience and SSQ gained to CF and Non-CF units in accordance with the RM workforce priority.

d. **Applications and Recommendations for Training.**

(1) **Recruits.** During recruit training, personnel are to be informed of the specialisations open to them and encouraged to volunteer. They are to complete a specialist and training preference form, which guides their assignments on King Squad Pass out.

(2) **JNCOs and Mnes.** Those who do not hold a PSQ are strongly encouraged to volunteer for such training. Volunteers for PSQ training should talk to their respective RMCA or SA and then apply for courses on JPA through their Employee Preferences/Sea Preferences. All are to note that career aspirations for an individual will not be drawn through onto the Appraisal Report (AR) from Sea Preferences; individuals are to ensure that this detail is recorded in the relevant section within their Preferences.

(3) A recommendation for an individual's suitability for Command or PSQ training is to be forwarded to DDPD (RM) as follows:

(a) **Appraisal Report.** Whenever an AR is raised.

(b) **Employee Preferences/Sea Preferences.** Whenever an individual submits an amendment or update to their preferences, they should be noted within the unit and then processed in JPA to the relevant DDPD (RM) CM desk. Failure to do this will mean the individual's name is not added to the list for their preference specialisation and they may not be assigned correctly.

(c) **RMCA Interviews.** During their personal interview, the RMCA will discuss the choice of specialisation, the availability of training with each recruit and aim to manage expectations accordingly.

e. **Selection Process.**

(1) **Command Course Training.** The RMORs' RM Workforce Appraisals and Career Progression Team Office holds annual Promotion Selection Boards (PSBs). Each PSB consists of a chairperson plus two other members; either two officers of at least OF2 rank or one officer and one WO1. The PSBs are chaired by CDO for all selections to promotion to WO2 and CSgt and SO2 RCMRM1 for selection for promotion to Sgt and Cpl. The PSBs select personnel for Junior, Senior and Advanced Command courses from specialisation command course selection lists, derived from ARs with a positive recommendation for promotion, in addition to taking into consideration qualifications and seniority, but with the principal criterion being merit.

(2) **PSQ Courses.** DDPD(RM) selects personnel for PSQ courses from requests submitted via the JPA Preferences. Consideration is given to suitability, seniority, education, availability and the date at which they became a volunteer.

(a) **Vehicle Technician Training (VM3).** Personnel who volunteer for VT3 training must attend an in-unit workshop assessment to gauge suitability for the VT specialisation. The individual must be able to fulfil the ROS requirement (see Chapter 54) before being considered for this training.

(b) **RN Establishments and Ship Detachments - Selection for VT Training.** Volunteers for VT3 training who are serving in RN Establishments and ships' detachments are to arrange for attendance at a RM workshop assessment through the VT SA at the earliest opportunity; this will assess their suitability and take the necessary action.

(c) **Weapons Technician (WT), Fabrication Technician (FT), RM Communication eXploitation (RMCX) and Technician Electronics Systems (TES).** Personnel who volunteer for WF/FT training should have attended and passed a workshop assessment, whilst those volunteering for RMCX must have Level 2 Functional Skill English and Maths and are required to pass a two-day aptitude course. There are also Nationality constraints for those volunteering for RMCX. TES applicants are to attend a Personnel Selection Officer (PSO) interview to access their suitability.

(d) **Assault Engineer (AE).** Personnel who volunteer for AE training must attend, pass and receive a recommendation from an AE aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR. AE aptitude courses are held at CTCRM and run by IS Coy.

(e) **Mountain Leader (ML).** Personnel who volunteer to become a ML2 must have a positive recommendation, which is subsequently endorsed by the PSB, in order to attend an aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR. ML aptitude courses are held at CTCRM and run by ML and ISTAR Coy.

(f) **Physical Training Instructor (PTI).** Personnel who volunteer to become a PT2 must have a positive recommendation, which is subsequently endorsed by the PSB, in order to attend an aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR.

(g) UK **Special Forces (SBS, SAS, SRR, SFC).** Personnel who volunteer for UKSF selection are to have completed their RoS and gain clearance from their HoDs. The application process can be found in the UKSF Selection DIN

f. **Return of Service (ROS) for Training.** Individuals must be able to fulfil the ROS requirement before volunteering or being considered for any Further Training. ROS policy can be found in Chapter 54 and in the RMOR Career Handbook.

6040. Provisions for the RM Band Service

a. **Musicians and Buglers.** Assigning within the RM Band Service will be dictated by the need for suitability and continuity to produce a cohesive ensemble. In conjunction with this is the opportunity to give a wide variety of employment to all ranks as dictated by rank structures in the Band's unit establishment list.

b. **Tenure of Assignments.** Musical Instructors, persons in key assignments throughout the Band Service and superior instrumentalists, will normally be given a 3-year tenure of assignment. The key assignments are:

(1) Corps Bandmaster.

(2) Corps Bugle Major.

(3) Corps Drum Major.

(4) Higher Training Instructor.

(5) Assistant SO(M).

(6) Bandmasters of Bands.

(7) Recording/Sound Engineer RMBS.

(8) Stage Manager Band Service.

SECTION 6

DISCLOSURE AND BARRING SERVICE AND PROTECTING VULNERABLE GROUPS CHECKS REQUIRED BY LAW AND MOD POLICY

6041. Introduction and Important Caveat

a. **General.** The Royal Navy has no exemption to legislation relating to safeguarding and disclosing criminal records, as detailed in JSP 834 and 893. It is unlawful for an organisation knowingly to offer work in a position that includes Regulated Activity to an individual who is disqualified from working with children or adults or fail to remove such a person from such a position. An amendment to The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (England and Wales) allows the Royal Navy to conduct a certain level of disclosure checks for individuals carrying out duties which involve caring, training, supervising or being in sole charge of persons aged under 18 serving in the Armed Forces in England and Wales.[1]

b. **Purpose.** This chapter is the Royal Navy Policy for Employment checks on personnel in positions requiring disclosure checks. It allows employment decisions, (including obtaining disclosure checks) to be made. It also details the Royal Navy policy for making a referral to the Disclosure Agencies[2] when an individual who works with vulnerable groups may have harmed or put at risk of harm, an adult or child.

(1) Commanding Officers are to conduct regular reviews of establishment PID/JPAN posts to ensure that only those posts that meet the current criteria set out in References at Para 6048.a sub para (1) and sub para (2) are marked with the appropriate Disclosure & Barring Service (D&BS) or Protecting Vulnerable Groups (PVG) check competence requirement.

c. **Scope.** This is consistent with JSP 893 Part 1 and Part 2, the contents of which are not duplicated here. This contains the Royal Navy's policy and procedures, including any variations to the JSP. Whilst this aims to cover the Royal Navy as a whole force, specific guidance on Civilian Disclosure checks is contained within the referenced in Part 2, JSP 893 and guidance on Disclosure checks for Cadet Force Adult Volunteers is contained within Royal Navy Cadet policy.

d. **Out of Scope.** The following are not covered within this chapter:

(1) **Baseline Personnel Security Standard (BPSS) Version 7 (2024DIN02-014).** Baseline Personnel Security Standard Checks and the process for applying for Disclosure Checks during enlistment for those requiring Career Employment Checks for vetting purposes, are conducted by the National Recruiting Centre (NRC). BPSS checks are not to be used to obtain Standard or Enhanced Disclosure & Barring Service checks for new entrant or continuous employment purposes.[3]

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[1]There is currently no legislation in Scotland that allows for those personnel caring for, training, supervising or solely in charge of Service personnel U18 in Basic or Initial Trade Training Establishments and supervisors of such individuals in Scotland to be subject to a disclosure check.

[2] Each disclosure organisation has guidance on assessing eligibility:

- Disclosure and Barring Service for England and Wales: https://www.gov.uk/find-out-dbs-check

(2) **Non-UK Criminal record checks.** SP who have lived overseas prior to enlistment are required to supply a certificate of good conduct from their local in-country police force as part of NRC recruitment policy. This must be verified with the local in-country police force prior to a conditional offer of employment being made and a Disclosure & Barring Service check for employment obtained prior to a start date in the Royal Navy or Royal Marines being offered.

(3) **Safeguarding.** This is not the Royal Navy's safeguarding policy. Having a Disclosure Check in place does not negate the need for the appropriate safeguarding processes and procedures. Defence policy on safeguarding is contained in JSP 834.

e. The Disclosure and Barring Service (D&BS) has replaced the Criminal Record Bureau (CRB). In England & Wales, the Defence Business Service operate the MOD automated application system using uCheck for digital identity checks.

(1) Paper application forms will cease to be processed by Defence Business Service on 1 May 2025, all applications will use the automated system following the flow chart at Annex 60F. Once an application has been processed, the Discipline Team receive electronic notification of a clear check, which enables JPA competence to be awarded by the Discipline Team. A check requiring attention will require a copy of the certificate to be forwarded to the Discipline Team for consideration.

(2) Protecting Vulnerable Groups (PVG) applies in Scotland. The employer no longer receives a separate copy of the individual's Certificate of Disclosure and the RN is now entirely dependent on the applicant providing a certified copy of their certificate in order for the final decision on suitability to be made as required by safeguarding legislation.

(3) It is also worth clarifying a common misunderstanding about the certificate received by the applicant from the D&BS. This is a Certificate of Disclosure and does not constitute approval to work with vulnerable individuals until its contents have been processed by the Discipline Team in NCHQ. This is the case for all RN/RM disclosure certificates whether or not they contain adverse information. Personnel at unit level do not have authority to confirm clearance, even if the disclosure is apparently clear of recorded offences or cautions.

6042. References and Further Information

a. The following are References for this subject:

(1) JSP 893 V6.2 Oct 24 – Safer Recruitment and Employment.

- Disclosure Scotland: https://www.mygov.scot/working-jobs/finding-a-job/disclosure/
- Access Northern Ireland: https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks

(2) BRd 2 Chapter 65.

(3) BRd 3(1) Chapter 6 Section 11.

b. Further information may be obtained as follows:

(1) On the MOD D&BS policy and RN process from the RN Disclosure & Barring Service and Protecting Vulnerable Groups Check: NAVY CULTURE DISCIPLINE HEAD. Email: NAVY CULTURE-DISCIPLINE HEAD SO2

(2) Details of the roles and responsibilities of individuals associated with the disclosure application process are at Annex 60H.

6043. Protecting Vulnerable Groups in Scotland

a. The Protection of Vulnerable Groups (Scotland) Act 2007 (PVGA) operates in broadly the same way as the legislation applicable in England and Wales. It does however use subtly different criteria to define those at risk and also requires the data subject (applicant) to become member of the Protection of Vulnerable Groups Scheme.

b. Reference at Para 6048.a sub para (1) contains further detail on the Scottish clearance process. Applications are available for those who meet the criteria in the normal way through the Naval Service Nominating Authority, see Para 6047.

c. **Due to a change in legislation in Scotland on 1 Apr 25, all RN and Civilian personnel associated with delivery of healthcare are to have a Protecting Vulnerable Group check in place. All Career Managers and Line Managers will need to assess the Position ID numbers / MyHR. The legislation refers to the mandated requirement to have a Criminal Record check, if you are in a medical role in Scotland under the Scotland Protecting Vulnerable Groups (PVG) scheme.[4]**

(1) The Protection of Vulnerable Groups (Scotland) Act 2007 has been revised to expand the range of roles that are considered to be regulated. Personnel conducting regulated roles in Scotland must be members of the Protecting Vulnerable Groups (PVG) scheme, administered by Disclosure Scotland, otherwise they will be guilty of a criminal offence.

(2) The new definition of regulated roles includes conduct of the following activities in Scotland where those activities provide opportunity for contact with children and protected adults. This includes training for a regulated role and supervision or management of an individual in a regulated role. Breaking down some of the definitions:

(a) **Protected adults.** A protected adult includes anybody over the age of 16 who is receiving medical or welfare services.

[4] Regulated role is defined by PVG as a paid or unpaid role which requires a person to conduct certain activities when in contact with children and protected adults. Further information can be found in BRd 3(1) Part 7 Chapter 60 and at the following links; Schedule 2 - Regulated roles with Children (https://www.legislation.gov.uk/asp/2007/14/schedule/2), Schedule 3 - Regulated Roles with Adults (https://www.legislation.gov.uk/asp/2007/14/schedule/3).

(b) **Contact.** Contact includes physical contact and written or verbal communications, as well as 'exercising power or influence'. This last point is defined as assisting, facilitating or impeding progress towards a desirable outcome/objective for an individual or making decisions of an operational or strategic nature that could have an impact on a number of protected adults.

(c) **Regulated activities.** The activities that might lead to a role being regulated include delivery of medical care, being involved in the domestic services in a healthcare setting, provision of counselling or therapy, having the ability to directly influence the operational delivery of medical or care services, driving or escorting protected adults, and holding a position of responsibility in an organisation whose main purpose is to provide healthcare.

d. Career Managers for RN Medical and Welfare personnel outlined in the definitions above conducting any activities in Scotland, will be required to apply for a Scottish criminal records disclosure check using Digital Form 003A (see Annex 60E).

6044. Personnel Requiring a Disclosure & Barring Service or Protecting Vulnerable Groups Check

a. References at Para 6048.a sub para (1) and sub para (2) contain the criteria for assessing whether a post requires a criminal record check in order to comply with Safeguarding legislation and/or MOD policy. There are branches and trades where all personnel are required to hold continuous in-date clearance (continual regulated activity) and other posts that require the post holder to hold clearance merely for their tenure in that post (non-continual regulated activity. The following list covers the most common positions that will require and justify the disclosure of their criminal record:

(1) All Royal Naval Medical Service (RNMS) personnel, support staff, social workers and welfare and all Service personnel seconded to the NHS when in a continual regulated activity role as defined by their PID/JPAN.

(2) All RNR Medical Officers, QARNNS(R) Officers and RNR Nurses when in a continual regulated activity role as defined by their PID/JPAN number.

(3) All positions involved with Recruitment and Attraction including Careers Advisors, presentation teams and AIB members during their tenure including Candidate Preparation Centres where under 18's may be in attendance, (to be removed as a competence in JPA when no longer required).

(4) All Legal (when acting as family lawyers) positions.

(5) All RN / RM and Cadet Force personnel involved with Cadet/Combined Cadet Forces

(6) Some RN/RM Police.

(7) Some RN/RM PTs.

(8) All Chaplains/Officiating Chaplains/Honorary Officiating Chaplains/Non-Religious Pastoral Officers and CSW staff.

(9) Some Instructional Staff (Service/MoD Civilian and Contractor supplied) responsible for training under 18 trainees at Phase 1 and Phase 2 Training Establishments in England and Wales.

b. **Contracted Staff.** Where contracted staff are employed in positions which have been identified as requiring D&BS or PVG check, it is the responsibility of the supplying contractor to ensure the necessary checks have been carried out. Commanding Officers of units should satisfy themselves that this has been done before contracted personnel take up employment within the unit. Where necessary, contract amendment action should be taken to reflect this requirement.

c. **Instructional Staff at Phase 1 and 2 Training Establishments.** An amendment to the Rehabilitation of Offenders Act (Exceptions) Order 1975 allows, but does not legally oblige, the MoD to conduct D&BS checks on those personnel in, or being assigned to, positions whose normal duties involve caring for, training, supervising or being solely in charge of Service personnel under 18, and the supervisors/managers of those positions.

(1) Currently, MoD policy in this respect is that such checks will only be made on qualifying staff in Phase 1 and Phase 2 Training Establishments in England and Wales. Limiting application of checks in this way keeps the need for additional checks to a minimum without unduly compromising the level of risk to which Service personnel under the age 18 are exposed.

(2) There is no legislation in Scotland that allows for those personnel caring for, training, supervising or solely in charge of Service personnel U18 in Basic or Initial Trade Training Establishments and supervisors of such individuals in Scotland to be subject to a disclosure check.

6045. Level and Type of Disclosure & Barring Service or Protecting Vulnerable Groups Check

a. The type of clearance requested is to be specified on the application request form (see Annex 60E). There are two types of clearance: those who have qualifying contact with ‘Children’; and those who have qualifying contact with both ‘Children and Vulnerable Adults’. It is also important to provide an accurate job description detailing the likely interaction with vulnerable individuals as this will be used by police forces to decide what information is relevant to disclosure.

b. The country in which the work is undertaken is to be specified on the application request form (see Annex 60E). This will inform the RN Nominating Authority which application pack(s) or online application to forward to the applicant. Where qualifying employment is likely to be undertaken in both Scotland and England/Wales, clearance is NOT portable between the respective safeguarding systems (JSP 893 Para 41 refers).

c. Use of Disclosure and Barring Service Update Service. Individuals who require Disclosure clearance throughout their career are mandated to sign up to the online update service in accordance with JSP 893.This is offered to individuals by the Disclosure agency at the point a certificate is issued, and the application is time limited. The service has an annual cost which must be paid by the individual. For Civil Servants[5] Royal Navy Welfare Services and all healthcare professionals as annotated in Annex A, these costs can be claimed back via the Employing Unit. Individuals using the service must give permission to the Nominating Authority to view the status of an existing certificate in order to make an employment decision. If new information is disclosed a fresh disclosure check will be required.

6046. Assessment of Certificates of Disclosure

a. The assessment of all criminal record disclosures is performed by the NCHQ Discipline Team. This ensures that good control is exercised over this important and sensitive process, that suitability decisions are consistent, and that competence data is recorded correctly.

b. On receipt by the applicant the Certificate of Disclosure is to be forwarded to the RN Nominating Authority irrespective of the contents. Disclosures containing adverse information are then forwarded to the NCHQ Discipline Team Email: NAVYCULTURE-DISCIPLINE@mod.gov.uk for assessment and, where necessary, staffed through the Royal Navy Employment Suitability Decision Panel (RNESDP).

6047. Application Procedure

The procedures to be followed by Career Managers and Recruiters to ensure that criminal record checks are completed in a timely and correct manner in compliance with Safeguarding legislation and MoD policy are summarised in the following Annexes:

a. The ‘In-Service’ clearance process is illustrated by the flow chart at Annex 60F. Career Managers are to note that they are responsible for the prompt submission of application requests in order to ensure that clearance is obtained prior to the applicant assuming duties with vulnerable individuals. Career Managers are also responsible for ensuring that renewals are initiated in good time for continuous clearance to be ensured where necessary.

b. The ‘Recruitment’ clearance process is illustrated by the flow chart at Annex 60G. Should the gap between obtaining clearance and the candidates start date exceed 6 months then guidance is to be sought from NAVY CULTURE DISCIPLINE HEAD SO2 on the validity of the clearance and any requirement to obtain a fresh disclosure.

[5] Civilians may claim this cost back using the process guide contained JSP 893, Part 2 Civilian Guidance.

6048. Suitability Decisions and Competence Recording

a. Responsibility and authority for making suitability decisions rests with authorised staff within NCHQ. The RN Nominating Authority is authorised to award clearance for disclosures received confirming the absence of any relevant police / conviction information. The Discipline Team is authorised to award clearance for disclosures received containing minor, dated and unrepeated offences. All other disclosures are referred to the Royal Navy Employment Suitability Decision Panel (RNESDP).

b. Employment Suitability Decision. Responsibility and authority for making employment suitability decisions sits with one of two nominated employment suitability decision authorities: The Culture & Leadership Discipline Team, or the Royal Navy Employment Suitability Decision Panel (RNESDP) comprising:

(1) Navy Culture Discipline SO3 – (NAVY CULTURE-DISCIPLINE SO3) (Chair)

(2) RN Police Chief of Staff – (NAVY POLICE-HQ COS)

(3) RN FPS SO1 Casework – (NAVY PEOPLE-PS RN FPS HQ CW)

(4) Career Manager Chief of Staff SO2 – (NAVY PEOPLE-CM COS)

These two authorities will ensure that all safeguarding employment suitability decisions, which are both important and sensitive, are considered in a regulated, consistent, and timely manner. Their assessment of the information must be a fair, non-discriminatory assessment, and done so on a case-by-case basis. No matter what other qualities the individual has, the decision to employ them is based solely on risk of harm to vulnerable groups.

c. For Civil Servants, the responsibility for making employment decisions sits with the Nominating Authority and should follow the process in JSP 893 Part 2, Guidance. Further guidance can also be found at Disclosure Checks: Civilian Guidance (OBJ. Once an employment decision has been made the Line Manager is responsible for updating MyHR and the Unit Disclosure Register via the UDO.



WARNING

IT IS UNLAWFUL FOR THE ROYAL NAVY OR ANY MOD TRAINING UNIT / ESTABLISHMENT OR SCHOOL TO KNOWINGLY EMPLOY AN INDIVIDUAL ON A BARRED LIST IN A ROLE THAT INVOLVES REGULATED WORK OR REGULATED ACTIVITIES.

d. The information contained within a Disclosure Certificate will either contain: no adverse information, adverse information, and/or barring information if a Barred List check has been requested. An adverse disclosure (and/or barring information) will contain criminal record information and/or information held by the local police that is considered relevant to the role. The Royal Navy levels of disclosure information and the associated levels of authority for determining suitability of employment are contained in Annex 60I.

6049. Portability of Disclosure and Barring Service and Protecting Vulnerable Groups Checks

a. Employing authorities may use an individual's existing disclosure check as the basis for their decision-making, where the individual:

(1) moves within Defence to a similar role requiring the same level of check or lower. The employing authority is to satisfy themselves of the previous employing authority's decision-making process.

(2) is from outside Defence and is registered with the Disclosure and Barring Service Update Service (England and Wales only) and gives permission for the employing authority to check the status of their existing original disclosure certificate online. This only applies if the new role is similar and requires the same level of check as the original certificate.



Note. *The employing authority will still need to see the original certificate and review it as per this policy. With online checks more commonplace across Defence, an online representation of the certificate and/or notification received by the employing authority can also be accepted in lieu of a physical certificate (an e-certificate is acceptable). However, if any adverse information is disclosed, the original paper certificate must be viewed before an employment decision can be made.*

b. Employing authorities must conduct a new disclosure check where an individual:

(1) is within Defence and seeks a different role and/or requires a higher level of check.

(2) is from outside Defence regardless of whether they hold a valid certificate (unless they belong to the update service as per Para 6055 a (2)

c. Moves to a different UK country or works in locations in multiple UK countries. If an individual moves to a different UK country or works in locations in multiple UK countries (for example, works both in Scotland and England), they will require separate applications and disclosure checks to be completed for each location because they will fall under a different disclosure organisation.

6050. Renewal of Disclosure and Barring Service and Protecting Vulnerable Groups Clearances using the Update Service

a. Reference at Para 6048.a sub para (1) Where an individual undertakes a role for which a disclosure check can lawfully be conducted, this is to be renewed at least every three years (civilian/volunteer/Army/RAF) or at least every five years (Navy). Defence civilians, RAF and Army Service personnel who currently hold a disclosure clearance valid for 5 years may maintain this validity period but will move to three years on renewal.

b. If concerns arise over an individual's suitability to work with children or adults, the employing authority must carry out all relevant checks as if the person were a new member of staff at any time within the disclosure certificate cycle. For example, this might be prompted by a new relevant conviction. Such an instance will also prompt consideration of action to restrict the individual's interaction with vulnerable individuals while their suitability is being confirmed.

c. If the individual is based overseas, in addition to the renewal of a disclosure check a local police check will also need to be obtained as part of the renewal process.

d. JPA claims for reimbursement of Disclosure & Barring Service Update Service charges are to use this paragraph as authorisation. The claims procedure for RN personnel is at Annex 60D to this chapter using UIN N6276A.

6051. Unit Disclosure Officer

All units/ships/establishments which employ personnel in continual regulated or non-continual regulated positions are to appoint a Unit Disclosure Officer (UCRDO), of rank not less than Chief Petty Officer/Colour Sgt RM/Admin Officer (E1). They are to be responsible to their Commanding Officer, or equivalent, for maintaining a register of all positions (Service, MoD Civilian, Royal Fleet Auxiliary, Volunteers and contractor-provided personnel), continual regulated or non-continual regulated for which the personnel employed are required to hold a D&BS or PVG Check and pursuing any non-conformances. Terms of Reference for this are at JSP 893 Annex A.

6052. Amending JPA Post Competences

Commanding Officers are responsible for conducting regular reviews of post competences to ensure that all of the applicable posts are flagged with the requirement for D&BS or PVG Checks. Where such a competence is to be removed an email should be sent to the NAVYPEOPLE-PSP EXEC DISC@mod.gov.uk so that endorsement can be forwarded to the Navy Command Workforce Change Management Team.

ANNEX 60A

REMOVAL FROM ASSIGNMENT - CAREER MANAGER ACTIONS

1. Personnel are not to be removed from an assignment by 'painless' extraction, but only formally and in strict compliance with the regulations set out in Para 6006. Rapid action may be needed on occasion, but the requirement for speed should never be permitted to cause unfairness. Insofar as the individual to be landed is concerned, their career will inevitably be interrupted. It may be, particularly in disciplinary cases, that proper investigation reveals no case to answer, or that only minor charges are capable of proof. In such circumstances an individual could have reasonable grounds for complaint about an over-hasty decision to approve their removal from a key career assignment. Furthermore, to land an individual almost invariably causes assigning turbulence in the plot concerned and therefore adversely affects other individuals.

2. In all cases where removal from assignment is considered, there should be a clear, written audit trail of the decision making process. The aim should be to provide a clear factual record for the decision to land an individual, to rebut any subsequent challenge. If it is not possible to provide such an audit trail, the correctness of any decision to land will inevitably be cast into doubt.

3. Applications to land individuals usually require rapid staffing, however it is very important that an issue of such importance is handled correctly. To reflect the points above, the following procedures are to be followed:

a. On learning that an application to land is under consideration, ensure that the local command is aware of the guidance in Para 6006 and has considered all other options (e.g. warnings or application for Quarterly Reporting).

b. Make it clear that a written application will be required (e-mail or signal is acceptable) direct to the NCHQ Casework Cell. The subject officer/rating should be made fully aware of the Command intent throughout the process and be offered their right to submit a representation against the application to remove. If they decline the right, a statement of waiver is to be signed and is to accompany the application.

c. The application no longer needs to be accompanied by an AR however it should be as full as possible to assist the CM in placing the individual in their next assignment. If the application is based on professional or personal shortcomings, it will be expected to demonstrate an audit trail of appraisals, warnings etc. It should be noted that an adverse inspection report (by FOST for example) does not of itself justify landing an individual, although it may add weight to an application. In all cases where it is *proposed* that a pregnant Servicewoman is moved from her post because of her pregnancy, a review is to be carried out by the appropriate policy desk(s). Finally, ensure that the local commander is aware that the application for landing is subject to approval. Dir P&T/NavSec has delegated authority to Deputy Director People Delivery (DDPD) to approve the landing of Lt Cdrs[1] and below. Where Command input is required (for CO, XO of DD/FF or unusual case), this is to be sought by the NCHQ Casework Cell. The local commander should inform the individual that an application is being made, but should avoid precipitate action on the presumption that the application will be approved. Consideration should be given to seeking CNLS Law 3 advice at this stage.

d. Consider the re-assignment of the individual in the event of their landing being approved, consider arrangements for a relief. At this stage it is helpful to ask the local commander whether the billet can be gapped.

e. If, on receipt of an application, there is insufficient evidence to justify landing, CMs should not hesitate to say so. Frequently, cases gain a momentum which is difficult to stop. If as a CM you believe that there is sufficient material, then make your recommendations as appropriate. In either event ensure your views are recorded in the audit trail.

f. Submit the application to DDPD for approval. For landings requiring Dir P&T/NavSec approval, the application should still be submitted through DDPD. The application should include a draft letter for signature to promulgate the recommended decision. If landed, the draft letter must include instructions regarding the individual's next assignment. It may be desirable to send the individual on leave for 3-4 days, having been given an order by a superior officer in the discharging unit to report to their CM at a specific time. Ensure that the individual’s whereabouts on leave are made known to the CM.

g. Inform the local commander of DDPD/Dir P&T/NavSec’s decision. The signed letter may be emailed or may form the text of a signal, according to circumstances.

4. When staffing the application, the NCHQ Casework Cell is to ensure that Fleet Pol Sec is kept aware of the salient aspects of the case where a removal from assignment involves one or more of the following factors:

a. Removal relating to a CO or OIC.

b. Operational sensitivities (most likely to arise where a unit is deployed in theatre).

[1] Provided that, when the subject of the proposed removal is an officer of Lt Cdr’s rank, they are not in command.

c. Potential embarrassment to the RN.

d. The circumstances surrounding the case are already in the public domain.

e. This link will provide for accurate and pertinent detail to be made available to inform Ministerial submissions as required.

5. If a decision is taken to land an individual, then the RN has a duty of care towards the individual. CMs need to play their part in discharging the duty of care by coordinating other stakeholder engagement. The following serves as a useful checklist for ensuring that the officer's potential needs are met:

a. Contacting the individual as soon as practicable after their landing to discuss their future assigning.

b. Arranging a suitable 'holding' assignment to reflect the precise circumstances of the case.

c. Re-assuring the individual concerned and indicating suitable sources of advice as appropriate.

d. Briefing the new 'employing officer' of the circumstances in sufficient detail to enable them to discharge their responsibilities to the individual, but avoiding prejudice against the individual concerned.

e. Prompt identification and allocation of a new Divisional Officer.

f. Engagement with the Welfare Services.

g. Engagement with the Naval Chaplaincy.

h. Engagement with the Command Secretariat for Policy Secretariat (including allocation of a Media Shield, if appropriate).

i. If returning from an operational theatre:

(1) Access to decompression.

(2) Access to Trauma Risk Management.

j. An interview with the CM, or SO1 Branch CM (if appropriate, or sought by the individual). This should include the following:

(1) Confirmation in writing by the subject officer that they have been made aware of their right to submit a representation.

(2) Confirmation of their next assignment.

(3) Confirmation by the subject officer that they are aware of their new Divisional/Regimental chain of command.

k. If sought by the subject officer, a Key Stage Career Interview.

l. Continued contact with the subject officer until they join their new unit.

m. Emphasising to all concerned that Dir P&T/DDPD staffs are neutral in the management of the incident(s) which gave rise to the decision to land and the subsequent investigation.

ANNEX 60B

PRO-FORMA FOR LETTER TO CEAS INFORMING OF PLANNED ASSIGNMENT OF A PARENT OF A CHILD WITH SPECIAL EDUCATIONAL NEEDS

Children's Education Advisory Service
Trenchard Lines
Upavon
Pewsey
Wiltshire
SN9 6BE

ASSIGNMENT OF A PARENT OF A CHILD WITH SPECIAL EDUCATIONAL NEEDS

Reference:

A. CEAS/ ..... (Reference of assignment restriction)

1. (Rank/rate, Initials, surname, service number) ..... currently serving in (name of unit) ..... who is a parent of a child whose name is included in the register of children with special educational needs has been detailed to join (name of ship, submarine, establishment or unit).....on (date) ..... Their address from that date will be:

.....

.....

.....

2. The assignment is to Local Foreign/Loan/Exchange* Service and they can elect to be accompanied by their spouse. (Delete entire sentence if not applicable.)

[Career Manager]
For Deputy Director People Delivery

ANNEX 60C

SERVICE WITH CAPTAIN RECRUITING AND ATTRACTION

1. Armed Forces Careers Offices (AFCOs) and Royal Navy Careers Information Offices (RNCIOs) are located as follows:

Office	Contact	Area Recruiting Manager
Eastern England		
Brighton	01273 325386	02392 294255
Cambridge	01223 315118	01582 726115
Canterbury	01227 457848	0207 3053223
Chatham	01634 813860	0207 3053223
Chelmsford	01245 355134	01733 568833
Derby	01332 348120	0115 947 3629 x 8109
Guildford	01483 302304	02392 294255
Ilford	0208 8518 5855	0207 3053223
Ipswich	01473 254450	01733 568833
Leicester	0116 254 323	0115 947 3629 x 8109
Lincoln	0152 252 5661	0115 947 3629 x 8109
London	0207 305 3414	0207 3053223
Luton	01582 721501	01582 726115
Norwich	01603 620033	01733 568833
Nottingham	0115 947 3629	0115 947 3629 x 8109
Oxford	01865 553431	01582 726115
Peterborough	01733 568833	01733 568833
Portsmouth	02392 812572	02392 294255
Southampton	02380 630486	02392 294255
Reading	01189 585642	01582 726115
Wales & Western England		
Birmingham	0121 633 4995	0121 633 6420
Bournemouth	01202 311224	0117 926 0233
Bristol	0117 926 0233	0117 926 0233
Cardiff	02920 726813	01743 232541
Coventry	02476 226513	0121 633 6420
Exeter	01392 274040	01752 604563 x 6517
Gloucester	01452 521676	0121 633 6420
Plymouth	93784 6513	01752 604563 x 6517
Redruth	01209 314143	01752 604563 x 6517
Shrewsbury	01743 232541	01743 232541
Stoke	01782 214688	0121 633 6420
Swansea	01792 654208	01743 232541

Office	Contact	Area Recruiting Manager
Taunton	01823 354430	0117 926 0233
Wolverhampton	01902 715395	0121 633 6420
Wrexham	01978 263334	01743 232541
Northern England		
Carlisle	01228 523958	0161 835 2923
Darlington	01325 461850	0191-232-7048
Hull	01482-325902	0114 -272-1476
Leeds	0113-243-2914	0114 -272-1476
Liverpool	0151-236-1566	0151-236-1566 x 8221
Manchester	0161-835-2923	0161-835-2923
Middlesbrough	01642 242773	0191-232-7048
Newcastle	0191-232-7048	0191-232-7048
Preston	01772-555675	0161-835-2923
Sheffield	0114-241-3215	0114 -272-1476
St Helens	01744-739527	0151-236-1566 x 8221
Scotland & Northern Ireland		
Aberdeen	01224 639999	94747 4302
Belfast	9491 43131	9491 43131
Dundee	01382 227198	94747 4302
Dunfermline	01383 625283	94747 4302
Edinburgh	0131 221 1111	94747 4302
Glasgow	94561 5701	94561 5700
Inverness	01463 233668	94561 5700

2. Points of contact for the Students' Presentation Teams or OCLCs are the Regional Business Managers as follows:

South East (London)	020 7305 3415
East Central (Peterborough)	01733 352502
South West (Plymouth)	01752 604563 x 6531
West Central (Birmingham)	0121 634 8519
Northern West England (Liverpool)	0151 236 1566 x 8240
Northern East England (Newcastle)	0191 232 7048
Scotland & Northern Ireland (Rosyth)	01383 425526

ANNEX 60D

JPA CLAIMS GUIDANCE FOR ROYAL NAVY PERSONNEL MANDATED TO USE THE DISCLOSURE & BARRING SERVICE UPDATE SERVICE

For Royal Navy Personnel:

- Log in to JPA.
- Navigate to JPA Expenses.
- Click Create New Expense Claim.
- Type of Claim: Select Miscellaneous from drop down menu.
- Authority: Enter “In accordance with BRd 3(1) Chapter 60, Section 7 Para 6056(d) reimbursement of cost for D&BS Update Service as required for my role”.
- Under Additional Information: Select Yes to answer both questions.
- Select the magnifying glass icon.
- In the search bar, enter N6276A[1] and click Go.
- Click the radio button/circle in the first column to highlight the new UIN.
- Click Select which should generate the below screen:



- Click Next.
- Click the blue Details icon in Line 1 on the right side of the screen.
- Expense Type: Professional Body Subscription Fees.
- Enter the Date Expense Incurred.
- Number of Days should not be changed from 1.
- Insert Receipt Amount.
- Justification: Enter “In accordance with BRd 3(1) Chapter 60, Section 7 Para 6056(d), reimbursement of cost for D&BS Update Service as required for my role”.
- A warning message will appear. This is expected functionality and does not prevent the submission of an eligible claim.
- Click Return.
- Click Next.
- A warning message will appear. This is expected functionality and does not prevent the submission of an eligible claim.
- A summary of your claim will be displayed. You may return Home to cancel your claim at this point or go Back to edit your claim by clicking the appropriate button.
- Once comfortable that you have confirmed your eligibility and have in all other cases met the policy constraints and accepted the Terms and Conditions of the MOD's Travel and Expense Policies, select Submit.

[1] SP from other Services must not claim against the Royal Navy UIN. Army claimants must use UIN A2259A and RAF claimants do not need to alter the UIN as D&BS claims are charged to default UINs.

ANNEX 60E

DISCLOSURE & BARRING SERVICE/PROTECTING VULNERABLE GROUPS - DIGITAL FORM 003A DISCLOSURE REQUEST

Rev 07/25

DISPATCHED ON: ……

NOMINATION FOR D&BS/PVG (SCOTLAND) DISCLOSURE CHECK

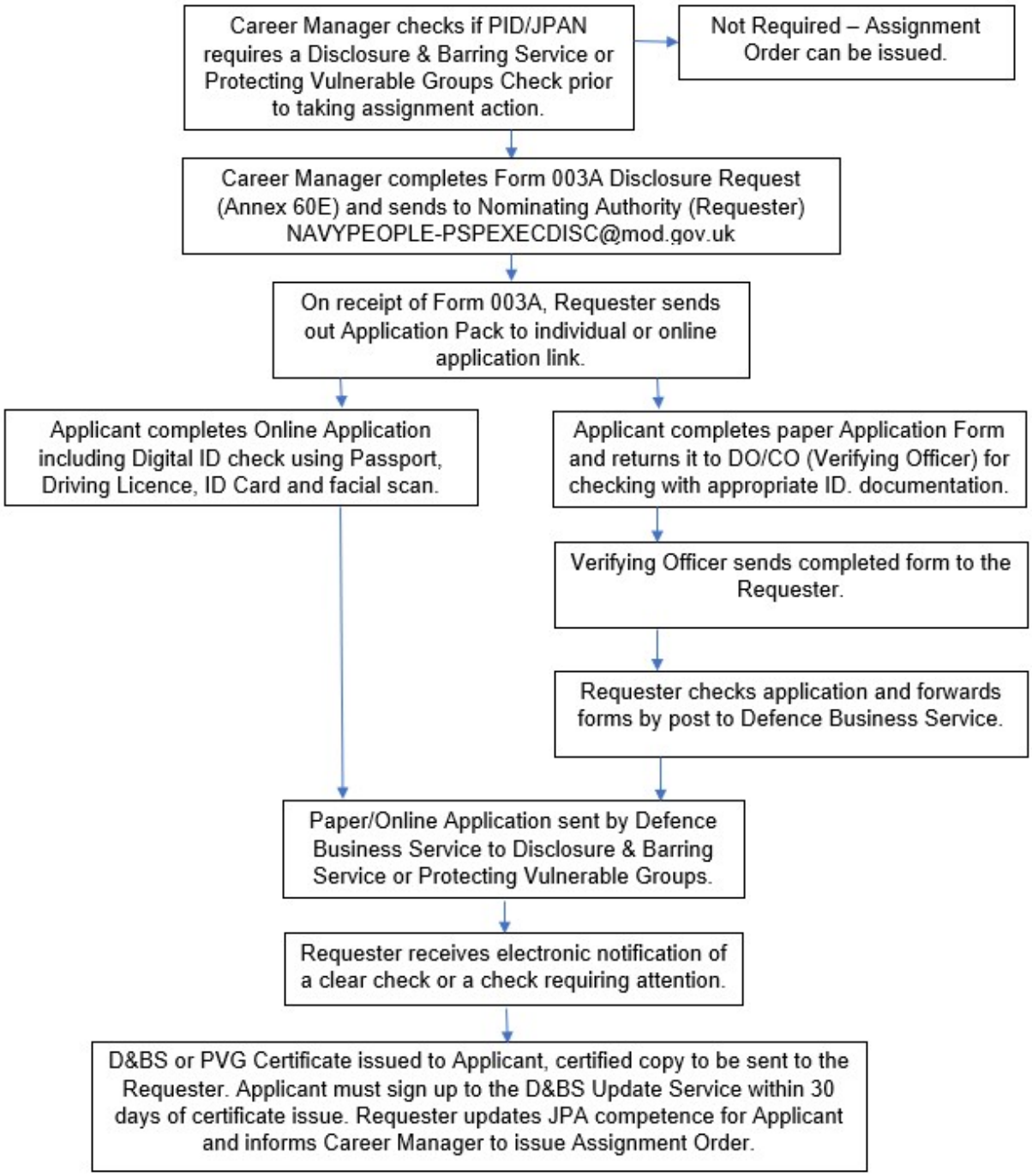
Surname:	Forename(s):
Rank:	Branch:
Service No:	Date of Birth:
Applicant Email Address:	Applicant Contact Number:
Unit requiring check: JPA Position Number (PID):	**Type of Disclosure Required:** (Please only mark in the box required) **[ ] England/Wales D&BS Check** **[ ] Scottish Disclosure Check** **[ ] Northern Ireland Check**
Description of Position - **must** include statement on degree of contact with children (under 18's) or vulnerable adults and in what environment e.g. Classroom, outdoor activities, Phase I/II Training Establishment, Instructor etc**.**	
Requesting Career Manager / Advisor or Unit Disclosure Officer:	
Branch:	
Email Address:	

This form must be completed and emailed by the individual's Career Manager / Advisor or Unit Disclosure Officer to:

NAVY-CULTUREDISCIPLINEDBS@mod.gov.uk

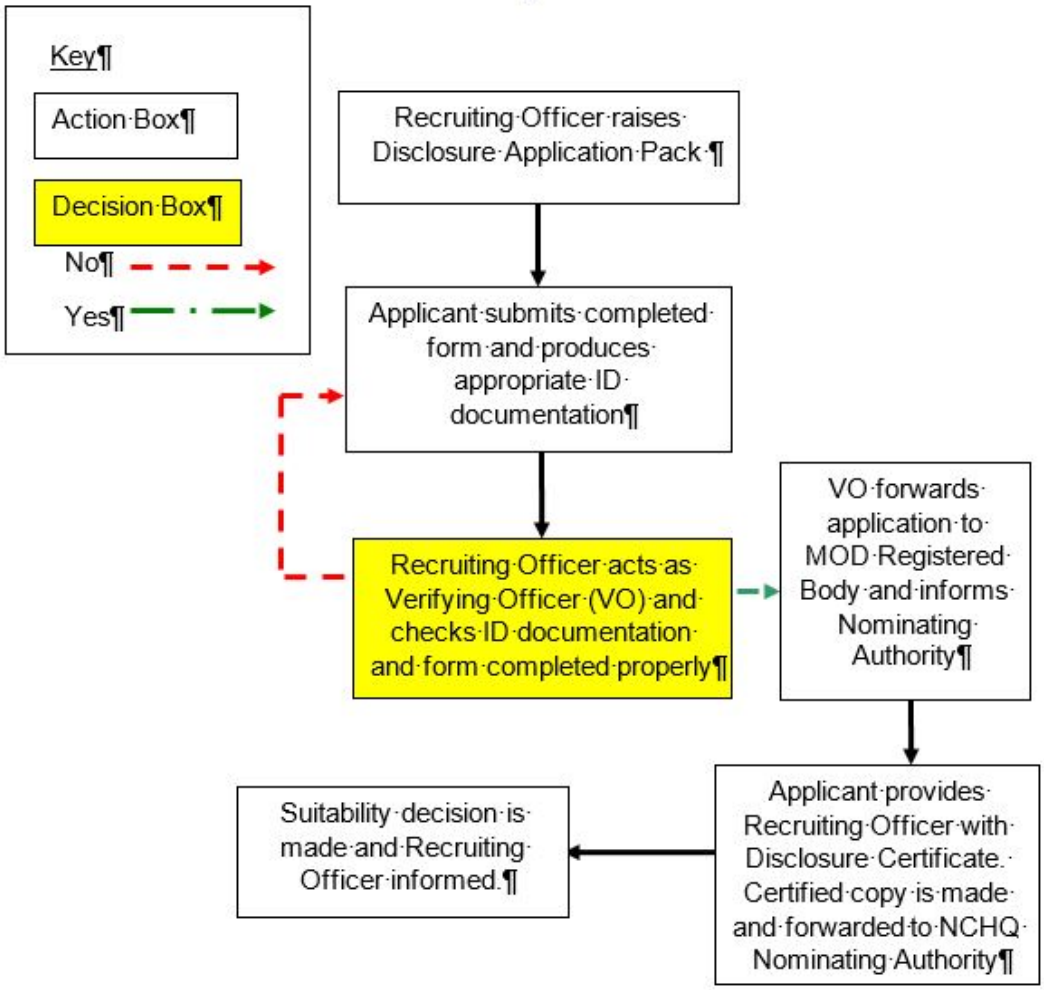
ANNEX 60F

IN-SERVICE DISCLOSURE & BARRING SERVICE / PROTECTING VULNERABLE GROUPS CLEARANCE – FLOW CHART



ANNEX 60G

RECRUITMENT/REJOIN CLEARANCE - FLOW CHART



ANNEX 60H

DISCLOSURE & BARRING SERVICE OR PROTECTING VULNERABLE GROUPS CHECK PROCESS ROLES/RESPONSIBILITIES

1. Career Manager

Responsible for:

- ensuring that requests for clearance (D&BS/PVG - Form 003A) are properly completed and dispatched to NAVYPEOPLE-PSP EXEC DISC@mod.gov.uk when taking assignment action so that the assignee is cleared to undertake the assignment on joining.

- submitting renewal requests 6 months prior to expiry of current check in time to ensure continuity of clearance where required.

2. AFCO Recruiter

Responsible for:

- sending D&BS/PVG Form 003A to the Naval Service Nominating Authority Requester

- physically sighting and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk.

3. Verifying Officer (VO)

Responsible for:

- ensuring the Disclosure Application form is completed properly; and

- conducting verification of identity checks (to be superseded by D&BS automation (England & Wales) when introduced.

- physically sighting, verifying and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk

4. Divisional Officer(DO)/Commanding Officer(CO)/Appropriate Person(AP)

Responsible for:

- acting as Verifying Officer (to be superseded by D&BS automation (England & Wales) when introduced; and

- ensuring the NCHQ Discipline Team is informed of any potential delay in the Process.

- physically sighting, verifying and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk.

5. Naval Service Nominating Authority

Responsible for:

- acting as Requester for the D&BS Automation process for England & Wales checks.
- raising Disclosure Application Pack once D&BS/PVG-003A is received and sending to applicant;
- ensuring returned Application Form is completed properly;
- returning any incomplete forms to correct individual ensuring application details are recorded on the local spreadsheet/database;
- annotate clearance on JPA.
- ensuring complete Application Pack is sent to the MOD Registered Body;
- ensuring local spreadsheet/database is updated with Clearance details once received from Defence Business Service (DBS); and
- ensuring correct individuals are notified of 'green light' decisions.

6. Navy People-CM HUB2

Responsible for:

- Providing Service Numbers of all Medical personnel on joining BRNC Dartmouth and HMS Raleigh to and email to NAVYPEOPLE-PSPEXEC DISC@mod.gov.uk

7. Navy People Discipline Policy Head

Responsible for:

- ensuring documentary evidence is requested from applicants in cases of 'amber light' decisions;
- confirming clearance within delegated authority;
- engaging with RN D&BS/PVG Check Panel for decisions on suitability for cases that fall outside of delegated authority;
- ensuring appropriate individuals are notified of panel decision;
- on receipt of any appeal against refusal to grant clearance, put together brief and case commentary/history for Deciding Officer; and
- notifying appropriate individuals of appeal decision.

8. Applicant - responsible for:
Responsible for:

- completing the application form accurately and without unnecessary delay;
- engaging with their Verifying Officer; and
- providing a certified copy of the Disclosure Certificate providing a certified copy of the Disclosure Certificate immediately on receipt to their local Unit Criminal Record Check Officer.
- signing up to the D&BS update service within 30 days of receiving certificate.

9. Unit Disclosure Officer.
Responsible for:

- Fulfilling Terms of Reference in JSP 893 – Safer Recruitment and Employment
- maintaining the Unit D&BS or PVG Check Register on behalf of the Commanding Officer;
- hastening applicant for their Disclosure Certificate;
- making a certified copy of the Disclosure Certificate and forwarding it by email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk to the NCHQ Discipline Team; and
- engaging with Career Managers to address any non-compliances engaging with Career Managers to address any non-compliance identified on the Unit D&BS or PVG Register.
- accessing the Safeguarding Vulnerable Groups area in JPA to confirm competencies.

ANNEX 60I

ROYAL NAVY EMPLOYMENT SUITABILITY DECISION

1. The Royal Navy levels of disclosure information and the associated levels of authority for determining suitability of employment are contained in the table below.

Table 60I-1 – Levels and Decision Authority

Nature of Disclosure – Level Zero	**Authority**
No Disclosure	Navy Culture Discipline SO3
Minor offences e.g. failing to pay a Fare, failure to have a TV licence or road tax. Minor traffic (e.g. speeding, parking, failure to insure vehicle or MoT)	Navy Culture Discipline SO3
Caution for public order offences (inc Affray) (more than 5 years ago – from date of caution)	
Less serious criminal damage (up to £5000) (more than 5 years ago – from date of conviction)	
Conviction for Public Order (inc Affray) (more than 15 years ago or Juvenile Offence)	
Serious Criminal Damage (over £5000) (more than 15 years ago or Juvenile Offence)	
Nature of Disclosure – Level One	**Authority**
Caution for public order offences (inc Affray) (in the last 5 years – from date of caution)	Navy Culture Discipline SO3
Less serious criminal damage (up to £5000) (in the last 5 years – from date of conviction)	
Minor Traffic offences resulting in disqualification (other than alcohol or drug related)	
Driving offences – alcohol related (more than 5 years ago – from date of conviction)	
Conviction for public order offences (inc Affray) (between 6 and 15 years from date of conviction or resulting in custodial sentence)	
Serious criminal damage (over £5000) (between 6 and 15 years from date of conviction or resulting in custodial sentence)	
Common assault / Battery (more than 6 years from date of caution /	
ABH (more than 10 years from date of caution / conviction)	
Nature of Disclosure – Level Two	**Decision**
Section 22 Armed Forces Act 2006 (ill-treatment of subordinates)	Royal Navy Employment Suitability
Section 23 Armed Forces Act 2006 (disgraceful conduct of a cruel or indecent kind)	
Conviction for public order offences (inc Affray) (within last 6 years from date of conviction or resulting in custodial sentence)	
Serious criminal damage (over £5000) (within last 6 years from date of conviction or resulting in custodial sentence)	
Driving offences – alcohol related (within the last 5 years – from date of conviction)	
Common assault / Battery (within last 6 years from date of caution / conviction or where the victim was a child or vulnerable person)	

ABH (within the last 10 years from date of caution / conviction or where the victim was a child or vulnerable person)	Decision Panel (RNESDP).
Offences of dishonesty (Theft / Fraud Act etc)	
Road traffic offences involving death	
Firearms and explosive offences	
Domestic Related Offences	
Nature of Disclosure – Level Three	**Decision**
Disclosing private sexual photographs/ films with intent to cause distress	Royal Navy Employment Suitability Decision Panel (RNESDP).
Racially, sexual orientation, or gender aggravated offences	
All drugs related offences (inc driving)	
Manslaughter	
Membership of a Proscribed Organisation	
Criminal harassment contrary to the Protection from Harassment Act 1997	
Sexual offences	
Murder, GBH and wounding (with or without intent)	
Arson	

Step 1 – Culture & Leadership Discipline Team – Review and Refer. On receipt of a copy of the Subject's Disclosure Certificate, Navy Culture Discipline SO3 must review the content to determine the level of the disclosure and refer the case to the appropriate authority for an employment decision. JPA discipline entries may also be referred for an employment decision.

Step 2 – Employment Suitability Referral and Decision. Employment suitability decisions will fall into one of four levels with differing authorities, which must be categorised by Navy Culture Discipline SO3. When coming to an employment suitability decision, the relevant authority must not balance the benefit to the organisation in employing a highly capable individual versus a risk of harm to children or vulnerable adults. No matter what other qualities the individual has, the decision to employ in regulated activity is to be based solely on risk of harm to children or vulnerable adults. The authority levels are as follows:

a. **Level 0 – Blue – No Disclosure / Less Serious Cautions/Convictions and/or Historical or Juvenile Convictions.** For Level 0 disclosures the nominated employment decision authority rests with **Navy Culture Discipline SO3.**

b. **Level 1 – Green – Lower level / less recent Cautions / Convictions.** Level 1 disclosures are likely to be common, the nominated employment decision authority rests with **Navy Culture Discipline SO3.** If the offence/ misconduct in anyway involves a child or Vulnerable Group, or if SO1 MS referrals consider that the case merits further consideration, the decision must be referred to the **RNESDP**.

c. **Level 2 – Amber – Serious Offences / recent Convictions or Cautions.** For Level 2 disclosures the nominated safeguarding employment decision authority is **RNESDP.** Navy Culture Discipline SO3 is to ensure that the Job Specification along with the Disclosure Certificate is sent to the members of the RNESDP prior to discussing the case.

d. **Level 3 – Red – Gross Offences.** For Level 3 disclosures the nominated safeguarding employment decision authority is **RNESDP.** Where a certificate is returned with a Level 3 disclosure which is unspent, APC MS Referrals must engage with APSG. Navy Culture Discipline SO3 is to ensure that the Job Specification along with the Disclosure Certificate is sent to the members of the RNESDP prior to discussing the case.

Step 3 - Royal Navy Employment Suitability Decision Panel Considerations. The considerations below apply to all suitability decisions made by the relevant authority. This includes an individual who has Level 3 category of offence. Whilst they will not normally be considered for work in regulated activity, as there is a strong correlation between such offences and individuals that are barred from working in regulated activity, the RNESDP should consider the sentence awarded and supporting disclosure statement when considering their suitability decision.

a. Is it a juvenile or adult caution/conviction? If the former, is the individual older and demonstrably more mature?

b. What was the rank/grade of the individual at the time of the offence?

c. Was the offence a one-off, or part of a history of offending (either the same/similar offences or a range that indicate general and repeated inability to act in an appropriate or disciplined manner)?

d. Is there evidence that the individual is a reformed character? *For example: The individual concerned has been promoted since the offence was committed, indicating that they are well regarded.*

e. What is the attitude of the offender? Is it one of remorse and acceptance of blame and wrongdoing?

f. Was the offence completely out of character? Was there a particular context to the offence that no longer exists?

g. Were the circumstances surrounding the offence that are unlikely to be repeated in the course of employment in regulated activity?

h. Was the victim of the offence a member of the offender's peer group?

i. What is the likely risk that the individual would harm children or vulnerable adults?

j. Has consideration been made to the reputational risk, both for the Royal Navy and the individual?

Step 4 – Suitability Notification, Assignment Order and Follow Up Action. The outcome of the Royal Navy Employment Suitability Decision Panel will allow the Subject's provisional selection for assignment / role to be confirmed by Navy Culture Discipline SO3 who is to execute the following actions:

a. **Suitability Not Approved.** Where the appropriate decision authority has not approved a Subject's suitability for assignment, Navy Culture Discipline SO3 / Chair RNESDP will notify the Subject's CM who are to inform the Subject of their de-selection and cancel the Assignment Order.

b. **Suitability Approved.** Where the appropriate decision authority has approved a Subject's suitability for assignment, Navy Culture Discipline SO3 will notify the Subject's CM and Unit(s) of the decision. An Employment Suitability notification will then enable confirmation of the assignment and for the SP to commence employment in the role. Units are not to retain a copy of the disclosure certificate, instead the Employment Suitability notification should be used to update the Unit Disclosure Register (of the gaining unit) and a copy retained with it.

An Employment Suitability notification is issued by Navy Culture Discipline SO3. It must confirm the suitability of the Subject to undertake the role (against the job specification submitted for a decision) and include the date the appropriate decision authority approved the Subject's employment.

c. **Information Management/Recording Competencies.** Following the issue of the suitability notification, Navy Culture Discipline SO3 is responsible for recording Disclosure competencies on JPA. The JPA record should contain the date of issue and be end dated as per the clearance validity period.

2. Appeals. A Subject may:

a. **Appeal the content of the Certificate of Disclosure.** Process as per JSP 893.

b. **Appeal the Employment Suitability Decision.** Appeals of this nature are to be made to Navy Culture Discipline SO3. Level 1 decision appeals will be reviewed by the RNESDP. Level 2 and 3 decision appeals, against RNESDP decisions, will be heard by the Higher RNESD Appeals Committee (RNESDAC) composed of the following membership:

(1) Navy Culture Discipline Head SO2 – (NAVY CULTURE-DISCIPLINE HEAD SO2) (Chair)

(2) RN Provost Marshal – (NAVY POLICE-HQ PMN SO1)

(3) RN FPS Head of Service – (NAVY PEOPLE-PS RN FPS HD)

(4) Career Manager Head – (NAVY PEOPLE-CM HD)

(5) SO1 Employment Law – (NAVY LEGAL-EMPLOYMENT LAW SO1) (Advisor)

c. An appeal against a RNESDC decision may be submitted by the SP in writing through their CoC and sent to Navy Culture Discipline Head SO2 to have their case re-heard. This must be within 10 working days of the original decision being promulgated. The appeals panel will consider suitability and notify their decision to Navy Culture Discipline Head SO2 and the individual inside 10 working days where possible.

d. The Discipline Team will ensure that applicants and appropriate staff are informed of the outcome of suitability decisions. Where permission to work with a vulnerable group has been refused then the applicant may if they wish appeal the decision via the Service Complaints procedure.

e. The RN Nominating Authority is responsible for the recording of clearance competences on JPA.

CHAPTER 61

ASSIGNMENT PROCESS

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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ANNEX

Annex 61A: Notification of Assignment Intent

CHAPTER 61

ASSIGNMENT PROCESS

SECTION 1

ASSIGNMENT NOMINATION PROCESS

6101. Senior Officers

The assignment process for officers at 1 Star or 2 Star rank is at Chapter 60 Section 4.

6102. Nominee Identification

a. Career Managers (CM) have details of each position from a Unit Establishment List, requirement for higher training or a letter of authority for some special or temporary posts. The detail against each position will include the required rank, branch and specialisation plus any other competences including the following competence types: Additional, Educational and Professional. It is the responsibility of the CM to identify and nominate a suitable individual to fill that position. The CM is aware of the range of suitably qualified and experienced personnel available and takes into account the personal factors affecting each individual which are known through interviews, routine communication and JPA Assigning Preferences. To this the CMs must add an assessment of the appropriate seniority, ability and experience, often having discussed these matters with the receiving unit and the relevant higher administrative authority. The CM then matches individuals to positions reflecting the principles of assigning set out in Para 5902.

b. If a CM is unable to fill a position with a suitably qualified and experienced person of the right rank, consideration should be given to use of the Acting Higher Rank or Rate (see Para 6503 and Para 6603) or use of Reserve Personnel under Full Time Reserve Service (FTRS) or Additional Duties Commitment (ADC) (see Chapter 59 Annex 59H) as a short-term workforce measure.

6103. The Nomination Process

a. CMs invest considerable effort to match individuals to jobs and seek to assign individuals into posts in which they are expected to do well. Once a suitable individual has been identified, the CM will contact the future 1RO and discuss any relevant information concerning the individual and the position (joining dates, experience, training, clearances, AHR, personal circumstances etc.). The CM is also responsible for checking the SP's JMES and whether there is any restriction which requires an Individual Medical Risk Assessment (MRA) IAW Ch28 Para 2816. The CM will inform the CO of the SP's JMES and the CO will then initiate the MRA process.

b. Some assignments make particular demands on certain personal qualities. Special nomination arrangements are therefore made for assignments to the Royal Household, the Cabinet Office, Ministers' offices and some Flag Lieutenant/Military Assistant posts. Service personnel who are to be nominated for any posts which are regarded as sensitive are required to undergo social media checks in accordance with Chapter 21 Annex N. For further details of both the special nomination arrangements and required social media checks see Chapter 59 Annex 59E.

c. Following dialogue between the CM and 1RO, an Assignment Order will be issued via JPA workflow, without recourse to formal written nomination; fort short notice assignments or changes additional communication will be necessary. The practice of issuing a Nomination Letter to senior and Commanding Officers is no longer mandated. In the Assignment Order, the nominee will be directed to contact the 1RO to request joining instructions. There are occasions when telephone calls or signals are used in addition to the JPA electronic workflow, such as when changes at short notice are required for operational, compassionate, sickness or other reasons.

6104. Refusal of a Nomination/Assignment

a. Service personnel are not permitted to select or decline assignments, but CMs invariably give due consideration to personal wishes before deciding on a particular assignment.

b. CMs will nominate a suitable service person to fill a billet. In the event that an agreement cannot be reached between a CM and an employer, the process of re-aligning a different, suitable individual (if one exists) to a position is likely to create a gap between the incumbent leaving and a new joiner arriving. Consideration will be given to CM plot pressures and adherence to PFS timelines therefore the length of the gap may be significant.

c. An employing officer may only legitimately refuse a nomination if:

(1) A nominee is not qualified for the position because they are not of the rank or branch or specialisation or lack a qualification or competence specified in the Establishment List; or

(2) The employing officer, or an intermediate line manager, has served with the nominee previously and in consequence the employing officer believes that they will be unable to manage the nominee fairly.

d. Other reasons, such as the nominee being over-zone, or not of the preferred seniority, or previous assigning history, or not being the best individual available in the view of the employing officer, will not justify rejection. For common assignments, employing officers should expect the nomination of an officer of any branch to which the assignment is open in accordance with the CAPPS list (see Para 5913). Rejection of an otherwise eligible officer to secure an officer of a particular branch, or to secure a ‘mix’ of officers of different branches, will not normally be considered.

e. In no circumstances will a rejection be entertained on grounds of gender, sexual orientation, maternity, race or ethnic origin. This is against the law and employing officers will be required to state in writing their reasons for attempting to reject a nomination.

SECTION 2

ASSIGNMENT PROCESS

6105. Notification of Assignment Intention

If an individual is on a course or in a short assignment and wishes to claim relocation expenses in advance of the issue of an Assignment Order for a permanent assignment, they must provide written evidence from their CM that it is the intention that they will be assigned to that particular position. The format and details on the discretionary use of this notification is at Annex 61A.

6106. Execution of Assignments

The organisation and responsibilities for ensuring that personnel join their ship/submarine, unit or establishment at the right time and place and are correctly prepared for service in that position are explained in the following paragraphs.

6107. Assignment Orders (AOs)

a. Career Managers issue Assignment Orders (AO) on behalf of Deputy Director People Delivery (DDPD). An AO is an Executive Order to both the person named in the AO and their current superior officer; it is also the authority to move that individual using Service resources. Where necessary, an AO will contain amplifying instructions appropriate to the assignment and compliance with these is implicit in the execution of the AO.

b. An AO is a directive and not a document issued for discussion and should be read carefully. Divisional Officers are to explain where necessary all the implications of a particular assignment.

6108. Amendments to AOs

There is normally a lapse of time between the issue of an AO and its execution. It may therefore require amendment for a variety of reasons and can be amended by the issue of a further AO. In the event of a short notice amendment being required, it will be signalled followed by the issue of a confirmatory AO amendment.

6109. Joining Dates

If an individual is joining a Unit in the UK, minor adjustments of up to 28 days either side of joining dates given in the AO may be agreed directly between discharging and receiving units without seeking the permission of the CM providing that it does not break relevant Assigning Notice. CMs should, however, be kept informed of agreed new joining dates in order for them to issue an amending AO.

6110. Movements

a. When an individual is detailed to join a unit outside the UK, the discharging unit, on receipt of the AO, will book all the passage requirements with the Defence Passenger Reservation Centre (DPRC), which will forward the necessary tickets and information to the discharging unit. Personnel detailed for LFS, all Falkland Island (FI) units, short notice assignments, including Emergency Relief Pool (ERP) activation, and small units without normal UPO facilities, will have AOs copied to the movement section within the JFC Global Admin Unit. The travel cell will book the passage requirements and forward/signal the appropriate movements information to the current unit. When an individual receives an AO to return to the UK from overseas, the responsibility for booking the passage rests with the discharging unit.

b. For SM personnel this will be SUBFLOT. Units are to be aware of visa requirements and the procedures detailed in JSP 800 Vol 2 (Defence Movement and Transport Regulations - Passenger Travel Instructions). Any doubts or problems regarding visa requirement are to be referred to DPRC, Visa Section.

6111. Pre-joining Training (PJT) and Competences

a. PJT and Competence requirements are shown against the Position in JPA. CMs are responsible for ensuring that officers and non-Squadded ratings and RMOR joining units on Sea, Local Foreign, Exchange or Loan Service are assigned to courses to achieve the specified competences before joining. Responsibility for Squadded ratings lies with CMC CMs. Assignments will not normally be cancelled as a result of a failed PJT, however, under the PJT Pass/Fail criteria and associated administrative procedure, where Health and Safety at Work (HASAW) regulations are involved, the assigning implications will be assessed following the Training Establishment’s recommendation.

b. For personnel assigned to shore service who require PJTs or Competences, it is the responsibility of the receiving unit to book the training, which should not be undertaken until they have joined. Similarly, all receiving units (sea and shore) are responsible for any changes they require to PJT/Competence requirements as a result of changes to the Establishment List made after AOs have been issued.

6112. Action on Receipt of an Assignment Order

a. **By the Individual.** Individuals will receive all AOs (new, amended, or cancelled) via JPA workflow. Once they have read and understood the order they are to acknowledge the workflow immediately. They should contact their UPO to arrange any travel requirements and ensure they are in all respects prepared for the assignment and to meet the availability date (Ready-to-Move-Date) as appropriate. Passport formalities and medical requirements are to be completed at an early stage where required (for LFS, see Para 5911).

b. **By the Receiving Unit.**

(1) The AO detailing the individual to join the Receiving Unit is to be checked to ensure that no special instructions have been omitted and that all details including PJTs and Competence requirements are correct. Joining instructions are to be despatched to the person normally one month before joining.

(2) On receipt of an AO nominating a relief for a rating serving on sea service or LFS, an Availability for next assignment Date (AVDATE) signal is to be sent to the CM. The AVDATE should be received by CMs at least 4 months before the rating is due to leave the unit, to enable the CM to give at least 3 months' notice of the next assignment. See Chapter 59 Section 10 for detail of AVDATES.

c. **Failure to Meet an Assignment.** If for any reason an individual is not able to join, meet an availability date for passage or attend PJTs as detailed by an AO, then the facts are to be reported by signal, quoting the date of the AO, to NCHQ (FAO relevant CM) and the Receiving Unit. If an individual fails to report within 48 hours of their assignment date, the receiving unit is to inform CM by signal, copy to the discharging unit. Similarly, CM and the Receiving Unit are to be signalled by the Training Establishment if an individual fails to arrive as detailed for a PJT course.

6113. Course Booking

a. The RN Course Booking Cell (CBC) is tasked to provide a single point of contact for all CMs and Workforce Coordinators in sea-going units for the booking all RN Phase III core competence uplift training (Pre-Joining Training (PJTs) and Targeted Employment Modules (TEMs) identified as Competence requirements against positions detailed in Unit Establishment Lists), ensuring this training is delivered in line with strategic workforce priorities.

b. CMs remain the first point of contact for all Professional Qualifying courses and career management issues including the booking of Leadership Courses (LRLC/SRLC). Requests for these courses should be relayed direct to the relevant CM via e-mail/telephone (not the CBC).

c. CMs' access to the CBC is via a dedicated course booking form utilising standard e-mail or via telephone if required. The Separated Service Planning Tool (SSPT) is the primary tool for workforce coordinators in sea going units to book their personnel onto non-career courses. SSPT now provides a direct link between EWOs/DEPCOs and the CBC, thereby negating the need for separate Course Booking Forms to be sent to the WMO/CMs.

d. DEPCOs are to liaise closely with DOs and Line Managers to ensure all course bookings are reflected in individuals' Personal Employment Plan and that the Course Booking Cell is informed of cancellations with as much notice as possible in order to allow reallocation of spaces.

6114. Assignments to and from Ships Deployed

a. Normally, CMs will plan to assign individuals to avoid unnecessary air passage. There are, however, occasions when personnel have to join and leave despite the unit being deployed.

b. There may be occasions where COs wish to request a Closed Notice Period. Applications, which should be on a ‘whole unit’ basis and at least 6 months in advance, are to be made to DDPD in writing or by signal.

c. If an individual is assigned to join overseas and it becomes apparent that the joining date is not practicable and requires amendment, then the Receiving Unit is to inform DDPD by signal FAO relevant CM, with DPRC LONDON as information addressee, quoting full details of the individual concerned, including their Ready-to-Move (RTM) date.

d. Assignments of key personnel during an operational deployment may be subject to the constraints of the Core Team Concept (see Para 5950). CMs should liaise as required in order to satisfy the requirements of the Core Team. If an assignment does not comply with these requirements, it should be referred to the appropriate SO1 CM for OF3s and below, or Head of Career Management (Hd CM) for OF4s, for approval.

SECTION 3

JOINING AND LEAVING

6115. Timings

a. **Officers' Joining.** Unless otherwise instructed, officers assigned to ships or shore establishments in the UK are to join by 0900 on the day promulgated on the AO; officers assigned to shore courses should refer to the relevant joining instructions for that establishment. Although convention has hitherto dictated that officers should normally join a new assignment on a Tuesday, the optimum day and date should be agreed with employing officers. For officers assigned, or joining ships deployed, frequency of flights and use of trooping flights should be taken into consideration when establishing the 'ready to move' date.

b. **Ratings Joining.** Unless otherwise instructed, ratings assigned to ships or shore establishments in the UK are to join by 0800 on the day promulgated on the AO; ratings assigned to shore courses should refer to the relevant joining instructions for that establishment.

c. **Overseas Joining.** Personnel selected for overseas assignment are expected to make their travel arrangements via the Global Admin Unit to meet the agreed joining date. More information on Overseas Assignments may be found at Para 5911.

d. **Personnel Leaving.** Personnel are to be sent on leave, to next assignment or both after a satisfactory turnover of duties. Training courses normally finish when an individual leaves the training establishment on cessation of instruction or examination.

e. **Medical Requirements.** Commanding Officers are to ensure a robust joining/leaving routine[1] is in place that specifically includes the requirement for all Officers/SRs/JRs to attend the Unit Medical Centre/Sickbay within 48 hrs of joining and no less than 14 days prior to leaving the Unit. Notwithstanding the above, it is an individual's responsibility to ensure that the joining/leaving routine is followed and that they are in date for all medical and dental requirements prior to leaving a unit.

6116. Leave on Assignment

All Leave matters are covered in JSP 760 which is the Authority. Before proceeding on leave following an assignment, personnel are to ensure that their CM has an up-to-date record of contact addresses and telephone numbers.

6117. Timing of Reliefs for Key Officers in Ships

a. The timing of the assignment of a relief for an officer in a ship depends on a variety of factors e.g. Core Team Concept, officer availability, timing of other reliefs and the wishes of the Commanding Officer.

[1] BR9600 Ch5 0504

b. Subject to consideration of these factors, CMs should work to the following guidelines:

(1) **Commanding Officer.** A Commanding Officer's relief should join during a suitable break in the operational tempo of the unit and ideally prior to any period of FOST training.

(2) **Executive Officer.** For ships in a refit period, the new XO should join no later than 3 months before Ship's Staff Move Onboard (SSMOB) date. Ships in build will normally require the XO to join 46 weeks before the acceptance date/contractor sea trials. In the case of operational units, the timing of the Executive Officer's handover should follow the same guidance as that for Commanding Officers. There will obviously need to be close dialogue between respective Career Managers to ensure that there is limited impact on a unit's OC.

(3) **Heads of Department.** Reliefs should preferably join well clear of key dates of refit, trials and OST. MEO and WEO should not be relieved at the same time. Again, in the interests of the ship's OC, it is preferable that HoDs join prior to OST.

6118. Turnovers

Unless otherwise specified by the Unit Establishment List in JPA, the planned time for turnovers should not exceed 4 working days for officers and senior rates and 2 working days for junior rates. In all cases, the costs of turnover should be borne by the employer. Extended turnover periods can only be authorised by DDPD. Authorised extended turnover periods are shown in calendar days in the Miscellaneous/UIN column of JPA. Turnovers recommended in the Notes or Job Remarks do not generate a personnel liability uplift and therefore should not be actioned.

SECTION 4

SPECIAL CASES

6119. Through Assignments

a. Individuals may be 'Through Assigned' from one ship/submarine or unit to another to complete their sea service when, for example, a ship/submarine decommissions, changes to shore service or goes into refit. Personnel can also be through assigned to complete their training or gain professional qualifications. See Para 5943.a(3)(b) for Assigning Notice for Through Assignments.

b. 'Through Assignees' may be unable to take any leave between assignments. Outstanding leave is to be carried forward to the second (or subsequent) ship/submarine and granted on completion of sea service but within the current leave entitlement.

6120. Exchange/Swap Assignments (Ratings/RMOR)

a. Ratings may be allowed to exchange or swap assignments if there is no appreciable loss of operational capability and the exchange or swap does not lead to wasteful or unfair assigning. A rating who reaches the top of the sea roster cannot, by finding another to take the assignment, defer liability for sea service. Even if an exchange or swap were approved, the rating would remain liable for the next sea assignment. A rating on sea service will not be permitted to exchange assignments with a rating on shore service. RMOR exchanges should be with another individual of the same substantive rank and SQ if applicable.

b. Ratings/RMOR seeking to exchange or swap their assignments should normally:

(1) Be on or due the same type of service;

(2) Have similar time to serve in their current assignment;

(3) Be of the same rate; and

(4) Be of similar levels of experience.

c. **Procedure - Non-Squadded Rates/RMOR.** Where ratings/RMOR are in positions which they wish to exchange, both are to notify their respective Line Managers. The ratings'/RMORs' line managers are to e-mail the CM giving details of the ship/submarine/unit, the names of ratings/RMOR who wish to exchange and indicate an agreed date for the exchange to take place. Approval by both COs and CM is required. If the criteria at Para 6119. sub para b above are met and all parties agree with the exchange, then AOs will be issued.

d. **Squadded Rates.** The procedure for swap drafts for ratings within a squad is at SSDIs Article 4.18.

6121. Final Tour of Duty (FTOD)

The Final Tour of Duty (FTOD) provision is to assist eligible Service personnel in their final tour of duty who are not in the geographical area in which they have formally expressed a preference to serve, with meeting the costs of settling themselves and/or their immediate family at a Selected Place of Residence (SPR) in the UK. JSP 752 Chapter 12, Section 5 provides comprehensive guidance on this subject and highlights the requirement that all Naval personnel wishing to express a preference for a FTOD location must do so formally using JPA Form F024.

ANNEX 61A

NOTIFICATION OF ASSIGNMENT INTENT

1. The notification format below is to be used by a Career Manager when assigning action for a permanent assignment on completion of a course (or other short assignment) cannot be taken officially at the stage that the individual wishes to move, even though their subsequent assignment is known. It is to be used with great discretion as, on the basis of this letter, individuals may be able to claim several thousands of pounds or enter into legal obligations which would be hard to break if, subsequently, they were assigned elsewhere. The letter **must not** be used for personnel undergoing basic training courses until such time that their continuation in Service can be guaranteed. It is recommended that this letter be used only following a specific request from the individual concerned. The letter must be based on definite assigning plans; hence the wording in Para 1 of the letter is 'will be assigned' rather than 'the intention is to assign'

2. Format of letter giving notification of assignment intention

Area Manager/DHE

NOTIFICATION OF ASSIGNMENT – [*ASSIGNEE NAME AND SERVICE NUMBER*]

Reference:

A. JSP 752

1. The above named individual, currently serving in ……. (**unit or type of training**), will be assigned to .....(**unit**) for ……. (**type of duties**) for a period of ……. commencing ……(**date**).

2. Formal assigning action will be taken in due course. Meanwhile, this letter may be used as the necessary authority for the payment of any relocation benefits in accordance with Reference A.

Cdr RN
SO1 CM for (Branch and Arm)
Information:
Subject Assignee

CHAPTER 62

PROFESSIONS AND SPECIALISATIONS MANAGEMENT AND STRUCTURES

(Sponsor: NAVY PEOPLE-WFPM TRA GEN SO1)

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CHAPTER 62

PROFESSIONS AND SPECIALISATIONS MANAGEMENT AND STRUCTURES

6201. Organisation

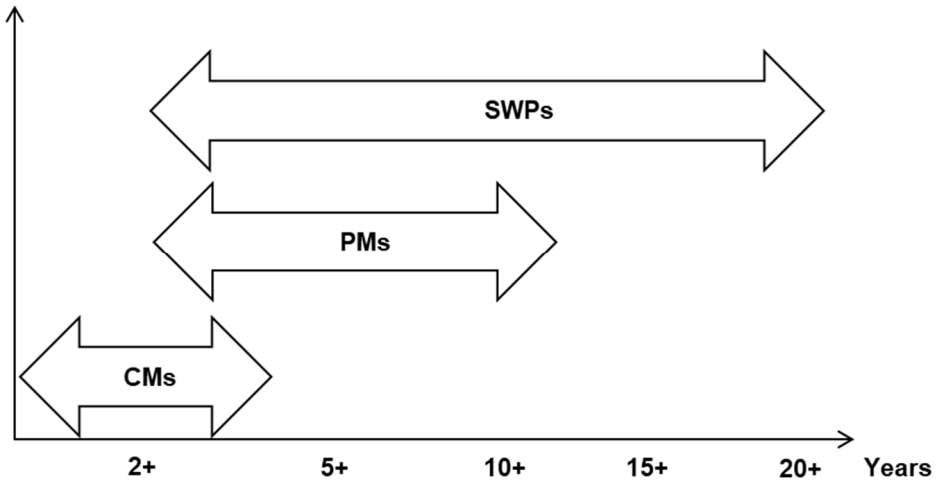
The management and structural control of Professions and Specialisations is the responsibility of Hd Professions Management (Hd PM), who reports to Deputy Director People Strategy (DDPS), and thereafter to Dir P&T/NavSec. Professions Managers (PMs) are responsible for ensuring that each Profession and Specialisation is carefully managed so that sufficient personnel are available to meet the current Live Workforce Requirement (WFR) (see Para 0303) and that the military workforce is grown to meet the Planning Liability (PL) (see Para 0304). The primary purpose of PMs is to develop, maintain and monitor the implementation of plans and policies for the management of personnel within the Professions/Specialisations for which they are responsible. In order to do this effectively they require a thorough and detailed knowledge of their portion of the total WFR, the PL, their professions strategy and strength.

a. PMs provide advice to Career Managers (CMs) on professions and specialisation structure matters. They also play a key role in the management of the strategic function of RN workforce management and thus work closely with the Strategic Workforce Planners (SWPs).

b. SWPs take a longer look at the WFR, focussing specifically on demand and supply, out to 20 years plus and have the overarching role of consolidating PM requirements to support workforce modelling and longer term workforce planning (Chapter 3).

c. CMs (Chapter 58), focus on the assignment and management of people to meet the current and future WFR. PMs overlap the CM and SWP areas as depicted pictorially below. Whilst PMs do not career manage personnel in the same way as CMs, they directly support short term tactical and longer-term strategic outputs associated with people capability:

Figure 62-1. Workforce Planning Process Timeline



c. The overall responsibility for Professions Management for the Maritime Reserves lies with PM (Reserves). Personal administration functions, such as career management, mobilisations, EOS boards etc. are delivered by the Common Appointment and Maritimes Reserves Career Management team. Promotions and engagement/commission transfers boards are run by the Promotions Cell. Owing to the volunteer status of Reservists and their typical employment and training, Professions Management differs by necessity from that of the Regular Service. Each RNR Specialisation has a Specialist Adviser whose role is to manage the specialisation in accordance with current Planning Workforce Requirement (PWR). Specialist Advisers are also responsible for the development of individuals within the specialisation against an endorsed Training Matrix. The Common Appointment and Maritimes Reserves Career Management team assist in this process by acting as the liaison between RNR Units, PM and CMR to ensure that the correct Strength is maintained against the PWR. The exception to this is the RMR where, in the main, PM RM is responsible for maintaining the RMR structures.

6202. RN Workforce Principles

Workforce Requirement Management is underpinned by the following RN Workforce Principles:

a. **The Justification for Uniformed Personnel.** The justification for uniformed personnel is limited by financial constraint. In broad terms, posts should be complemented with civilians unless there is a demonstrable need for a Service incumbent for operational reasons or there are unacceptable implications for Service careers or professions structures. All uniformed RN personnel are therefore justified on one of the following grounds:

(1) **Sea Bill.** Those required for the maritime force to be deployed on peacetime military operations or exercise or during crisis e.g. in ships, submarines, front line air squadrons, RM Commando units, Naval Parties, seagoing staffs and Joint operational units.

(2) **Shore Bill.** The essential HQ and shore back-up to the maritime force (in theatre or remote) that is required to support operational capability, sustainability and other Service functions (including Margins and provision for Harmony). This also includes the uniformed RN elements of training, acquisition, logistical and technical support and HQ staffs. Examples are:

(a) Central and Naval staffs.

(b) PJHQ and other Joint and Tri-Service staffs.

(c) Navy Command HQ staff.

(d) DE&S units.

(e) Naval Bases, Air Stations and other shore support establishments.

(f) Recruiting and training establishments.

(g) Overseas HQ commitments, including NATO staffs.

b. **Workforce Priorities.** Due to demand exceeding supply across a number of specialisations, priority for workforce allocation is given to operational units and essential shore support functions; this provides CMs with a handrail to assist in deciding where they assign personnel to ensure the highest priory roles are filled and that conscious decisions can be made on what roles may need to be gapped due to shortages in supply. The Strategic Workforce Priorities List (SWPL) for the RN articulates the relative priority of output areas across all TLBs and is reviewed every 2 years by Strategic Workforce Planners and promulgated by DIN.

c. **Supply and Growth of the Workforce.** With a few notable exceptions, the skill and experience required of RN personnel demands that they be grown from the lowest level. Apart from some exceptions, all officers and ratings/ORs join 'at the bottom', within set age limits, and remain for as long as their commission or engagement allows, while progressing up the rank scale. Education and training is provided to satisfy the requirements of rank, specialisation and specific sea going Positions, and individual careers are managed so as to provide a broadening of experience within the rank and capability of each individual. This demands that each Specialisation is structured in a way that enough Positions are provided at lower ranks to provide personnel with the time, training and experience to move to the next higher rank, taking account of the inevitable loss of some people from the Service.

d. **Promotion to Requirement.** Officers and ratings/ORs are promoted or advanced to meet the WFR. Should the WFR change, so too will the numbers and specialisations of those required to be promoted or advanced. For both officers and ratings/ORs, the basis of promotion is selection on merit through a selection board process. Detail on promotions is at Part 8 of this BR.

6203. Terms and Conditions of Service

a. Terms of Service are essentially the agreement between the RN and an individual. They relate to career rights (e.g. length of service, commissions, engagements, career management, promotion and advancement, discharge rights and retirement) and are described in detail in the respective Chapters of BRd 3(1).

b. Conditions of Service equate to those working and living standards and guidelines set for the benefit of RN personnel. In particular, they address financial conditions such as pay, pensions and allowances and non-financial conditions such as leave, accommodation, lifelong learning, recreation, uniform, health and catering standards which can be changed by design or force of circumstances bearing in mind the possible effects on those serving and their subsequent behaviour. 2SL's Personnel Functional Standards (PFS) (see Chapter 22) refer to these and others. The responsibility for defining appropriate Conditions of Service rests with Hd PSP, who reports directly to DDPS.

6204. Harmony

a. Harmony for RN personnel is provided through measurement of individual Separated Service. This is a component of PFS, full details of which are at Chapter 22. Key points are as follows.

b. In order to provide equitable conditions of service throughout the RN, the time that individuals spend separated is measured and recorded. Separated Service is defined as “absence from normal place of duty or lack of freedom to enjoy leisure at the normal place of duty/residence at place of duty”. The Separated Service threshold is set at a cumulative total of 660 days in a rolling 3-year period and is the point at which mandated shore time must be applied, as managed by DDPD or, for personnel on Sea Service, the relevant Waterfront Organisation. Guidelines have been established for a position to be defined as Sea Service, which are principally that the post has a routine expectation for the incumbent to be separated for more than 122 days per annum. Further detail can be found in Chapter 59 and Para 5908.



Note. *Officers and RM personnel did not have Sea:Shore ratios but are now governed by the Separated Service threshold outlined above.*

6205. Mobility and Stability

While it is Navy Board policy that personnel should be able to exercise freedom of choice about where to live, workforce principles take account of the geographic distribution of sea and shore positions, aiming to ensure opportunities for a degree of family stability.

6206. Structures

‘Bottom-fed’ workforce structures, such as the single Services, tend to be broadly pyramidal in shape. People are needed to populate the lowest level, from whom enough can be retained and trained to be willing and capable for promotion or advancement to the next level. Empirical data and evidence derived from workforce planning models, including the Sustainable Experience Profiles (SEP), are used to produce bespoke structural ratios for each Specialisation. Indications of structural weakness include insufficient suitable personnel being presented to Promotion Boards, shortages at individual rank levels and excessive wastage. The requirement that can be sustained depends on a number of factors, including: average length of time in a rank; scope for ‘Sideways’ or ‘Direct’ Entry into the Specialisation; qualifications needed for the next higher rank; and wastage levels. 2SL recognises the need to modify personnel policy to reflect changes in the demand from employers, but also places constraints on the rate of structural change in order that policies and personnel Terms and Conditions of Service can be developed efficiently. If, through requirement change, tolerable adjustment of the workforce levers is insufficient to deliver sustainability, then structural change may be necessary.

a. Based on the ratios described above, PMs are required to manage the shape and size of their Specialisations. As a part of this work, they need to maintain:

(1) **Sustainable Structures.** Such that workforce for higher ranks can be “grown” from more junior levels. A sustainable structure is defined as:

"An enduring structure which, given recognised constraints and limitations, can maintain a coherent flow to match strength to requirement, with appropriate application of the available workforce levers

And,

Retains a degree of flexibility and resilience to cope with both internal and external change events as well as retaining the ability to grow and decay as required."

(2) **Acceptable Sea/Shore Balances.** Previous Sea:Shore ratios (MTA) no longer apply as a formal measure for any rating/OR/Officer categories, however, personnel are still entitled to a balance of employment between sea and ashore. Therefore, positions ashore must exist to provide the necessary shore service. This is achieved through the requirement for personnel to provide essential HQ and shore back-up to the maritime force, to support operational capability, sustainability and other Service functions.

(3) **Sufficient Donor Positions.** To meet planned Crisis workforce requirements. There is an enduring need for personnel to occupy positions that, in a Crisis, can be gapped to provide workforce to meet the Crisis requirements. Such 'Donor'" positions are maintained in sufficient numbers to meet foreseen requirements, broken down by Rank and Specialisation. Employers must provide their share of Donor Positions, as required by the PPO. DDPS monitors requirements for, and controls availability of, Donor Positions. Further detail on how Donor Positions are identified and managed can be found in Chapter 2, Annex 2D.

b. PMs provide advice, through SWPs, to assist DDPS in setting target numbers for the workforce regulators (promotions, changes of commission/ Engagement/Career etc.) for each Specialisation. As members of the following promotion/selection boards they ensure that personnel of the required standard are selected, within the target numbers that have been specified:

(1) Senior Upper Yardmen (SUY).

(2) Warrant Officers 1st Class (WO1).

(3) Warrant Officers 2nd Class (WO2).

(4) Chief Petty Officers.

(5) Petty Officers.

(6) Leading Hands.

(7) Extended Career (EC).

(8) Officer ICS to CCS and CCS to FCS transfers.



Note. *Royal Marine PM is not a routine member of equivalent boards (except the Extended Career Board).*

6207. Impact of Establishment Changes

a. As explained in Chapter 2, PMs scrutinise employers' proposals for changes to their Establishments that would affect the WFR. This process is known as 'Carding'. Early dialogue with the respective PM responsible for individual workforce categories will provide an indication of whether approval is likely to be straightforward, require more complex management, or will be challenged. Employers should always discuss their plans for organisational change with their respective TLB Workforce Manager or, in the case of Navy Command TLB, their respective Workforce Management Group and Military People Partner. It is clearly in everyone's interest that, to help their speedy endorsement and implementation, proposals for workforce change are aimed to attract approval by DDPS, while assisting with the maintenance of robust workforce structures.

b. Full details on the Establishment Amendment process can be found in Para 0204 sub para c and Annex 2E.

6208. Solving Structural Problems

a. Where difficulties in Professions and Specialisation structures are identified, a holistic approach - involving PMs, CMs and SWPs - is adopted to examine the problem through analysis of statistical data and use of workforce modelling techniques. From the results, it is possible to determine the action necessary to restore the Specialisation to long term stability. Whilst short-term workforce problems should not be allowed to affect the search for a long-term solution, sometimes these measures, such as Financial Retention Incentives, are required in order to stabilise the Specialisation whilst longer term measures are implemented and take effect. An initial procedure is to identify/confirm whether:

(1) The sea requirement is correctly specified.

(2) The shore requirement is correctly specified.

(3) The margins have been correctly calculated.

(4) There are sufficient Positions to fill Crisis Donor Billets.

(5) The requirement can be modified to re-satisfy the following criteria in priority order:

(a) There is a sound Specialisation structure.

(b) There is an acceptable sea/shore balance.

(c) Career progression for the individual is facilitated.

b. If all the above criteria are met, and modelling suggests that a sustainable structure would not be achieved, then further action may be required. PMs should then identify and advise on, or initiate, any necessary corrective action, which may require further studies to be conducted. Substantial change may require staffing up to and approval by the Navy Board.

c. There are marked structural imbalances in both the officer and rating/OR cadres that are unsustainable; for officers, the structural imbalance starts at Lt Cdr/Maj and for ratings at PO/Sgt. The PPO will look favourably at changes that seek to address such imbalances.

d. The Royal Marines 'Sea' requirement is defined as that for 3 Commando Brigade RM, Special Forces (SF), RM Assault Squadrons and other operational Positions. The 'Shore' requirement is all those elements of the Royal Marines Corps that comprise the RM support area. The RM does not use sea/shore ratios as a formal planning and deployment tool.

6209. Role Performance Standards

a. **Role Performance Statements.** The standards to be achieved by personnel at each rank are laid down in the Role Performance Statements (RPS) for each Specialisation. The ownership of RPS (JSP 822 Part 3, Chapter 2) lies jointly with the relevant Capability Team and PMs, as does the responsibility for ensuring that the RPS remain current. PMs, as the custodians of sustainable, populated and trained workforce structures, may seek reviews of the RPS by the end users if requirements change eg. if the resultant demand is likely to be unsustainable.

6210. Competences

Within the JPA environment a Competence is defined as:

"Any measurable behaviour required by an organisation, job or position that a person may demonstrate in the work context. A competence can be a piece of knowledge, a skill or an attribute".

a. The key references for the naming and use of Competences within JPA are:

(1) JSP 754 (Tri-Service Regulations for Pay and Charges).

(2) JSP 758 (Tri-Service Regulations for the Naming of Training Courses) (through its linkage with the Competences that may be awarded on completion of a course).

(3) JSP 794 (Policy for Administration of Personal and Professional Development (AP&PD) on JPA).

b. **Competence Sponsors.** The Competence pre-requisites for each Position are listed in JPA. Ownership of these Competences, in common with RPS, is held by the Capability Owner but their sponsorship and maintenance is the responsibility of the key Subject Matter Expert. In most cases, and notably for Professions-specific Competences, the respective PM is the Sponsor. The identity of the Sponsor is recorded in JPA against each competence.

c. **Competences and Pay.** Accurate and timely provision and recording of certain competences is vital, due to their effect on pay. PMs can set Pay Bar Qualification Points (QPs) which can affect Yearly Incremental Progression (YIP) if authorised by the Navy Pay 'Colonel'. These are tools to fine tune Professions and Specialisations structures. In addition, some competences directly affect pay, notably in awarding Recruitment Retention Pay (RRP). Details of the competences concerned may be found in the following Chapters of JSP 754 (Tri-Service Regulations for Pay and Charges): QPs in Chapter 3; Recruitment Retention Pay in Chapter 6.

d. **Competence Control.** JSP 794 and the JPA on-line Business Process Guides describe the process for control of competences, including their creation, maintenance, amendment and end-dating. (Competences are never deleted from JPA, but end-dating makes them unusable for awarding to personnel or as a requirement placed against a Position.) Personnel seeking the creation or change to a competence should follow the JSP and on-line instructions. The authority for making such changes in JPA rests with designated Competence Controllers; for the RN these are the Professions Management WOs and WO Coherence.

e. **Awarding and End Dating Competences in an Individual's Service Record.** This function is conducted in JPA by designated personnel with the JPA responsibility of Course Administrator. The process for seeking and making such awards is laid down in JSP 794.

CHAPTER 63

SECURITY VETTING POLICY

(Sponsor: NAVY PSYA-PERS SY Hd)

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CHAPTER 63

SECURITY VETTING POLICY

SECTION 1

PERSONNEL SECURITY VETTING

6301. Introduction

a. The Defence Manual of Security - JSP 440 emphasises the need for a systematic vetting regime to manage the issue and withdrawal of national security clearances and to facilitate effective security risk management. The following Sections outline the principles and procedures that govern security vetting within the Royal Navy[1] to enable those personnel employed in security, recruitment and career management roles to assess vetting risks efficiently and effectively.

b. Security vetting does not, on its own, provide a guarantee of an individual's integrity and trustworthiness. Since both individuals and their circumstances change a security clearance is only as good as the background records and investigations on which it is based at the time the process is carried out. It is therefore essential that personnel security continues after initial clearance is approved and that any new information[2] or concerns that may affect the reliability of a person are brought promptly to the attention of the Command Chain and Navy Command (NC) Security authorities. This is achieved through a combination of aftercare and security review procedures.

c. Our vetting regime is to be guided by four key principles of transparency, proportionality, confidentiality and timeliness. Personnel subject to vetting action that could affect their employability will be fully engaged with the vetting process and have the right to appeal against any decisions. The vetting process is never to be used as an alternative means of dismissing personal from the Service where other administrative or disciplinary action is more appropriate.

[1] See para 6303 for scope.
[2] Through submission of Change of Personnel Circumstances directly to UKSV.

6302. Content

Navy Command security vetting policy outlined in the following Sections provide practical direction to personnel. Section 2 articulates the requirement for security vetting within the Royal Navy and explains the key vetting principles. Section 3 details responsibility for the granting or Denial of security clearances and residency waivers. Section 4 covers additional personnel security checks or screenings required for certain appointments. Section 4 covers additional personnel security checks or screenings required for certain appointments. Section 5 covers the need and mechanisms used for monitoring (Aftercare) of individuals post award of a security clearance, outlining the adverse vetting assessment procedures that at worst could ultimately result in Withdrawal. Section 6 details responsibilities and procedures relating to appeals against vetting decisions, e.g. Denial and/or Withdrawal of security clearance. Finally, Section 7 specifies the roles and responsibilities of individuals and the Chain of Command in ensuring that vetting procedures are carried out expeditiously and in a way that allows them to enable rather than constrain the delivery of maritime power.

6303. Scope

The security vetting principles and procedures detailed in this policy instruction apply to regular and reserve personnel serving in the ‘whole force’ Royal Navy, including Reserve Forces and Royal Fleet Auxiliary or as adult staff members of the Sea or Royal Marine Cadet Organisations.

SECTION 2

SECURITY VETTING PROCEDURES WITHIN THE ROYAL NAVY: REQUIREMENTS, RESPONSBILITIES AND PRINCIPLES

6304. Security Vetting - The Royal Navy Requirement

a. In recognition of the operational needs of the Royal Navy, the technical sophistication of its platforms and equipment and the unpredictability of future maritime tasks, all Royal Navy personnel are security vetted to a minimum of Security Check (SC) security clearance. Personnel filling certain appointments where there is a need for frequent unsupervised access to Top Secret (TS) information may require a higher level of clearance, specifically Developed Vetting (DV) security clearance. A further Enhanced DV (EDV) level of assurance , granted for 5 years was introduced in 2014 for some specific and highly sensitive posts, for example related to Defence Intelligence and Nuclear business.[3] CTC [4], SC, DV and EDV comprise a system of security clearances that contribute to the maintenance of effective personnel security in the Royal Navy. The administration and implementation of this system must be governed and enacted in a manner which is robust, transparent, equitable and confidential, and coherent with the processes employed by United Kingdom Security Vetting (UKSV). Procedures for the granting of security clearances and waivers, e.g. relating to UK residency, are detailed at Section 3.

b. Individuals have a responsibility for maintaining the appropriate level of security clearance and failure to fulfil this obligation may have an adverse effect on a service person's role, responsibility, employment and ultimately military operations.

c. From 8 Apr 24, ALL security clearances for service personnel currently employed will be applied for by Career Managers (CMs) via the SCIO Vetting Application, which will draw on information contained within JPA. CMs are to ensure that they have access to, and understand the process for, creating SYVETT security clearance applications via the Career Manager App on SCIO. Replacing the SYVETT word document applications, the App will allow CMs to create an e-form clearance application. This process change will greatly increase the efficiency in the processing of applications as the need for emailed application forms will be removed.

[3] EDV is no longer a vetting product offered by UKSV; there are however existing holders of this assurance level.
[4] CTC – Counter Terrorist Checks is required for only specified posts e.g. within Voluntary Cadet roles. Security Check (SC) is the minimum Sy clearance for employment in the RN.

d. To support this process all RN serving personnel are reminded to check JPA at least annually that their security clearance is in-date, as well as their personal details, including their place of birth. If no SC and/or DV security clearance is shown (noting that those holding a DV clearance do not require a separate SC) in the Competency Record the security clearance has either expired or not been updated by NSVS. If personnel are concerned about their security clearance status, or they find that their clearance has expired, they are to contact their CM who will ensure that the JPA record is corrected or facilitate a re-application process for the security clearance. Personnel not holding a valid security clearance relevant to their role are to be managed through a Risk Balance Case (RBC) assured by the relevant authority within their Unit/Establishment. A copy of the RBC is to be sent to NAVYPSYA-SecurityRisk@mod.gov.uk.

6305. Developed Vetting

Whilst the entry-level vetting requirement of SC security clearance for the Royal Navy can be justified on the basis of operating environment, what is less certain is the justification of the requirement for DV security clearance which is considerably more costly and involves a greater degree of discretion in its application. Line Management are responsible for determining and thereafter periodically reviewing the justification for posts which require DV security clearance, the addition of which will be approved by the Navy PSyA Vetting Team. However, in the face of ever-increasing financial pressure on the MOD vetting budget there remains an ongoing requirement for the Chain of Command /Line Managers to rigorously revalidate the justification for posts to require DV at least annually. Where a JPA PID has been confirmed/designated as requiring DV Competency it is incumbent on the CM/CoC/LM to ensure that appointees hold extant DV clearance on arrival in post[5], and that a DV application is in process with SYVETT/UKSV. Similarly, it is the responsibility of the postholder and LM to ensure extant DV clearance is maintained throughout the duration of the appointment. Until such time that valid DV clearance is held the Subject and LM will receive periodic auto-generated e-mails from JPA outlining the action to be taken to redress. If for any reason the postholder is to remain in DV post without valid DV clearance a Risk Balance Case (RBC) must be raised and submitted outlining how the security risk will be mitigated. Failure to do so may result in the DV Competency requirement being arbitrarily removed from the JPA PID.

6306. Aftercare

a. Security vetting on its own does not provide a guarantee of an individual's enduring trustworthiness, integrity and reliability as individual circumstances and behaviours may change over time. It is fundamentally important that personnel security measures continue after a security clearance is granted to allow new information to be collated, analysed and acted upon by the security vetting authorities. The responsibility for raising and sharing this information lies with both the Subject and their line management and is achieved primarily through the Change in Personal Circumstances Questionnaire (CPC), Security Appraisal Form (SAF) and Aftercare Incident Report (AIR) processes. Where a CPC, SAF or AIR bring into doubt the suitability of an individual to hold (or to continue to hold) a security clearance, management procedures may be initiated.

[5] Endorsed by an assured RBC.

b. Where such concerns have been raised, the vetting subject will be advised accordingly by UKSV and/or PSyA Personnel Security (Pers Sy) staff and afforded appropriate opportunity to respond/address the issue(s). Depending upon the seriousness of the concern (s), PSyA Pers Sy advice could take the form of an advisory telephone call or email through to a face-to-face interview coupled with directed written advice, usually in the form of a Formal Security Warning (FSW). It may also be necessary to initiate appropriate vetting aftercare arrangements. If this level of intervention and monitoring fails to resolve security concerns, it may become necessary for PSyA Pers Sy staff to consider (where appropriate, in consultation with UKSV) 'suspension'[6] or 'withdrawal'[7] of an individual's existing security clearance. Further information regarding adverse assessment procedures, and aftercare are provided in Section 4.

6307. Security Vetting - Personal Responsibility

Individuals have a responsibility for maintaining the appropriate level of security clearance and failure to fulfil this obligation may have an adverse effect on a subject's role, responsibilities, employment and ultimately military operations. Prior to expiry of SC/DV security clearance vetting subjects will receive an auto-generated e-mail reminder from JPA to apply for a review of their security clearance. Reminders (copied to LM) will continue to be received monthly until security clearance has been reconfirmed by UKSV and extant details updated in JPA. The vetting system is not configured to handle frequent and numerous requests for timeline extensions or waivers. To support this process all Royal Navy personnel must ensure that they supply information requested by vetting authorities as honestly and expeditiously as possible, whether their role in the system is as a subject, a line manager/commander or as a referee. It should be noted that failure to comply with a request for further information will be taken as confirmation of a security concern and therefore could result in denial or immediate suspension or withdrawal of an individual's existing clearance. Additionally, line management and Security Risk Managers must be mindful of the security risk posed by vetting apathy and be prepared to support vetting endeavours, initiatives and where necessary formal security action. More detailed responsibilities can be found at Section 7.

6308. Principle 1 - Transparency

a. The effectiveness of security vetting procedures and security clearances depends upon open and honest communication between all individuals and/or organisations involved in the vetting process (subject to the need to maintain vetting confidentiality).

b. All of the processes[8] associated with security vetting are open, auditable and transparent and will be enacted in accordance with principles and procedures laid down in this Directive and JSP 440. PSyA Pers Sy/SYVETT staff and Establishment/Unit Security Officers (E/USOs) can provide further information regarding security clearance and vetting procedures on request.

[6] A temporary measure, where the clearance is played in abeyance to enable an investigation and/or administrative action to be conducted/completed.
[7] Removal of a clearance previously granted.
[8] This does not include information specific to individuals which remains vetting-in-confidence at all times.

c. As explained further in Section 5, those who are to be subjected to scheduled Aftercare following review of their security clearance and/or adverse assessment procedures which could potentially lead to 'Denial' or 'Withdrawal 'of security clearance, will be informed in writing. Advice on how the security vetting system works and the potential ramifications of such action can be sought from PSyA Pers Sy staff. The only exception will be cases in which it is deemed appropriate to withhold notification to the Subject for national security reasons; this decision rests with Navy PSyA and will be auditable.

d. In Service personnel/Vetting Subjects may appeal against a decision to deny or withdraw security clearance. The security vetting system within the Royal Navy allows for internal appeal through the Joint Vetting Appeal Process (JVAP) and thereafter, if the JVAP decision has been upheld and the appellant's appeal rejected, through the external route, the Security Vetting Appeals Panel (SVAP). Personnel not yet employed have no right of appeal through the JVAP or SVAP.

6309. Principle 2 – Proportionality

Security vetting procedures provide assurances regarding the trustworthiness, integrity and reliability of serving (or potential) Royal Navy personnel and also assist security risk management reporting. However, any adverse assessment procedures or aftercare programmes will be applied proportionately to ensure they are legitimate and strictly to a level required to protect sensitive information and critical assets.

6310. Principle 3 - Confidentiality

a. The principle of vetting confidentiality will be applied in respect of all vetting casework. This principle dictates that vetting information is to be handled in a way that does not normally involve its disclosure outside the security community and that it is treated on a strict need-to-know basis. Occasions will, however, arise where effective security risk management necessitates the release of vetting information outside the appropriate security staffs. Such circumstances will be dealt with by PSyA Pers Sy staff on a case-by-case basis and the need-to-know principle will be strictly enforced in respect of any information that is released, thus maintaining an appropriate balance between confidentiality and security risk management/ operational imperatives. Information to which vetting confidentiality applies will only be reported by PSyA Pers Sy staff to the Chain of Command where there is a clear concern that a serious criminal offence (such as espionage) has been committed, or there has been a compromise to Defence capabilities or operations. In all such cases, the final decision to divulge information lies with Navy PSyA, who must balance the conflicting interests of confidentiality against disclosure on a case-by-case basis. Again, such a decision must be wholly justifiable and auditable, demonstrating that the correct balance has been achieved and that the credibility of the vetting system has not been undermined.

b. Appropriate measures are always to be taken to protect the confidentiality of security vetting information in transit. All vetting files and correspondence are to receive appropriate protective markings and descriptors (minimum of 'OFFICIAL SENSITIVE PERSONAL', with Handling Instruction 'Vetting-In-Confidence') and are to be transported or transmitted commensurately. Copies are not to be retained of material e.g. security questionnaires that have been submitted to the UKSV by anyone other than the individual. Personnel seeking information relating to themselves can do so through Subject Access Request (SAR) directly through UKSV.

6311. Principle 4 – Timeliness

Timely interaction and engagement are particularly critical where there is a risk that delays will impinge upon operational capability. Responsibility lies with Vetting Subjects, Line Management, Career Managers and Sponsors of applications for national security vetting clearances (to ensure that unnecessary delays do not occur. Timeliness is also paramount during the appeals process to ensure that vetting decisions are prompt and cases do not become protracted causing undue pressure on both the Subject and the Service.

SECTION 3

SECURITY CLEARANCES AND WAIVERS

6312. Authority

UKSV Personnel are authorised to grant security clearances for Service personnel assessed as Low Risk without recourse to Navy PSyA-Pers Sy. Otherwise, the Navy PSyA-Pers Sy Vetting Team will decide and advise on the award or denial of a security clearance for all New Entrants and In-Service RN/RM personnel.

6313. Clearances

SC and DV clearances for all Royal Navy personnel, regardless of rank/rate, are awarded by UKSV on the Service's behalf after first completion of the UK Government Baseline Personnel Security Standard (BPSS)[9]. However, for contentious cases, for example where there might be Nationality or Residency related issues or initial vetting checks reveal that the vetting candidate could potentially present one or more security concerns, e.g. has a criminal record or excessive financial liability, UKSV will refer the case to PSyA Pers Sy staff for a decision on whether or not a clearance should be granted, and if so whether any caveats or restrictions are to be put in place.

6314. Eligibility and Restrictions

JSP 440 Leaflet 2B provides specific criteria defining the eligibility of certain groups of individuals to hold a security clearance. Where operational circumstances require, waivers from the eligibility criteria may be granted as follows:

a. **Nationality Waivers.** Nationality in itself is not a bar to security clearance but for entry into the Naval Service a candidate must satisfy one of the nationality criteria[10] noting that applications from Dual Nationals of a Tier One Country, an extremely high risk of espionage activity occurring (formerly Countries to which Special Security Restrictions Apply (CSSRA) should not be entertained by RN Recruiters, e.g. R&A, as security clearance will NOT be granted. Similarly eligible Sole/Dual nationalities and personnel with close family living in Tier Two Countries, of which there is a high risk of espionage occurring, will be interviewed by UKSV in order to assess the security risk. Therefore, security clearance cannot be assumed.

b. In exceptional circumstances, a waiver of the recruitment eligibility criteria may be granted to candidates who are Commonwealth citizens or citizens of the Republic of Ireland (ROI) at the time of their application but were born outside the country of which they are now a citizen or have formerly held a different nationality. However, the residency requirements referred to below must also be met and where appropriate the former nationality may prohibit the granting of security clearance; cases are assessed on a case-by-case basis.

[9] https://www.gov.uk/government/publications/government-baseline-personnel-security-standard
[10] Asylum Seekers are not eligible for entry into the Naval Service.

c. Some Professions/Specialisations are open to British citizens only as all personnel in these Professions/Specialisations are required to be cleared to DV security clearance and/or there is a significant likelihood that personnel will require access to STRAP material. Nevertheless, circumstances may arise where non-British nationals serving with the Royal Navy will require a security clearance from which they would normally be precluded (e.g. a non-British national recruited on the basis that they met the residency criteria for SC, but subsequently requiring a DV clearance)

d. **Residency Waivers.** The residency criteria and supporting documentation required for recruits to the Naval Service are detailed at Annex 63A. A residency waiver will also be sought by UKSV where the criteria is not met by serving personnel In accordance with the Policy outlined in JSP 440 Leaflet 2B – Security Clearance and Vetting, Annex C. Authority to waive residency requirements at both SC and DV levels rests with Navy PSyA Pers Sy and will be assessed on a case-by-case basis.

e. **Restrictions.**

(1) **Personnel under the age of 17** will be issued with a Security Check (SC) security clearance with Restrictions.

(2) **Personnel under the age of 21.** Navy PSYA Per Sy retains the authority to determine the validity period security clearances for personnel under the age of 21. A clearance may be awarded with a shorter validity period; however, cases will be assessed on a case-by-case basis.

(3) **Police Investigations/Prosecutions.** If it becomes apparent that an applicant for clearance is being investigated by the Police or has been charged with an offence that has yet to be considered in court, **for initial cases**, the vetting application should be withdrawn by the 'Sponsor' or cancelled by UKSV and submitted once the matter has been resolved. **For Review Cases** the clearance should be '**Suspended' or 'extended'** (depending on the nature of the investigation) until the matter has been resolved.

f. **Initial Clearance on Entry into Service.** Recruitment and Attraction (R&A) will try to recruit with sufficient time for the security clearance process to be completed. Where this is not the case it may be possible to raise a Risk Balance Case (RBC), which will need to be signed off at 2* level. The RBC will set out how the recruit will be managed in Phase One training before their clearance is received. The individual will have submitted a completed security questionnaire to UKSV and progress with the application for security clearance.

g. **Nationality.** Entry to the RN Service and thus eligibility for security clearance is the responsibility of Recruitment and Attraction.[11]

[11] Nationality in vetting is further outlined in JSP 440 Leaflet 2B – Security Clearances and Vetting.

6315. Reactivating, Transferring and Sharing Clearances

a. Some individuals joining/re-joining the Royal Navy, either as regular staff or as reservists, may have previously held a valid security clearance. All requests to re-instate a security clearance or to transfer it from another employer are to be submitted to UKSV by the ‘‘importing’ employer within 12 months from the Service person’s last day in the Service otherwise a new application for review of security clearance will be required. Note: Ex Regulars transferring to or re-entering the Reserves will NOT have any extant security clearance automatically transferred to their new employment.

b. It is also possible for a security clearance to be shared, e.g. a security cleared MOD civilian or defence contractor may also be a member of the reserve forces, in which case their existing security clearance can be shared and utilised for both requirements.

c. All requests to reactivate a security clearance, transfer it from or share it with another employer are to be submitted on-line to UKSV via the NSVS portal by a registered NSVS Sponsor.

6316. Temporary Clearance Action

a. **SC Extensions.** Where SC security clearance has recently expired, providing a re-application for security clearance has been initiated with “NAVY PSYA – SYVETT GROUP MAILBOX (MULTIUSER)” it may be possible for a temporary extension of the existing or expired clearance to be arranged while the new application is being processed by UKSV. Each case will be assessed on merit. In instances where security clearance has not been held for a prolonged period, i.e. expiry date prohibits an extension, providing a re-application for security clearance is underway the vetting subject is to risk managed through a Risk Balance Case (RBC) until such time as the Review has been concluded.

b. **DV Extensions.** Navy PSyA-Pers Sy/UKSV will only consider a temporary extension of DV clearance if all of the following criteria are satisfied:

(1) Previous DV has only recently expired.

(2) An on-line application for a DV review has been completed by the individual and submitted to UKSV.

c. NAVY PSyA-Pers Sy is the sole authority for the granting of **Emergency Unsupervised Access (EUA)** (access to TOP SECRET) to Navy Command personnel, and may grant to meet extreme operational requirements, predominantly in overseas theatres of operations, where:

(1) An on-line application for DV has been completed and accepted by UKSV (NSVS).

(2) Initial NSVS automated checks have been concluded.

(3) The receiving unit whose post requires the incumbent to hold DV clearance has completed a Risk Balanced Case (RBC)[12] and implemented appropriate mitigation to reduce security risk to an acceptable level.

(4) The unit RBC has been reviewed and assured by Navy PSyA.

d. STRAP access will be refused under an EUA.

[12] See NC Security Regulations Version 4 – 01 Oct 2023.

SECTION 4

ADDITIONAL CHECKS UNDERTAKEN PRIOR TO APPOINTMENTS

6317. Loan/Local Foreign Service (LFS) Appointments

a. **Summary.** All Service personnel must be volunteers for Loan/Local Foreign Service (LFS). In addition, reference should be made to Para 5911, Annex 59B, Annex 59B Appendix 1 and Annex 59C.

b. **Process.**

(1) Notwithstanding the fact that each single Service manages the selection of prospective LFS personnel differently, policy dictates that where there are local or cultural sensibilities some LFS posts require married accompanied service whilst others may be designated for unaccompanied service only. In addition, some volunteers may not be deemed suitable due to the necessary consideration of factors such as the nationality of the volunteer or a close family member.

(2) Navy PSYA will determine if the LFS Assignment is not tenable at an early stage, however, this may not necessarily occur until award of security clearance review, e.g. information might not come to light until the end of a Security Vetting process. A Security Clearance may be awarded for the Volunteer, but this does not necessarily mean that the Volunteer is suitable for the LFS Assignment.

c. **Assigning Principles.**

(1) The Assigning Principles for Loan Foreign Service for the RN/RM are contained in Chapter 59. It is essential that before a nomination is made and an Assignment Order approved NAVY PSYA (VETTING POSTINGS) is consulted at the earliest opportunity through NAVYPSYA-PERSONNELSECURITYGRP@mod.gov.uk to enable suitability from a security perspective to be ascertained. Details required are as follows:

Volunteer Name.
Service Number.
Proposed Assignment Location and JPAN.
Proposed Dates.
DV/SC security clearance requirement.

(2) Early engagement with Navy PSYA will assist in highlighting significant factors which would greatly decrease a volunteer's expectations for an Approved Assignment. Appendix 1 to Annex 59B outlines the reasons for non-recommendation for LFS. Additionally Navy PSYA Per Sy reviews the 'Factors Considered 'in Vetting[13] to determine suitability. If a Volunteer is deemed unsuitable, the relevant Career Management organisation will be informed by Navy PSYA but not of the reasons why, however, if the Volunteer wishes to know the reason for non-recommendation, they are to request this through NAVY PSYA-VETTING POSTINGS. There is no appeals procedure for non-recommendation of LFS.

(3) If Navy PSYA is content for the LFS assignment to proceed, the security clearances required for the appointment will also be assessed and advised (for the whole of the assignment). It should be noted, however, that UKSV Vetting Officers do not travel and if a telephone interview is not an option it can be costly for personnel to return to UK for Vetting Interviews, potentially causing an un-necessary burden to the new unit.

6318. International Loan/Exchange Personnel - Security Clearance

a. JSP 440 (Part 2, Leaflet 7, Paragraph 173) highlights the key considerations to be taken into account before the establishment of an Exchange, Loan or Embedded post at Defence Establishments, including HM Ships. In particular, appropriate consultation must be undertaken to determine the suitability of permitting foreign nationals in such positions, not only from the aspect of access to UK classified information but also the requirement to prevent access to particularly sensitive areas and to classified information provided to the UK MoD by international partners (i.e. Five Eyes) which must not be accessed by Exchange, Loan or Embedded personnel unless prior written approval of the partner/country owning the information is held.

b. The appointment of an Exchange, Loan or Embedded person should normally be formalised following the negotiation of a Memorandum of Understanding or similar Arrangement which, amongst other aspects, should detail the security clearance requirements for the appointment. Prior to assignment of the Exchange, Loan or Embedded personnel, the relevant Career Manager is to ensure that a Security Clearance certificate for the individual concerned is provided by the individual's parent government department to the MoD host.

[13] JSP440_Part2_Leaflet2B.pdf para 111.

6319. Security - Partners Across Government (PAG) Screening

a. PAG reserve the right to undertake additional Personnel Screening for JPA positions that will necessitate access to their `assets' (systems). Such positions will/should be identifiable by the PAG Competency requirement attached to the JPA Position Competency: Security|PAG Screening JPAN|Joint|. It is the unit/Establishment's responsibility to ensure that the JPA Competence is 'pinned' to the position as a 'marker', annotating that additional security screening is required by PAG. PAG retain the right to refuse to screen if the relevant competence is not pinned to the JPA position. It should also be noted that PAG screening is to be undertaken for all relevant assignments. It must not be assumed an individual cleared for one appointment requiring access will automatically qualify for another without further screening.

b. **Process.** Where Careers Managers/Line Managers/Importing Units see the Competency Security|PAG Screening JPAN|Joint annotated on JPA and there is a requirement for PAG Screening the following actions are to be taken:

(1) Notify NAVY PSYA-VETTING POSTINGS on assigning through NAVYPSYA-PERSONNELSECURITYGRP@mod.gov.uk to signpost that PAG Screening will be required for a proposed assignment. PAG screening is a complex business and sometimes needs further consultation, therefore a minimum of 5 months -notice needs to be given before assignment dates in order to facilitate the request noting that a valid DV is pre-condition.

Details required as follows:

Name.
Service Number.
JPA Position that requires PAG screening.
Proposed Assignment dates.
DV Security dates.

(2) Nominee to raise a Security Appraisal Form (SAF) (if one has not been produced within the last 12 months) and send to NAVY PSYA-VETTING POSTINGS through NAVYPSYA-PERSONNELSECURITYGRP@mod.gov.uk.

(3) Extant DV Security Clearance MUST not exceed a 7-year Clearance for screening to occur. Personnel with a DV Clearance over 7 years will automatically be rejected by NAVY PSYA-VETTING POSTINGS resulting in a delayed assignment (PAG screening will not be entertained until a DV review has been undertaken and clearance awarded).

(4) Delays to assignments may occur if this process is not met in full.

c. **Screening Success.** On success of the PAG Screening NAVY PSYA-VETTING POSTINGS will notify Career Managers/Line Managers to enable an Approved Assignment Order to be raised. Career Managers are advised not to second guess the outcome as the fact an individual holds a valid DV does not indicate or dictate PAG will accept any potential risk.

d. If PAG deny access to their assets; the Service Person (SP) will be informed through their Chain of Command of the denial. The reason for the denial will not be informed. There is 'no Appeal' route for PAG denial.

6320. SAP/SPECAP

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6321. STRAP and Nationality

a. Where nationality in vetting[14] is identified, a security Pressure brief may on occasion be issued by Navy PSYA Per Sy to RN personnel via their Unit Security Officer (USO) or Chain of Command signposting the nationalities in vetting and the security briefing actions required.

b. Additionally where nationality in vetting is identified and RN personnel are holders of a DV security clearance/EDV assurance and require access to STRAP; there may also be a requirement to issue an individual with a STRAP and Nationality letter outlining compliance with STRAP and assurance requirements.[15]

c. An Assignment Restriction will be added to JPA in such cases signposting the relevant Career Manager to the Process.

(1) The Career Manager is to initiate 'Application for Access to STRAP' ('Form 1'); completing the Sponsor Section.

(2) Forward 'Form 1' to the Service person being assigned to the STRAP assignment.

(3) On completion, the 'Form 1' is to be forwarded to the Corporate STRAPSO.

(4) If the STRAP Authorities approve the assignment, an Assignment Order can be released (not before).

[14] JSP 440 Leaflet 2B – Security Clearances and Vetting.
[15] JSP 440 Leaflet 4G – Special Information Control Systems (Inc STRAP)

SECTION 5

VETTING MANAGEMENT AND DECISION MAKING

6322. Continuous Vetting Management

Security vetting on its own does not provide a guarantee of an individual's enduring trustworthiness, integrity and reliability as individual circumstances and behaviours may change over time. It is therefore fundamental that Commands and personnel ensure that personnel security measures continue after a security clearance has been granted. This enables clearances to be updated depending on circumstances, allows new information to be collated, analysed and then, if necessary, acted upon by the security vetting authorities. The main processes for maintaining personnel security oversight include:

a. Change of Personal Circumstances (CPC) forms.

b. Security Appraisal Forms (SAF).

c. Aftercare Incident Reports (AIR).

d. Financial Questionnaires.

6323. Vetting Decision Making

a. Capt PSYA is the authority for RN vetting decisions. This is delegated to the PSYA Vetting Team. The types of vetting decisions and the persons authorised to make these decisions are included in the tables below. The RN PSYA's vetting decision makers work collaboratively. Vetting cases are referred to RN PSYA by United Kingdom Vetting Services (UKSV). All National Security Vetting decisions are assessed using the personnel security guidelines contained in the Cabinet Office Policy Framework.

b. Vetting decisions include:

Denial	Refusal to grant a clearance, either on recruitment or in-service.
Suspension	A temporary measure, where the clearance is placed in abeyance to enable an investigation and/or administrative action to be concluded/completed.
Withdrawal	Removal of a clearance previously granted.
Lapsing	When an employee no longer requires a clearance to conduct their duties. If required, lapsed clearances may be re-instated within one year of being lapsed subject to the clearance being extant (i.e. within date and not time expired). This is dependent on a number of factors.
Loan Foreign Service/Local Foreign Service	Under the Assigning Principles for LFS before a nomination is made and an Assignment Order is approved, Navy PSyA is consulted at the earliest opportunity by CMs to enable suitability from a personnel security perspective to be ascertained.

c. Vetting Decision Matrix.

SER	DECISION	PERSON	AUTHORITY	FIRST APPEAL
1	Cancellation of SC/DV Application[16]	On recruitment – all	Vetting Team	NA
2	Denial of SC, Recruitment /Re-Entry/FTRS	OR2 – OF3	Vetting TL/SO1	NA
3	Denial of SC, Recruitment /Re-Entry/FTRS	OF4-5	Vetting TL/SO1	NA
4	Denial of SC, Recruitment /Re-Entry/FTRS	OF6 and above	Capt PSYA	NA
5	Suspension of SC	OR2 – OF3	Vetting TL/SO1	NA
6	Suspension of SC	OF 4-5	Vetting TL/SO1	NA
7	Suspension of SC	OF 6 and above	Capt PSYA	NA
8	Withdrawal of SC	OR2 – OF3	Vetting TL/SO1	JVAP[18]
9	Withdrawal of SC	OF4-5	Vetting TL/SO1	JVAP
10	Withdrawal of SC	OF 6	Capt PSYA	JVAP
11	Withdrawal of SC	OF7 and above	COS HQ	JVAP
12	Denial of DV, Recruitment/Re-entry/FTRS	OR2 – OF3	Vetting TL/SO1	NA
13	Denial of DV, Recruitment/Re-entry/FTRS	OF4-5	Vetting TL/SO1	NA
14	Denial of DV, Recruitment/Re-entry/FTRS	OF6 and above	Capt PSYA	NA
15	Denial of DV in-service application	OR2 – OF3	Vetting TL/SO1	JVAP
16	Denial of DV in-service application	OF4-5	Vetting TL/SO1	JVAP
17	Denial of DV, in-service application	OF6	Capt PSYA	JVAP
18	Denial of DV, in-service application	OF 7 and above	COS HQ	JVAP
19	Suspension of DV	OR2 – OF3	Vetting TL/SO1	NA
20	Suspension of DV	OF4-5	Vetting TL/SO1	NA
21	Suspension of DV	OF6 and above	Capt PSYA	NA
22	Lapsing of DV no longer required	All	Vetting Team in conjunction with CM	NA
23	Withdrawal of DV	OR2 – OF3	Vetting TL/SO1	JVAP
24	Withdrawal of DV	OF4-5	Vetting TL/SO1	
25	Withdrawal of DV	OF6	Capt PSYA	JVAP
26	Withdrawal of DV	OF7 and above	COS HQ	JVAP
27	Re-instatement of Suspended security	SC – As Ser 5-7 DV – As Ser 18-20		

[16] Reasons for cancellation of SC/DV Applications are not exhaustive.
[18] Joint Vetting Appeal Process – 'whole force' appeal approach

	clearance, Issue of Formal Security Warning			
28	Denial of Local/Loan Foreign Service (LFS)	OR2-OF3	Vetting TL/SO1	NA
29	Denial of Local/Loan Foreign Service (LFS)	OF4-5	Vetting TL/SO1	NA
30	Denial of Local/Loan Foreign Service (LFS)	OF6 and above	Capt PSYA	NA
31	Initiation of EOF Process with UKSV[19]	ALL	Vetting Team	NA
32	Assignment Restriction	For security and nationality reasons	Vetting Team	NA
33	Withdrawal of all Clearances	On Discharge - Services No Longer Required (SNLR); re-entry to the RN is not permitted	Vetting Team	NA
34	Issue Formal Security (Drugs Misuse) Warning	ALL	Vetting TL/SO1	NA

d. **Outcomes of Continuous Vetting Management.** Where there are concerns that an individual's[20] behaviour or lifestyle may impact on their suitability to retain a security clearance, UKSV will notify Navy PSyA through PSyA Pers Sy staff. Following further investigation, if UKSV's concerns are justified then PSyA Pers Sy staff will initiate appropriate action which in the majority of cases will result in individuals being notified of the concerns raised. Normally the vetting subject will already be aware, for example having previously been advised in writing by UKSV of the need for further reviews. However, if the concerns were new, the vetting subject would be informed either by telephone call, letter or face-to-face interview depending upon the seriousness of the matters at issue; this ensures the Subject understands why their behaviour is causing concern and the potential ramifications. Where appropriate, the Subject may be informed that they will be subject to a further aftercare review after a set period of time[21] in order to ensure that appropriate progress is being made. If the reviews indicate that the vetting subject has not heeded advice, then review frequency may be increased or the matter escalated further by PSyA Pers Sy staff. Throughout this advisory process the principles of transparency, proportionality and vetting confidentiality will be rigorously applied. Completed SAFs, CPCs and AIRs which raise security concerns will be referred by UKSV to PSYA vetting for a decision. To enable a diligent decision, PSYA might task UKSV to interview personnel. UKSV then complete the interview, assess the case and make recommendations to PSYA, as the decision-making authority for RN personnel. The decision options are as per the Vetting Decision Matrix.

[19] Initiation of Establishment of the Facts (EOF) – A process owned by United Kingdom Security Vetting (UKSV) to consider denial of a security clearance.
[20] To whom this Directive applies.
[21] Time period to be set by NC PSyA Pers Sy staff and usually ranges between 12 and 24 months.

e. **Formal Security Warning (FSW).** A useful risk management control is the use of a Formal Security Warning (FSW). The issue of a FSW affords an individual the opportunity to retain the relevant security clearance and a final chance to resolve the vetting concerns; rather than having a security clearance withdrawn.

(1) The FSW process is administered by the vetting team. A FSW can be delivered face to face by Capt PSYA, the preferred option, or occasionally delegated to COs. Improvement in behaviours is expected, and the vetting subject is likely to be interviewed thereafter by UKSV to confirm this. Should behaviours not have improved, then the option of security clearance withdrawal remains. The FSW will make this expectation very clear.

(2) Following the delivery of an FSW, in providing a vetting Subject with any written correspondence detailing why their behaviour is causing concern and the potential ramifications, PSyA staff are to ensure that:

(a) The letter is to be signed and dated by the individual administering the advisory/FSW interview.

(b) The vetting subject is to also sign and date the letter to acknowledge receipt and that they understand its contents. The signature is normally to be obtained during the interview.

(c) In circumstances where the vetting subject is overseas and can only be notified of security advice or issued with a FSW in writing, the subject is to return a signed and dated copy of the letter as soon as possible to acknowledge both receipt and that its contents have been understood.

f. **Formal Security (Drug Misuse) Warning.** PSYA Per Sy can consider issuing a Formal Security (Drugs Misuse) Warning when misuse of substances is admitted in vetting, and submitting the clearance applicant onto the Individual Re-Test (IRT) list for five years[22]. This supports increased security risk management, may allow for the retention security clearance in continuation and might reduce the time for re-application of a security clearance if ‘denied’ or ‘withdrawn’.

(1) The Drugs Misuse Warning is administered by the Vetting Team, under the authority of the Head of Personnel Security (Hd Per Sy PSYA). Warnings can be delivered in person, however for efficiency they are usually delivered via email. The clearance applicant’s line management/Chain of Command are not informed.

(2) Navy PSYA Vetting Team provides a name and service number only directly to the CDT WO1.

(3) The Drugs Misuse Warning cannot be appealed.

[22] JSP 835 Pt1 (V5.1 Jun 22) Ch 4 Para 7.d

6324. Suspension and Lapsing of a Security Clearance

a. The PSYA vetting team will consider the suspension of an individual's security clearance as a control to mitigate personnel security risks that have been identified or alleged. This supports both risk mitigation and the vetting subject to better manage the relevant issues, without prejudice. It provides space for UKSV to engage with the vetting subject and analyse the case, and space for PSYA Per Sy to make a decision knowing that the risks to both the Navy and vetting subject have been sufficiently mitigated. The suspension decision cannot be appealed. Suspension is considered when, for example,

(1) A recommendation to withdraw that vetting subject's security clearance is being prepared.

(2) The vetting subject is being investigated for a serious criminal or disciplinary offence.[23]

(3) The vetting subject is the subject of administrative action which may lead to discharge.

(4) The vetting subject is due to be court-martialled.

(5) The vetting subject is alleged to be involved in drug abuse.

(6) An AIR is received where the CO/Head of Establishment recommends suspension of a security clearance.

(7) A DV holder faces allegations concerning behaviours which if admitted would cause the DV to be considered for withdrawal.

(8) The vetting subject denies UKSV the opportunity to assess their suitability to hold a security clearance e.g. by repeatedly failing to provide adequate information about their circumstances.

(9) Other serious circumstances exist which require further enquiries or investigation.

b. The PSYA vetting team can consider 'lapsing' a DV when the vetting subject no longer requires one. This is a useful vetting control when circumstances are such that a more up to date UKSV vetting interview would provide evidence for a diligent vetting decision as the subject heads into a new DV posting following at least a year away from a DV post. The decision to lapse cannot be appealed, and is made "without prejudice".

c. Where a clearance has been 'suspended' or the Service Person/vetting subject does not hold a National Security Clearance, they are to be risk managed through a Risk Balance Case (RBC).

[23] Para 6314 e. Restrictions - Police Investigations/Prosecutions, may apply.

6325. Vetting Aftercare

a. In some cases where an individual's professional or personal conduct causes concern in relation to their suitability to obtain or retain a security clearance, PSyA Pers Sy staff may not deem it proportionate to initiate procedures to withdraw, deny or suspend their clearance immediately. Rather, they may choose to place the individuals on the UKSV SC or DV Risk Register, as appropriate, and then manage the security risk posed by the individual. This risk management process is known as "Ongoing Personnel Security Management[24] (otherwise known as Aftercare). It may be applied in respect of concerns which arise during the initial vetting process, during vetting reviews, or as a result of the submission of an Aftercare Incident Report (AIR).

b. Individuals for whom aftercare procedures are deemed appropriate will normally undergo additional reviews of their suitability to hold their current level of security clearance. For example, an individual who has been granted SC clearance valid for 10 years, but who has financial problems, may have their financial situation reviewed 18 months after their clearance has been granted. After each review, UKSV will make an assessment of the risk that the individual poses to the RN and inform PSyA staff for consideration.

c. Where aftercare does not meet the desired objectives, a vetting decision might be required to withdraw a clearance. However, the majority of individuals subject to aftercare action are removed from the risk management process in due course, having successfully addressed their issues. For some personnel, the Assignment Restriction (AR) process outlined below may also be an appropriate risk management mechanism, used to ensure that an individual is not assigned to a post that is incompatible with the risk that they may pose.

6326. Assignment Restrictions (AR)

An AR[25] is a referral mechanism to ensure that PSyA Pers Sy staff or Corporate STRAPSO are consulted before Career Managers (CM) assign individuals with security concerns or where security conflicts of interest could arise. An AR may be recommended by UKSV and/or implemented by PSyA Pers Sy staff by inserting a `flag' in the individual's 'Assignment Restriction' field on JPA. This flag is only visible to CMs and PSyA staff and does not disclose the nature of the restriction.

a. **AR based on Nationality.** UKSV will inform Navy PSyA about new recruits or serving personnel holding dual or non-UK nationality where an AR is deemed necessary. UKSV may therefore refer cases to PSyA for AR purposes where:

(1) Spouse or partner is not solely a UK national.

(2) Siblings and/or surviving parents are not solely UK nationals.

(3) Subject has distant surviving relatives who are not solely UK nationals.

(4) Spouse/partners' surviving parents are not solely UK nationals.

[24] JSP 440 Leaflet 2B – Security Clearances and Vetting
[25] Previously known as a 'STOP Notice' or 'Top Enclosure Card'.

b. **AR based on Security Concerns.** Where UKSV staff consider that a potential security issue exists and may warrant AR action, PSyA staff will be contacted and retain authority for imposing an AR; with a notification to the relevant Career Manager. Examples where an AR would be raised include:

(1) Where police/unit investigative action is ongoing.

(2) Where Vetting Medical Concerns have arisen.

(3) Where significant financial issues are being reviewed by UKSV.

(4) Where there are suspected paramilitary, terrorist or subversive connections.

(5) Where family members reside permanently overseas.

(6) Where UKSV inquiries are pending to establish whether issues of security concern exist.

(7) Where Navy PSyA has cause for concern in a security context.

c. **AR Review.** Navy PSyA is to ensure that reviews of AR are carried out at appropriate intervals to ensure validity. When reviews of individual cases are due, PSyA-Pers Staff are to liaise with UKSV and ascertain whether the reasons for AR imposition remain valid. Where the AR can be removed, PSyA Pers Sy staff are to ensure that an individual's JPA record and NSVS vetting records are amended accordingly informing the service personnel and Career Manager; if applicable.

SECTION 6

PROCEDURES FOR APPEALS AGAINST VETTING DECISIONS

6327. Internal Appeal

a. Serving personnel whose SC or DV has been withdrawn, or whose initial DV application has been denied, have the right to appeal the decision. There is no right of appeal against a decision to deny initial SC or DV on recruitment, i.e. where the applicant is not yet in-Service/employed, where the case has been referred by UKSV to PSYA and subsequently PSYA recommend denial.

b. The internal appeal is considered by the Joint Vetting Appeal Process (JVAP)[26]; a single cross-Defence panel; which encompass a whole force approach[27]. Appeal decisions are made by the JVAP Chair[28] and supported by the JVAP Secretariat. Panel members are independent of the original decision, and many include specialist advisers (such as Personnel Security or Legal)

c. The Vetting Subject will have received a detailed letter from PSYA confirming the denial or withdrawal of the relevant security clearance, the reasons why the decision has been made and the outline of the appeal route with any potentially relevant timings. The letter will also confirm the subject's rights to both internal (JVAP) and external (Security Vetting Appeal Panel - SVAP[29]) appeals.

d. Should the Vetting Subject decide to appeal the PSYA Per Sy decision to the JVAP, the appeal submission by the appellant must:

(1) Contain a clear explanation of why the security clearance decision is being appealed.

(2) Be submitted within 28 calendar days of the date of the security clearance decision letter (appeal submissions received later will only be accepted under extenuating circumstances the reason(s) for which must be clearly outlined in the appeal submission).

e. Whilst the appeal is with the JVAP, the appellant should remain in the current JPA position complete with risk mitigation; where this is feasible. Further guidance will be given on conclusion of the JVAP outcome.

[26] Launched on 01 Apr 2026 as part of the Joint Vetting Initial Operating Capability (IOC)
[27] JVAP includes Uniformed Service Personnel (both Regular and Reserve); RFA employees as well as MOD Civil Servants
[28] Each appeal will be chaired by a Senior Representative equivalent to 1* from the employing organisation.
[29] About us - Security Vetting Appeals Panel - GOV.UK

6328. External Appeals - Procedures for Review by the Security Vetting Appeals Panel (SVAP)

a. When the internal appeal process has been exhausted, the Subject may appeal to the Cabinet Office's SVAP. The SVAP is an independent body sponsored by the Intelligence and Security Secretariat (Security Policy Division) of the Cabinet Office. The SVAP exists to provide an independent avenue of appeal for personnel whose security clearance has been denied or withdrawn and to make recommendations to the appropriate TLB.

b. SVAP appeal submission timelines will be included within the letter to appellants from the NVAP, should the appellant's internal appeal be rejected and if the appellant wishes to submit an appeal externally. Any extension of this timing remains a matter between the SVAP and the appellant.

c. The SVAP currently require an appeal to be submitted within 28 days of the date of the JVAP's letter which confirms the JVAP decision.

d. Once an appeal is submitted to the SVAP, the SVAP will confirm with the appellant and Navy Command that the appeal falls within their remit and detail the requirements from each party including timings.

e. Following receipt of an initial letter of appeal, the SVAP Secretariat will provide additional guidance to the appellant on how they should proceed with their appeal. In brief, the SVAP Secretariat will decide whether the case falls within the remit of the Panel and will then advise the Subject accordingly. The appellant will be asked to provide a written statement of their case within a deadline set by the SVAP Secretariat. PSYA Per Sy will be invited to respond to the appellant's submission and the latter will be allowed to see the PSYA's case and comments on the appellant's appeal. Once the SVAP has gathered all required evidence, Navy PSYA Per Sy and the appellant will be invited to attend an informal confidential hearing during which the SVAP will consider the case.

f. On completion, and normally within 6 weeks, the SVAP decision and advice will be sent to the RN and the appellant.

6329. Discharge Policy

a. RN policy in relation to security clearance is that all Naval Service personnel are to be security vetted to a minimum of SC security clearance. The RN can no longer employ those who do not hold this minimum-security clearance. Circumstances where a loss of DV can render an individual unemployable in their profession might also result in an application for discharge.

b. Once the internal JVAP process is concluded, if the appellant is unsuccessful appropriate discharge applications are to be completed. Individuals will not be retained in the Service whilst they exhaust the external security clearance appeal route via the SVAP.

6330. Welfare of the Vetting Subject - SCART

On initiation of the appeal process Navy PSyA is to engage the Chain of Command; who may in turn wish to inform the RN Sensitive Case Advice Reaction Team (SCART) that there is an ongoing personnel security issue involving the subject which may result in associated welfare issues.

SECTION 7

SECURITY VETTING PROCEDURES - INDIVIDUAL AND CHAIN OF COMMAND RESPONSIBILITIES

6331. Individual and Chain of Command Responsibilities

Naval Service personnel must be aware of the following responsibilities to ensure that security vetting procedures are an effective enabler to maritime operations:

a. All personnel are to:

(1) Monitor the status of their own security clearances on JPA[30] to ensure they remain extant, undertaking the requirement for National Security Clearance application when required to undertake.

(2) Respond positively and promptly to any request from UKSV or PSyA Pers Sy staff for supplementary information in support of security vetting, e.g. completion of Financial Questionnaires.

(3) Advise UKSV of any significant changes in personal circumstances (such as marriage, divorce, cohabitation with a partner, diagnosis of a long-term medical condition, bankruptcy or windfalls)[31].

b. It is an annual mandatory requirement for **all** DV holders to complete an annual Security Appraisal Form (SAF) on the anniversary of the date of the DV/EDV award. For further information, contact Unit Security Staff or PSyA Pers Sy staff. The preferred method for SAF completion is through the UKSV Clearance Holder (CH) process. An auto email will be generated through JPA for service personnel on the anniversary of their clearance award notifying when the SAF is due to be completed.[32]

c. Line managers/reporting officers are to complete the relevant section of the SAF process for DV/EDV holders.

d. All personnel (either as subjects or referees) are to make themselves available as quickly as possible for interview by UKSV vetting officers if requested.

e. Commanders at all levels are to release personnel from duty, as required, to attend interviews with UKSV Vetting Officers and/or PSyA Pers Sy staff.

f. Should information become available that raises doubts about an individual's suitability for access to classified information or assets, the circumstances are to liaise with their Unit Security Officer to instigate raising an Aftercare Incident Report (AIR) where applicable. Where Unit Security Staff are not available, line management are to instigate AIR action [33].

[30] At least annually, as part of the mandatory checks of personal data.
[31] Through GOV.UK – UKSV National Security Vetting portal
[32] UKSV will additionally email a reminder to the last known email address used in vetting.
[33] Through GOV.UK – Guidance Aftercare and Existing Clearances

ANNEX 63A

RESIDENCY REQUIREMENTS FOR NAVAL SERVICE RECRUITS

1. For security clearance to be issued, all candidates should have resided continuously in the UK immediately before their application. The specific length of this residency requirement is determined by the security clearance required and is outlined below. Residency Requirements are outlined in JSP440, Part 2, Leaflet 2B., Annex C - Residency.

	CTC Clearance	SC Clearance	DV Clearance
UK Residency requirements immediately prior to the security clearance application	3 years	5 years	10 years

2. Failure to meet the minimum residency requirements undermines the ability of United Kingdom Security Vetting (UKSV) to conduct comprehensive security checks and would present an increased security risk to the Naval Service. It is, however, recognised to meet specific recruiting targets, it may in exceptional circumstances, be viable to accept an increased level of risk and accept a shorter UK residency period provided the risk is outweighed by a specific need and can be managed appropriately.

3. In line with the direction in JSP 440 Leaflet 2B, Security Clearances and Vetting, Service Lead Commands (SLCs) are authorised to risk manage their residency requirements. A shorter period of UK residency may be accepted provided that satisfactory additional supporting evidence of an applicant's loyalty, reliability and trustworthiness is produced, and appropriate risk management measures are implemented. This is known as a Residency Waiver (RW).

4. It is the responsibility of the Recruiter to verify that candidates meet minimum requirements relating to UK Residency after first undertaking the Baseline Personnel Security Standard (BPSS) [1] to ascertain the 4 checks for an individual:

a. Identity ID)

b. Right to Work (RTW) in the UK

c. Employment History

d. Criminal Record (unspent convictions)

5. Residency Waivers are considered on a case-by-case basis. Meeting the criteria does not guarantee that a Residency Waiver will be issued thus enabling a progression of a National Security Vetting clearance application.

[1] https://www.gov.uk/government/publications/government-baseline-personnel-security-standard

6. A Residency Waiver (RW) effectively underwrites security clearance until the minimum UK residency requirement will be met and UKSV can undertake a full security check. The supporting documentation/evidence specified in the Appendices to this Annex is therefore required to enable Navy PSyA to assess the security risk that would be borne if a residency waiver is granted.

7. The approved period of UK Residency for progressing a National Security Vetting Application is available on request from Navy PSYA Personnel Security NAVYPSYA-PERSONNELSECURITYGRP@mod.gov.uk or Recruitment and Attraction Overseas Team NAVYRA-OSEASADMINMAILBOX@mod.gov.uk

8. **Process.** Ensure that the Sy clearance vetting application and Residency Waiver paperwork are submitted in parallel via the relevant Residency Waiver management Team



Note. *Where a National Security Vetting Solution (NSVS) vetting application has been submitted and there is no Residency Waiver confirmation of documentation having been received; the NSVS Vetting application will be cancelled with UKSV at the 3 month point of the submission to UKSV.*

9. Residency Waivers should not be sent directly to Navy PSyA Per Sy; please ensure that these are sent through the relevant desk within R&A HQ - NAVYRA-OSEASADMINMAILBOX@mod.gov.uk

10. **Best Practice.** Is that the Security Check (SC) vetting application should be sponsored only after the vetting applicant has completed their security application form. The application will only be submitted to UKSV once both parts are complete (this is known as activation).

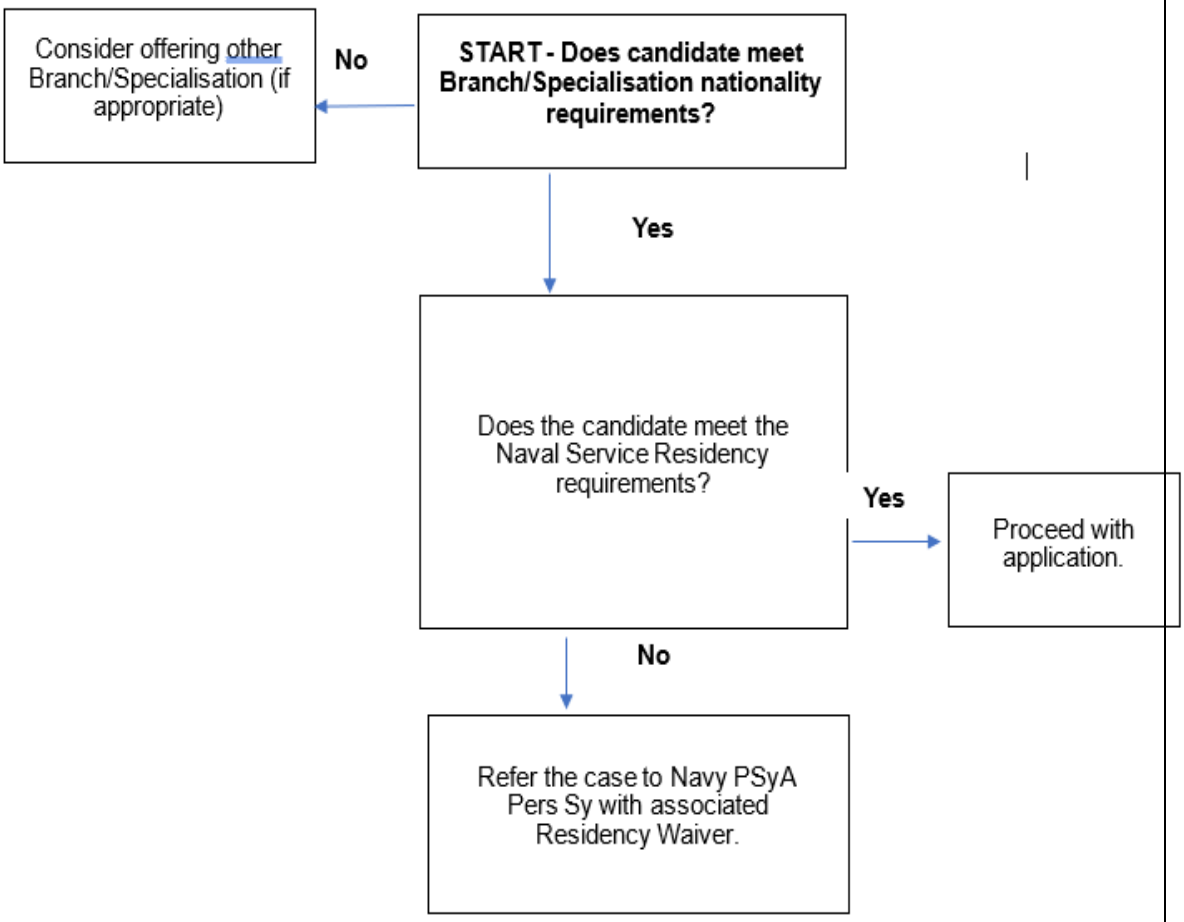
11. Ensure ALL documentation is provided by the vetting candidate[2]; references should only be accepted on headed paper.

12. Residency Waiver paperwork does not need to be submitted twice. If a vetting candidate has been awarded SC Sy clearance with approval of a Residency Waiver but has not entered service within a 12 -month window of award of the clearance, the awarded clearance will be 'lapsed' and a Review initiated. PSyA will only require an up-to-date Police Certificate to progress the SC Review.

[2] Appendix 2 to Annex 63A

APPENDIX 1 TO ANNEX 63A

CANDIDATE VETTING FLOWCHART



APPENDIX 2 TO ANNEX 63A

CRITERIA FOR CONSIDERING APPLICATIONS FOR RESIDENCY WAIVERS

1. To be considered for a security clearance Residency Waiver (RW), the candidate must supply the ESSENTIAL following official documentation and where appropriate on headed paper.

(a) A copy of their Birth Certificate.

(b) A copy of the photograph page of their passport. To also include any visa entry/exit stamps.

(c) A Police Certificate from the host nation police service, outlining what, if any, convictions the candidate has. If not produced in English, the candidate is to submit the original certificate accompanied by a translation, certified by a professional translator, along with the original document.

2. Depending on the Circumstances and why a RW is being issued; the following is to be included:

(a) A detailed itinerary of where the candidate has travelled/studied outside of the UK.

(b) Details of where they resided, including names, and addresses if any private residences used.

(c) Name, address and telephone numbers of any travelling/studying companions.

(d) For those candidates who also have worked overseas for e.g. during their ‘gap year’, full details of the employer, the period of employment and the nature of job.

(e) Written Character references (school/employment/other recognised professionals (please specify).

(f) Evidence of educational qualifications attained (where appropriate).

ANNEX 63B

FORMAL SECURITY (DRUG MISUSE) WARNING

1. You are formally warned for suspicion of involvement in substance misuse. From the date of this warning, you will be subject to compulsory retesting without warning at any time in accordance with JSP 835 Pt 1 (V5.1 Jun 22) Ch 4 Para 7.d.

a. You are reminded that drug misuse is illegal and incompatible with service in the Royal Navy. You are further warned that drug misuse is regarded as evidence of unreliability in the context of security clearances. Should you in the future provide a positive test because of CDT you will immediately be administratively discharged from the Service.

b. I should also warn you that you will be subject to re-testing by the CDT Team without prior notice at any time in the next 5 years from the date of this formal warning.

c. You cannot appeal this drug warning decision.

2. Acknowledgement of Drug Warning by Service Person

Signature: .....

Rank/Rate: ..... Name: .....

Appt: ..... Date: .....

CHAPTER 64

SENIOR OFFICERS' CAREER AND TALENT MANAGEMENT

(Sponsor: NAVY PEOPLE-SOCTM COS)

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CHAPTER 64

SENIOR OFFICERS' CAREER AND TALENT MANAGEMENT

SECTION 1

INTRODUCTION

6401. Introduction

a. This Chapter applies to all Officers of substantive OF5 rank and higher in the Royal Navy, a workforce collectively known as the Naval Staff, as well as those Officers eligible for extraction from the OF4-5 Pool. The Naval Staff is career managed by the Naval Assistant (NA) with the Senior Officers' Career and Talent Management (SOCTM) Team, with elements of specialised career management support for Officers in the Maritime Reserves and Unified Career Management streams provided by those areas.

b. This Chapter contains policy and processes for OF4s on their extraction from the Pool into their first substantive Naval Staff role and onwards. BR3 Chapter 66 details promotion of OF4s into the Pool. OF4 Officers who are in acting OF5 rank will be career managed by their SO1 Career Manager who, in conjunction with SOCTM, will guide them through the relevant processes necessary for their temporary OF5 role. The exception is Pooled officers extracted before the Pool Window, who will be career managed by SOCTM from Onboarding onwards.

c. Written in sequential order, this Chapter identifies common principles of Senior Officer Career and Talent Management followed by sections which explain how policies change and apply as a member of the Naval Staff moves through their career. The Annexes contain details on the processes which are used in the selection and appointment of Officers into roles and should therefore be consulted as part of the application process. Where there is no difference in this Chapter to policy contained elsewhere in BRd 3(1) that policy remains extant and should be referred to whilst on the Naval Staff. The Naval Assistant's Guide contains guidance to match the policy and process of this Chapter.

SECTION 2

PRINCIPLES OF SENIOR OFFICER CAREER AND TALENT MANAGEMENT

6402. The Naval Staff and First Sea Lord

The Naval Assistant and Hd SOCTM manage the careers of the Naval Staff on behalf of 1SL. 1SL approves all appointments, substantive and acting, for OF5s and above in the Royal Navy.

6403. Eligibility to Apply for Roles on the Naval Staff

Officers applying for roles on the Naval Staff should ensure that their eligibility meets these criteria, with SOCTM advice sought prior to making an application in the case of doubt:

a. Have the minimum of 'Yes' as the recommendation in their last report for the rank of the role in question (i.e. an OF4 in the Pool needs Yes 1 Up to apply for their first role on the Naval Staff).

b. Be in-date with their Pyschometric Assessment (see 6406).

c. Meet the minimum appointment length criteria (see 6408).

d. If OF5 applying for OF7 roles, meet the requirements of Promotion to OF7.

6404. Applying for Roles and Feedback on Applications

a. There are 4 main methods that SOCTM use to manage applications for roles:

(1) Standard appointment by Hd SOCTM, for OF5 only.

(2) Fleet Commander's Appointment Board (FCAB).

(3) Flag and Senior Officers' Appointment Board (FSOAB).

(4) Competition, including:

(a) CSOC / NAD / DNO / SDA.

(b) Service Secretaries Meeting (SSM) / Senior Appointments Committee (SAC).

(c) Outer Office Competition.

b. Each of these has its own annex to explain its own processes and procedures, however they all have factors in common:

(1) SOCTM may always exercise its prerogative to amend process and eligibility criteria to the benefit of the Service in exceptional circumstances;

(2) Members of the Naval Staff and the OF4-5 Pool apply for their next role;

(3) Credible Knowledge, Skills and Experience and Behaviours (KSEB) is the primary driver;

(4) Career Field and Branch may be specified;

(5) Assignments are for 36 months, unless specific circumstances (i.e. Op Tours, front-line Command) dictate otherwise;

(6) Career Discussions are available at any time.

c. Officers will leave the Service at the end of their Senior Officer Compulsory Retirement (SOCR) period, unless extended in post with a SOCR contract extension or assigned into another role with a SOCR contract in place.

d. Officers seeking promotion to OF5 and above usually apply for roles in the next substantive rank. There is an exception to this in Promotion to OF7 (see para 6422).

e. **Feedback on Applications.** Since members of the Naval Staff apply for roles with varied levels of application requirements, and there is no limit on the number of applications that can be received, there are varying degrees of feedback once an appointment is made. Successful applicants will be informed by either the Naval Assistant (OF6+) or Hd SOCTM soon after the appointment is fully endorsed.

f. Unsuccessful applicants will be informed in such a way as matches the effort expended in application: ranging from no feedback in the case of emailed Expressions of Interest, to SCIO feedback on FCAB and FSOAB applications, and phone calls in the case of competitions. This is covered in more detail in the relevant annexes.

g. **Promulgation of Appointments.** Promotions are promulgated in accordance with BRd 3(1) Chapter 66.

6405. Mandatory Training

As throughout their career to date, members of the Naval Staff should remain in date for mandatory competences and training (including fitness tests) as required by their role. There are additional requirements for the Naval Staff. Psychometric testing as detailed below is mandatory, and there are requirements for OF6 and OF7+ positions detailed in the sections pertaining to promotion into those ranks.

6406. Psychometric Testing

a. All promotions, and appointments/candidacy boarded at FCAB and FSOAB, are informed by the use of psychometric assessment as a Decision Support tool. The assessment (informed by a series of psychometric tests assessing personality, motivation, and cognitive abilities) provides a snapshot as a basis for discussion and personal development as well as forming part of FCAB and FSOAB Board packs.

b. All members of the pool and the Naval Staff must be in date for Psychometric Testing (PT) to be eligible to apply for all roles at OF5 and above. This means that PT results must be in SCIO by the advert closing date. Exceptions to this rule in exceptional circumstances can be considered and authorised by 1SL if appropriate; additionally, Pool members in the first 3 months since the day they received the Pool Onboarding email and checklist (to allow time for post-test processing) are also exempted from this requirement.

c. PT results are valid for 5 years, after which members of the Naval Staff must re-test in order to maintain eligibility. Reminders will be sent when re-testing windows open, but it remains the individual's responsibility to ensure their eligibility does not lapse.

6407. Command Appointments

Command Appointments at OF5+ are listed at Annex E. The additional eligibility requirements and selection routes (Standard Appointing, FCAB, FSOAB) are outlined there. All officers are expected to complete the full tenure of any Command appointment. This may mean that officers in the OF4-5 Pool will not extract in that Pool year, and this should be borne in mind by OF4-5 selection boards. It also means that, while members of the Naval Staff can apply and/or compete for their next role while in a Command appointment they should anticipate not being released from Command early.

6408. Appointment Length

a. For all roles on the Naval Staff, there is an expectation that officers will serve at least 12 months in a role before handing it over, with the following exceptions:

(1) Op Tours.

(2) Individual augmentation posts.

(3) Projects conducted in the margins.

(4) Selection for Promotion (if eligible) or Command

(5) At 1SL's discretion.

b. Members of the Naval Staff should ensure that the start date of their next assignment (or the pre-assignment training programme) falls at least 12 months after they started in the role i.e. handover to handover. Within 12 months of starting their current role, officers may apply for roles and competitions which are selected before 12 months but start the handover after the 12-month point. This is as much to ensure adequate OJAR reporting for subjects as it is to provide stability to the organisation.

6409. Acting Higher Rank

a. Members of the Naval Staff will be substantively promoted into a rank when the Assignment Order is for 12 months or longer. Any assignments to the next rank shorter than 12 months attract Acting Higher Rank (AHR) status, and on completion of that assignment Officers will revert to their substantive rank, unless they are immediately selected into another role in the higher rank taking them beyond 12 months AHR in total. As with all substantive promotions to OF5 and above, AHR applications are approved by 1SL.

b. For OF4s in AHR prior to selection into the OF4-5 Pool, see section on Extraction from the Pool.

c. Officers in both AHR and Local Acting Higher Rank (LAHR) wear the uniform of the higher rank while in the role. There are also instances where the wearing of higher rank uniform, regardless of AHR, during handover or pre-joining training may be appropriate: in this case, officers should seek approval from the Naval Assistant or Hd SOCTM specific to their circumstance.

d. The start of AHR or LAHR usually coincides with the start date of handover period. Pre joining training and activity in the JPA margin are conducted in the substantive rank of the officer: the only exception to this rule is for officers undergoing training at Defence Attaché and Loan Service Centre (DALSC) where Officers will undertake training in AHR. Requests for non-competed interim fills in AHR at OF5+ are rarely appropriate, and substitution pay (SUPA) should be the expectation. The latter is a Unit function, see Ch66 and JSP 754 Chapter 2 Section 7 for further details ensuring the SOCTM Office is informed.

6410. Talent Management

a. Every spring all three Services begin to map out the talent they have before coming together each July at the SUPER SAC in order to identify those at the very top of the talent tree and to determine who is in each talent pipeline. For the RN, the process starts with assigning each Officer on the Naval Staff with a numerical talent score between 0.5 and 3.5, which corresponds to Flag Rank. This score represents the SOCTM team's assessment of the Officer's highest potential rank and is based on factors such as time left to serve, branch or trade, training, and reporting. These estimates can change based upon changing circumstances and Knowledge Skills Experience Behaviour (KSEB) profiles.

b. The timely completion of OJARS and SOARs is necessary to ensure officers are not disadvantaged during the springtime execution of talent scoring, which is timed around the Senior Appointments Committee's talent event every June. The Talent Score is neither a limit nor a promise of promotion; rather, it is a way to understand the talent the RN has, and the reach within different pathways.

c. The Talent Scores are presented to the FSOAB in June at our single-Service talent event, where the Senior Leadership Team discusses the Naval Staff and agrees on the talent scores and profiles. 1SL then represents the RN at the SAC Talent event just before the summer break. An Officer's score will appear in their SCIO profile.

d. In addition to the annual Talent Score, OF6+ members of the Naval Staff are talent scored in a Nine Box Grid assessment, which underpins tri-Service talent management at the most senior level. The FSOAB ratifies the Naval Assistant's assessment, and considers the balance and growth of key SQEP, as well as providing OF7 and OF8 talent data to the Senior Appointments Committee which does the same for Defence. Once scores have been ratified at the SAC they will be available in SCIO.

6411. Higher Staff Training and Continuous Professional Development

a. Both MOD-sponsored and non-MOD-sponsored Continuous Professional Development (CPD) continue to be encouraged while on the Naval Staff. Officers should approach Hd SOCTM or the Naval Assistant as appropriate to request consideration for Higher Staff Training and CPD opportunities, as well as ensure appropriate aspirations and recommendations are reflected in OJARs and interest is captured within SCIO. Officers should ensure compliance with relevant policy including BR3 Chapters 59, 96 and 97 as well as JSP 750 for Returns of Service. MOD-sponsored opportunities specific to members of the Naval Staff are outlined in the Naval Assistant's Guide; additionally, as a product of talent scoring, every spring Hd SOCTM seeks FSOAB approval for candidates and reserve candidates for Higher Staff Training, which comprises HCSC and RCDS.

b. **Higher Command and Staff Course (HCSC).** Aims to prepare future strategic leaders for higher command appointments across Defence and the security environment. It focuses on the defence contribution to national strategy, effective military decision-making and operational design, and evaluates the enduring characteristics of high command and leadership. The course takes place at the Joint Services Command and Staff College (JSCSC), with one course per year running from January to April for Officers at OF5 and OF6. HCSC is usually completed within role, with between roles being at the discretion of Hd SOCTM and the NA. The Royal Navy has seven places per course. Graduates of the College are awarded the post nominal letters "hcsc". While attendance on HCSC does not currently attract a Return of Service, officers attending HCSC will be expected to complete a full assignment on completion of training.

c. **Royal College of Defence Studies (RCDS).** Develops strategic thinkers and leaders from within the Armed Forces and Civil Service to prepare them for assuming the highest ranks in a whole-government and international environment. The course takes place at the Royal College of Defence Studies in London, with one course per year running from September to July. Attendees are OF5 and OF6 from the UK and foreign armed forces, government departments and other public-sector organisations. It is a post-graduate level course in international strategic studies with a practical emphasis. Graduates of the College are awarded the post nominal letters "rcds". Attendance on RCDS attracts 30 months Return of Service[1].

d. **Senior Overseas Staff Colleges.** Officers attending Senior Overseas Staff Colleges should be accredited with the appropriate competence in JPA and post nominals ‘sondc’. These accreditations must be initiated by the subject Officer since they are not automatic at source and SOCTM will ensure JPA action upon receipt of proof of completion. CM CF DEL SO1 should be consulted if there is any doubt as to which courses qualify for accreditation.

e. **Non-MOD Sponsored CPD.** This includes all forms of CPD where the individual is required to make a financial contribution to the learning. The standard rules around use of Standard and Enhanced Learning Credits as well as arrangements to resource the learning continue to apply. Where the learning culminates in the award of a substantial Level 6 (Bachelors) qualification[2], it should be recorded on JPA.

f. **CPD Recording on SCIO.** The SCIO CPD tool will play a central part in the SOCTM CPD selection process. It is important that members of the Naval Staff log interest in any CPD opportunities to ensure their preferences are captured and aspirations visible during the selection process. Many of the courses at OF6+ do not have an associated JPA competence so it is essential that Officers self-record the successful completion of these courses in the SCIO CPD tracker to ensure an accurate and up to date record of their CPD journey is captured.

6412. Annual Reporting

a. Members of the Naval Staff are responsible for ensuring that their reporting (OJARs and SOARs) remains up to date and in line with JSP 757. Annual talent scoring takes place from March onwards, so the timely completion of reports is essential to prevent Officers from disadvantage.

b. Where Boards and Competitions use reports to inform their decision-making, the most recent finalised versions available on JPA are used. Draft reports are not acceptable.

c. For applications to roles in the next rank, members of the Naval Staff must have at least a ‘Yes’ recommendation for one rank up.

[1] JSP 750 Part 1 Annex A.
[2] https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels

6413. Extensions of Commission and Additional SOCR Periods

a. Members of the Naval Staff continue to be eligible to apply for roles until their Tx date. If they are selected and endorsed for another role in either the same rank or on promotion, members of the Naval Staff will be retained in order to fulfil that appointment. Officers may also be extended in a role beyond their original FAD and Tx date in accordance with Service need. New SOCR contracts are signed:

(1) As an OF5 on reaching 6 years seniority and with an approved appointment requiring the extension;

(2) on substantive promotion to OF6;

(3) and when starting every new role subsequently.

b. In exceptional circumstances, NA with 1SL endorsement may use the Directed Early Retirement (DER) Scheme (see JSPs 750 and 764) for OF6 and above members of the Naval Staff.

SECTION 3

EXTRACTION FROM THE POOL INTO FIRST NAVAL STAFF ROLE

6414. The OF4-5 Pool

The OF4-5 Pool is designed to hold a greater number of potential OF5s than the MAuN requires, in order to provide choice, competition and agility to the most senior appointments. Hd SOCTM seeks to make appointments at OF5 from within the Naval Staff first, and when Knowledge, Skills & Experience (KSE) requirements and availability cannot be met on the Naval Staff, Hd SOCTM extracts OF4s from the Pool into OF5 roles. OF4s are selected into the OF4-5 Pool by Career Field, as detailed in BR3 Ch66. The period of extraction, known as the Pool Window, runs from 1st July after the Board selects candidates to the following 30th June. Officers selected into the Pool are 'onboarded' during the spring term.

6415. OF4s in Acting Higher Rank OF5 Roles

a. For OF4s in AHR OF5 roles and not in the Pool, their career will continue to be managed by their SO1 Career Manager with SOCTM team involvement in specific selection and administrative processes.

b. OF4s who are in AHR as OF5 and who Board successfully at the OF4-5 Pool Boards will automatically substantively promote to OF5 on 1 July immediately following that Board, provided the assignment meets the 12-month minimum duration. This will also be the start of their Senior Officer Compulsory Retirement, regardless of when they took up their AHR assignment: their Future Availability Date is calculated separately.

6416. Substantive Promotion to OF5 and the Naval Staff

The following specific rules apply to Officers selected for the Pool for substantive promotion to OF5, who will have been notified of their Pool status by SCIO on completion of the selection board:

a. The number of selections will be sized to allow a suitable range of Career Fields, competences and backgrounds to be made available to1SL to appoint; however, with such flexibility and the considerable number of tri-Service competition posts at this level, the requirement will fluctuate during the year and therefore candidates selected for the Pool must not assume they will be elevated to the next higher rank.

b. Promotion to OF5 becomes effective only on taking up appointment in the higher rank. Should the post be dis-established under re-organisation or restructuring at any stage before the arrival of the incumbent, then that Officer will remain in the Pool, even if an assignment order has been issued.

c. Individuals selected for the Pool, who are assigned to Op Tours, will be substantively promoted if the Op Tour totals 12 months or longer (not including PJTs or POTL). To avoid any career disadvantage, the substantive rank will apply on and from the first day in theatre. Such promotions will count against the MAuN for that year.

d. Officers must complete the Onboarding Checklist before the Pool Window opens on 1 July.

e. If an Officer in the OF4-5 Pool has not been selected and endorsed by 1SL for a substantive OF5 role by the end of the Pool Window they must be re-boarded for a subsequent Pool.

6417. Pool Onboarding

a. The process of onboarding to the Pool begins when SOCTM sends an initial email welcoming Officers to the OF4-5 Pool and outlining the necessary actions to fully join the Pool once the Pool Window opens on 1st July. Officers in the Pool are required to complete JPA and SCIO checks, undertake mandatory psychometric testing and complete a Pool Onboarding checklist to prepare for their extraction and first role on the Naval Staff. The Pool Window beginning on 1st July is designed to enable selected officers to complete their Pool Onboarding checklists including Psychometric Testing if not already in date, give OF4 Career Managers notice about potential onwards assignments at the senior end of their plots and SOCTM staff time to complete administrative checks.

b. Officers in the Pool who already hold Psychometric Assessments dated within the 5-year validity period are to inform SOCTM as part of their onboarding. Potential candidates for FCAB/FSOAB roles boarded before 1 Jul will need to prioritise sitting those assessments in order to have the results available to Board Members. While exceptional circumstances will inevitably arise and the necessary waivers be considered by SOCTM and 1SL, Officers must ensure that their psychometric results are available in SCIO 4 weeks before any Board sits.

6418. Extraction between the start of Onboarding and the Pool Window

Extraction before the start of the Pool Window may be in the interests of the Service, where there are no substantive OF5s or members of the preceding year's Pool available with suitable KSE to undertake a role that begins before 1st July. An officer who has only just been selected for the Pool can be extracted at Hd SOCTM discretion before they have completed the Pool Checklist and Psychometric Assessment, but they must nevertheless meet the 1st July deadline as a condition of substantively promoting.

6419. Senior Officer Compulsory Redundancy and Terms and Conditions of Service

a. Officers, both Regular and Maritime Reserve, who promote substantively to OF5 are subject to Senior Officer Compulsory Retirement Terms and Conditions of Service (SOCR TACOS)[3]. Unless a Service need determines the requirement for an extension of service or the Officer promotes before reaching six years' seniority, OF5s will leave the Service regardless of their prior TACOS and TX date after 6 years in rank or reaching RA55 / CE60 (whichever is soonest). This policy also applies to OF4s who have been selected for Commission Extension to Retirement Age 60 and subsequently promote to OF5, i.e. they serve 6 years in rank or to their CE60 terminal date, whichever is the earlier.

[3] For Regulars, this rule applies to those substantively promoted to OF5 on or after 1 Apr 2020. For Maritime Reserves, this rule applies to those substantively promoted to OF5 on or after 1 Apr 2026.Officers promoted before those dates remain on the TACOS arrangements enacted on their promotion.

b. Those accepting promotion to OF5 and thereby agreeing to SOCR terms as above will not be eligible for the Directed Early Retirement (DER) Scheme and Special Capital Payment (SCP) (see JSP 764) as this is applicable to 1* only and above.

c. As AFPS 15 is a Career Average Revalued Earnings (CARE) scheme, SOCR TACOS has the potential to impact on the pension that Officers are able to achieve in the future. It may also affect those who claim, or may claim, CEA and those in receipt of Recruitment and Retention Pay. Officers concerned by these potential impacts of SOCR TACOS are strongly advised to take independent advice, from an appropriate source, before accepting promotion on these terms.

d. Officers who do not accept these SOCR TACOS will remain on their extant TACOS as an OF4. SOCR TACOS does not affect an Officer's ability to submit notice for early termination (PVR) or Optional Exit Point applications for submariners[4].

e. Following selection to a substantive OF5 role, Officers are to agree a handover date with the current incumbent. Once the date has been agreed, SOCTM will take the necessary JPA and appointing actions. If beginning the appointment within the Pool Window, the start of the appointment and start of SOCR TACOS will be the same date. If before the Pool Window opens on 1 July, the start of the appointment will not match the start of SOCR TACOS as Officers will be AHR until 1 July upon which date they will substantively promote provided that they have completed the Onboarding Checklist. In both cases, SOCR TACOS will begin on 1st July or the start of the assignment within the Pool Window regardless of when the Officer signs them. At that SOCR start point, the Officer becomes a member of the Naval Staff.

[4] BR3 Chapter 54 Annex K.

SECTION 4

PROMOTION TO OF6

6420. Selection to OF6

a. All selections for OF6, including those that are then selected at a competition beyond FSOAB (see Annex D), are made at FSOAB: following the FSOAB and 1SL Endorsement, the appointment is either enacted, or the Officer is given Approval to Apply at onwards competitions.

b. All applicants must meet the eligibility criteria at para 6403.

c. Following selection to an OF6 role, Officers are to agree a handover date with the current incumbent. Once the date has been agreed, SOCTM will take the necessary JPA and appointing actions. Officers substantively selected are required to sign a new contract of SOCR TACOS, the duration of which matches the role into which they are appointed.

6421. Mandatory CPD

OF6 members of the Naval Staff have mandatory CPD to support them in their first OF6 role and beyond. This CPD must be completed by Officers no later than 12 months after assuming their first OF6 appointment and it must be maintained as appropriate. Officers are to book this CPD direct with the training provider and on completion record it in the SCIO CPD tracker. The CPD requirements are outlined in Table 64-1.

Table 64-1. CPD Requirements for OF6

Course Name	Outline
Defence Senior Leadership Programme	This is a mandatory three-part residential programme which draws together a balanced portfolio of participants from a wide variety of different backgrounds and with different experiences who share a common interest in operating in and around the strategic leadership space. **Duration:** 10 days over a 4–5-month period. (Module 1 is 3 days, Module 2 is 3 days, and Module 3 is 4 days).
Senior Leaders Mental Fitness and Resilience Course	This is an evidence-based two-day course designed for defence senior leaders tasked with creating a positive environment in which a mentally fit, resilient and productive workforce can thrive. The course aims to promote greater understanding of the importance of mental fitness and resilience for leaders themselves, and of role-modelling and embedding conducive conditions in their organisations. The one-day preparatory learning accessed via the Defence Learning Environment (DLE), provides awareness of mental fitness and resilience and self-reflection on personal wellbeing. The one day face-to-face (F2F) session continues to build on the preparatory learning and explores in more depth role-modelling and embedding conducive conditions into teams and organisations. **Duration:** 2 days (1-day for pre learning, 1-day F2F).
Lead to Succeed	This unique course is targeted at senior officers and civil servants. Although not accredited it provides education and guidance on leading large diverse teams to maximum effect in both domestic and operational environments. **Duration:** 1 day plus 0.5 days self-directed learning.

6422. Chaplain of the Fleet and Deputy Chaplain of the Fleet

Chaplain of the Fleet is a promoted position that engages at Flag and General Officer level and is Head of the Chaplaincy Branch. The Deputy Chaplain of the Fleet is the promoted rank of 'Principal Chaplain Royal Navy' on JPA and operates at 1*/OF5 level. Applications for Deputy Chaplain of the Fleet follow the process described at Para 6018. Application and sifting are followed by the FSOAB, with Sending Church consultation as appropriate. Principal Denominational Chaplains (PDCs) are not promoted posts and are selected by the Sending Church in consultation with the Chaplain of the Fleet.

SECTION 5

PROMOTION TO OF7

6423. Eligibility to apply for OF7 roles

Application for roles involving promotion to OF7 will be available to a substantive SQEP OF6 with a positive recommendation 1-up, and in exceptional circumstances to a substantive SQEP OF5 with a 'High' recommendation 2-up. OF5s will be able to apply for a maximum of two OF7 roles whilst an OF5. Applications will be subject to the eligibility at para 6403 and the consideration of the FSOAB: the FSOAB will have the option to vary this rule if required.

6424. Interviews for OF7 roles before FSOAB

Interviews inform the decision-making process for the majority of OF7 roles. There is a wide range of advice readily available to enable Officers to prepare themselves for interviews and preparation remains a personal responsibility. After a sift (see Annex C), which the NA conducts with at least one suitably experienced 2*, applicants will be informed whether they have been selected for interview. This may be at short notice. Interviews take place in person wherever possible, in Daily Working Rig, and last approximately 30 to 45 minutes. The panel comprises three members plus a member of the NA's Office as secretary. For OF7 roles it will be chaired by a 3*; other panel members may vary but, wherever possible, will include an independent member and a suitably experienced 2*. The panel approves a written summary of the interviews to the FSOAB: this will include a recommendation as to whether they found the applicant above or below the line at interview. They do not otherwise score or rank the applicants, and it is not another sift: all interviewed candidates will be presented to the FSOAB.

6425. Selection to OF7 and Humblies

a. In addition to the eligibility requirements and FSOAB selection processes outlined above and in Annex 64C, for promotion to OF7 final approval of the appointment is given by His Majesty the King via the Humbly process. Specific NATO/MOD/UN roles may also require ratification by the Senior Appointments Committee. This process will automatically be completed on behalf of the appointee by the NA's Team and DS Sec.

b. Following selection to an OF7 role, Officers are to agree a handover date with the current incumbent. Once the date has been agreed, SOCTM will take the necessary JPA and appointing actions. Officers substantively selected are required to sign a new contract of SOCR TACOS, the duration of which matches the role into which they are appointed.

6426. Multi-source reporting for OF7s

Multi-source reporting constitutes an essential element of the Senior Officer Appraisal Reports (SOAR) process for Officers at OF7 and above. The multi-source feedback system offers a thorough evaluation of senior officers' leadership, management, and professional capability. This approach gathers perspectives from a variety of sources, including peers, subordinates, and superiors, thereby ensuring a well-rounded assessment of both performance and conduct. The insights gained from multi-source reporting underpin decisions relating to promotion, professional development, and succession planning. Senior officers are expected to respond constructively to the feedback provided.

SECTION 6

PROMOTION TO OF8

6427. Selection to OF8

Eligibility for selection to OF8 and above roles is restricted to individuals who have received an invitation to apply. Applications will typically require submission of an enhanced Why Me Statement (WMS). Owing to the seniority of these positions, the exact documentation required may vary according to the specific role. Candidates will be interviewed by an appropriate panel. Further information regarding the competition process is available from the Naval Assistant or at Annex 64D.

6428. Ratification

Prior to confirmation of any appointment, ratification must be secured from the Senior Appointments Committee (SAC) and subsequently approved by His Majesty the King. The SAC conducts a comprehensive review of the candidate's qualifications, experience, and suitability for the position. Once the committee has endorsed the candidate, the appointment is forwarded for formal approval by His Majesty the King, whose confirmation is required for the appointment to be made official.

6429. Admiral of the Fleet

Admirals of the Fleet are selected by His Majesty. Such promotions are not normally made in peacetime and, if they are, they will be in an honorary capacity.

SECTION 7

LEAVING THE SERVICE FROM THE NAVAL STAFF

6430. SOCTM Role

SOCTM provides the Career Management function throughout the resettlement process, with appropriate resettlement responsibilities undertaken by Unit administrators, line managers and resettlement staff in accordance with BRd 3(1) Ch 55 and JSP 534.

6431. Last Day in Service calculations

a. When personnel are assigned and SOCR TACOS are issued for all members of the Naval Staff to whom the 6-year SOCR period no longer applies, the SOCR TACOS contract is aligned to the individual's FAD, generating an interim Tx date. Service is subsequently extended (Tx date and SOCR terms) to fulfil handover and resettlement requirements in consultation between SOCTM and the Officer. Upon confirmation of Terminal Leave (Tx) calculations and margin allocations, Officers will be assigned as follows:

(1) Assigned to MA6 for any outstanding ALA or GRT entitlement;

(2) Assigned to MA5 for the final 20 working days of Terminal Leave

b. Chosen area margins will typically be determined based on the individual's intended residence after leaving service, aligned to the nearest margin location.

6432. Valedictory Certificates

Different from the OF4 and below process[5], Valedictory Certificates (VC) for Officers of ranks OF5 to OF9 are prepared by the SOCTM team. At 12 months pre-termination, personnel will receive a "12 Month Letter" from the NA, including a VC proforma to be completed and returned. This proforma will inform the content of the VC. Once endorsed by the First Sea Lord, the VC will be posted to the address specified by the individual prior to the final TX date.

6433. Business Appointing Rules

Officers resettling and leaving the Service must ensure compliance with JSP 534 (Tri-Service Resettlement and Employment Support). Following termination of Service, an individual undertaking further paid employment must also ensure full compliance with Business Appointment Rules as detailed in JSP 492 and BRd 2 Chapter 84.

[5] BR3 Ch 55 Annex 55D.

ANNEX 64A

STANDARD APPOINTING FOR OF5 ROLES

1. Non-competed OF5 Roles

For OF5 personnel, certain Naval Staff roles are not subject to selection by FSOAB, SSM, or formal competition. In these cases, the Hd SOCTM may assign individuals directly in a manner similar to career management for OF2-4, however Officers will need to express their interest in these roles to be considered.

2. Expressing Interest

To express interest in a role, Officers need to contact the SOCTM team and state their interest by email. Roles are advertised through the fortnightly Forward Appointing Forecast (FAF), which contains visibility of a greater number of roles than is available on SCIO due to tri-Service posts and competitions. If a role advertised through the FAF receives a high level of interest, Hd SOCTM may request a formal Expression of Interest in the form of a 350 word “Why Me” Statement.

3. First Sea Lord Endorsement

All such appointments require endorsement from 1SL prior to assignment. Successful candidates will personally be informed, but candidates who have simply expressed interest by email will not usually be informed that they are unsuccessful.

ANNEX 64B

FLEET COMMANDER'S APPOINTMENT BOARD

1. Purpose

The Fleet Commander's Appointment Board (FCAB) is convened annually to determine the appointment of OF5s to command Operational Units.

2. Administration

The FCAB convenes once a year in summer to determine the appointments listed under FCAB in Annex E which are due for relief in the following 15 months. The appointments under consideration are determined by Hd SOCTM and advertised by the Senior Appointments app on SCIO as well as on the routine Forward Appointing Forecast. The FCAB follows the same Apply, Sift, Select process as the FSOAB.

3. Eligibility

Before applying, potential candidates should check their eligibility for the roles for which they wish to compete. All candidates for all FCAB roles must have the results of Psychometric Testing available in SCIO no later than 4 weeks before the Board convenes, and have recommendations for Command at OF5 in their OJARs. The timing of FCAB is such to enable substantive OF4s in the Pool to complete the necessary tests in order to board with full eligibility.

4. Applying on SCIO

Candidates apply for FCAB roles using the Senior Officer Appointing function on SCIO, which is found in the Career Opportunities section. They should also inform the SOCTM team and their career manager (if in the Pool) of their intention to apply. When applying, candidates will upload a 350 word 'Why Me Statement' to support their application. SCIO will also conduct checks in line with the role, including for psychometric test results, and ask for answers to some eligibility questions. If, having checked the NA's Guide, candidates are unable to submit, they should seek assistance from the SOCTM team.

5. Sifting the candidates

Should more than 4 candidates submit applications for the same appointment, a sift will be conducted with Hd SOCTM and an appropriate 1*. Sifting is a two-phased approach checking eligibility first and credibility second: both of these use the Candidate Brief, which is the same information which will be presented to FCAB. A maximum of 4 credible candidates will be presented to the board for each role.

6. Selecting candidates at the FCAB

a. The FCAB is Chaired by the Fleet Commander (vote holding) with voting 2* representatives of the Warfare, Aviation and Royal Marine fighting arms and Hd SOCTM in an advisory capacity. The FCAB considers the ratified candidates for each of the roles, with access to the following for each candidate with items 1-5 collated into the Candidate Brief:

(1) Why Me Statement.

(2) Last 3 OJARs.

(3) ACSC or psc(j) report if available.

(4) Statement of Service.

(5) Psychometric Assessment results.

(6) Hd SOCTM's comparative analysis of candidates.

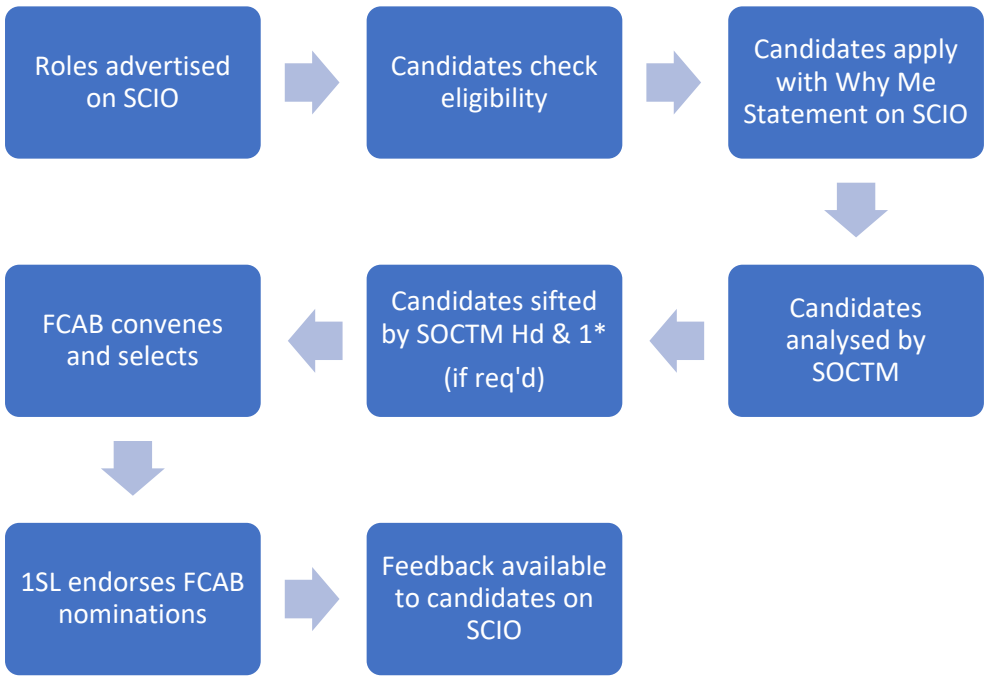
b. On completion of discussion, the Board determines the successful candidate for each Command Appointment. The list of FCAB nominees is then sent for 1SL's endorsement and onward career management action.

7. Feedback

Feedback on FCAB applications is available within SCIO to all applicants only once all applicants have been informed of the outcome.

8. Process Flowchart

Figure 64B-1. FCAB Process



ANNEX 64C

FLAG AND SENIOR OFFICERS' APPOINTMENT BOARD

1. Purpose

The Flag and Senior Officers' Appointment Board (FSOAB) is convened every 6-8 weeks to predominantly consider OF6 and OF7 appointments as well as OF5 Command of Establishments due to turnover at least 6-7 months in advance, although selection of candidates for Joint competitions, or appointments requiring extensive training or special clearances (e.g. attaché posts) are normally considered 12-18 months in advance.

2. Administration of the FSOAB

The appointments under consideration are determined by the NA and advertised by the Senior Appointments app on SCIO as well as by an email informing the plot of the roles to be determined at the next FSOAB. The FSOAB follows the Apply, Sift, Select process.

3. Eligibility

Before applying, potential candidates should check their eligibility for the roles for which they wish to compete. All candidates for all FSOAB roles must have the results of Psychometric Testing available in SCIO no later than 4 weeks before the Board convenes, and have positive promotion recommends, at least YES for 1UP for applications to the next rank, in their most recent report. A substantive SQEP OF5 with a 'High' recommendation for 2-up will be able to pitch at a maximum of 2 OF7 roles whilst at that level. Captains and Colonels who wish to apply for 2* posts and have questions regarding pension tax implications should seek independent financial advice before submitting an application.

4. Applying on SCIO

Candidates apply for FSOAB roles using the Senior Officer Appointing function on SCIO, which is found in the Career Opportunities section. When applying, candidates will upload a 350 word 'Why Me Statement' to support their application: guidance on this is found in the Naval Assistant's Guide. SCIO will also conduct checks in line with the role, including for psychometric test results, and ask for answers to some eligibility questions. If having checked in the NA's Guide, candidates are unable to submit they should seek assistance from the SOCTM team.

5. Sifting the Candidates

Should more than 4 candidates submit applications for the same appointment, a sift will be conducted with NA and an appropriate 2*. Sifting is a two-phased approach checking eligibility first and credibility second: both of these use the Candidate Brief, which is the same information which will be presented to FSOAB. A maximum of 4 credible candidates will be presented to the board for each role.

6. Interviewing Candidates for OF7 Roles

There is an additional interview step in the process when selecting RN OF7 roles. After a sift, which the NA conducts with at least one suitably experienced 2*, candidates will be informed whether they have been selected for interview. Regrettably, this may be at short notice. Interviews take place in person wherever possible, in daily working rig, and last approximately 30 to 45 minutes. The panel comprises three members plus a member of the NA's Office as secretary. For OF7 roles it will be chaired by a 3*; other panel members may vary but, wherever possible, will include an independent member and a suitably experienced 2*. The panel approves a written summary of the interviews to the FSOAB; this will include a recommendation as to whether the panel found the applicant above or below the line at interview. The panel does not otherwise score or rank applicants, and it is not a sift; all interviewed candidates will be presented to the FSOAB.

7. Selecting candidates at the FSOAB

The FSOAB is Chaired by the First Sea Lord (vote-holding) with Second Sea Lord, Fleet Commander and Director General Options and Commissioning as voting members, and Dir P&T and NA in an advisory capacity. The FSOAB considers the candidates for each of the roles, with access to the following for each candidate with items 1-5 collated into the Candidate Brief:

a. Why Me Statement

b. Last 3 OJARs

c. HCSC or RCDS report if available

d. Statement of Service

e. Psychometric Assessment results

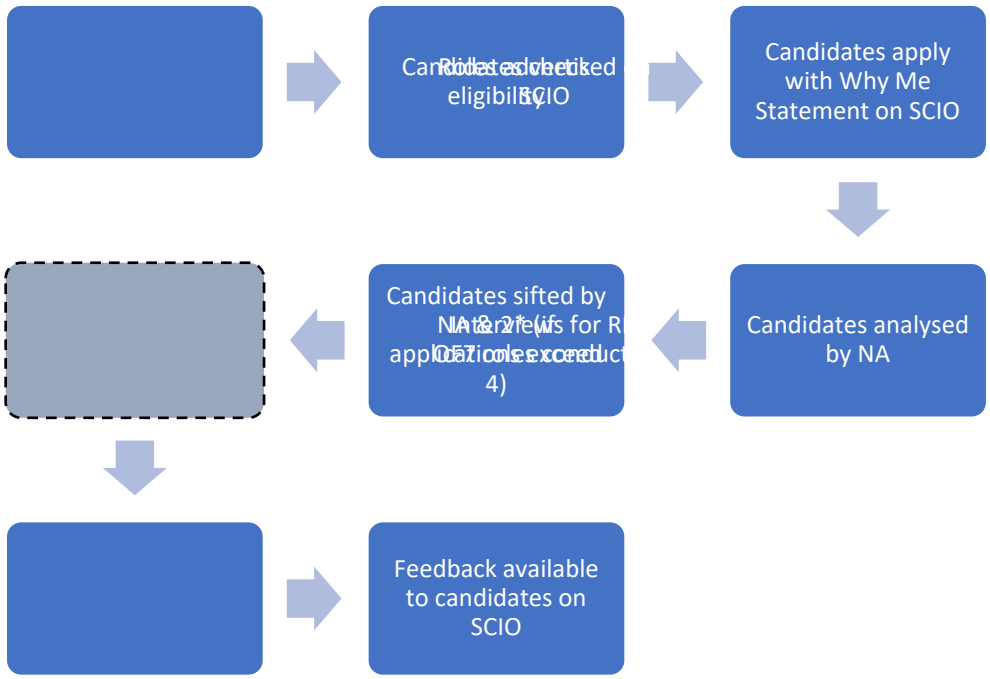
f. NA's comparative analysis of candidates

On completion of discussion, the Board determines the successful candidate for each Appointment.

8. Feedback. Feedback on FSOAB applications is available within SCIO to all applicants only once all candidates have been informed of the outcome.

9. Flowchart

Figure 64C-1. FSOAB Process



ANNEX 64D

COMPETITIONS

1. Purpose

This Annex covers roles filled through external competitions or boards and is not exhaustive. These posts sit outside the Royal Navy's appointing remit because they are tri-Service or quad-Service appointments. It will be made clear to potential candidates before they apply which application pathway they will follow and the SOCTM team will advise throughout the process.

2. Approval to Apply

Candidates wishing to compete for these roles must obtain Approval to Apply from 1SL. This is normally sought via either the FSOAB or Hd SOCTM.

3. Tri-Service Roles

For joint appointments, the Royal Navy selects and endorses candidates before they are considered by the relevant tri-Service board or employing organisation. The key pathways are:

a. OF5 joint roles are advertised on the FAF and 1SL approves candidates.

b. OF6 and OF7 joint roles advertised at FSOAB: FSOAB selects the Royal Navy candidate(s) to be presented to the appropriate tri-Service board.

c. OF8 joint roles: Royal Navy candidates are selected by 1SL.

4. RN candidates are then presented to the appropriate Tri-Service board:

a. Joint OF5 & OF6 roles selected at the Service Secretaries' Meeting (SSM): NAVSEC votes and represents Royal Navy candidates.

b. Some joint OF7 and OF8 roles decided at the Service Appointments Committee (SAC): 1SL is a voting member and the Royal Navy candidate representative; remaining roles are typically decided by interview with the employing officer.

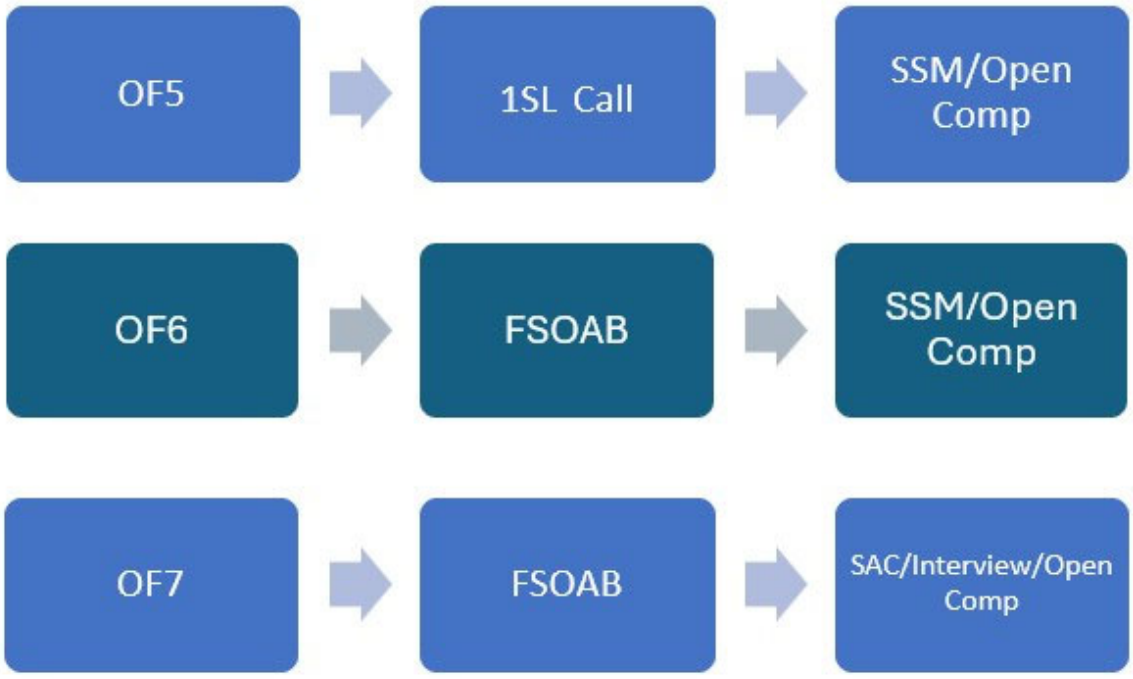
5. Individuals will be informed after FSOAB if they are the Royal Navy candidate for a competition and will have the opportunity to tailor their WMS for the tri-Service audience. The joint selection process is set out in JSP 755.

6. Quad-Service and Open Competition Roles

A number of appointments are filled through quad-Service competitions or open competition. These selection processes are often run by external organisations (for example, NADG or DNO). Where members of the Naval Staff wish to apply, they should follow the initial application direction which will ensure the appropriate Approval to Apply route is followed (through Hd SOCTM with 1SL endorsement or FSOAB).

7. Flowchart

Figure 64D-1. Competitions Process



8. Feedback. Officers will be provided with feedback once the successful candidate has been appointed: this will be from Hd SOCTM, the Naval Assistant or the competition owner.

ANNEX 64E

COMMAND APPOINTMENTS ON THE NAVAL STAFF

1. Purpose

This Annex lists the Command Appointments for members of the Naval Staff, and details eligibility to apply where applicable.

Table 64E-1. OF5 Command Appointments Selected by FCAB.

Role	Appointment duration	Branch Eligibility	Eligibility Criteria
CO CVS	24 months	X	1. Qualified PWO and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. ACSC or equivalent psc(j) is highly desirable.
CO IPS	24 months	X	1. Qualified HCH and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. ACSC or equivalent psc(j) is highly desirable.
CO First of Class Ship or Submarine	24 months	X/ XSM	1. Qualified PWO and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. ACSC or equivalent psc(j) is highly desirable.
CO 43 CDO RM	24 months	RM	1. ACSC or psc(j) equivalent is desirable but not essential. 2. Recommended for Command at OF5.
CO 47 CDO RM	24 months	RM	1. ACSC or psc(j) equivalent is desirable but not essential. 2. Recommended for Command at OF5.
DCOM 3 CDO RM	24 months	RM	1. ACSC or psc(j) equivalent is desirable but not essential. 2. Recommended for Command at OF5.

(*Continued*)

Role	Appointment duration	Branch Eligibility	Eligibility Criteria
CO RNAS CULDROSE	36 months	X/RM (P/O)	1. Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. 2. Have held an aviation related frontline or staff assignment within the last 5 years. 3. CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. 4. Hold a current recommendation for AASB2 Air Command via most recent OJAR.
CO RNAS YEOVILTON	36 months	X/RM (P/O)	1. Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. 2. Have held an aviation related frontline or staff assignment within the last 5 years. 3. CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. 4. Hold a current recommendation for AASB2 Air Command via most recent OJAR.
CO CHF	36 months	X/RM (P)	1. Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. 2. Have held an aviation related frontline or staff assignment within the last 5 years. 3. CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. 4. Hold a current recommendation for AASB2 Air Command via most recent OJAR.

2. Command Appointments Selected Not Boarded

These appointments are selected by the Standard Appointing Process at Annex A and approved by the Fleet Commander before final approval from 1SL.

Table 64E-2. Command Appointments Selected Not Boarded

Role	Appointment Duration	Rank	Eligible branch
COS CSF	36 months	OF5	X / RM
FOST Dir (S) / Capt Ships	36 months	OF5	X
FOST Dir (N) / Capt SM Trg	36 months	OF5	X SM
CAPT JTEPS	36 months	OF5	X
CAG CSG	36 months	OF5	X (P/O)
CAPT SM SUBFLOT	36 months	OF5	X SM
CAPT SS WEST / Capt AFH	36 months	OF5	X
CAPT SS EAST / Capt C&D	36 months	OF5	X
CAPT PUXD	36 months	OF5	X
COS CSG	36 months	OF5	X
DUKMCC	36 months	OF5	X
DACOS OPS	36 months	OF5	X
DCOM MarFor	36 months	OF5	X

CHAPTER 65

PROMOTION POLICY – GENERAL

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 65

PROMOTION POLICY - GENERAL

6501. Purpose

The aim of both promotion and advancement is to keep the Royal Navy workforce at the right levels to meet its commitments within the overall numbers authorised by Parliament. Promotion is not a right. Promotion on merit is a system employed throughout the Royal Navy to sustain a robust and effective regime for the command, leadership, discipline, inspiration, motivation, management and administration of a diverse structure of officers, warrant officers, ratings and other ranks, augmented by MOD civil servants and contractors. It also supports the requirement to maintain a hierarchy of appropriate status and authority to exercise responsibility for war-fighting and decision-making, or procurement, development, custody or operation of a wide range of complex equipment, materiel and procedures. The definition of 'Merit' is given at Para 6508.

6502. Substantive Promotion

All promotion is based on requirement and opportunities will therefore vary between branches, specialisations and sub-specialisations. Promotion beyond Lieutenant RN or Captain RM in the officer corps and beyond Able Rate/Marine for ratings and other ranks (OR) respectively is predominantly by selection. Any promotion prior to this, whilst still based on merit, is non-competitive, being subject to seniority and/or time in service, satisfactory performance and completion of mandatory training and other requirements. Once selected, some personnel may be assigned to relevant professional and/or command/leadership courses, with promotion taking place on a Common Promotion Date (CPD), usually 12 months following selection, subject to being qualified in all other respects.

6503. Non-substantive Promotion

Both selective and non-selective promotion is normally to the next higher substantive rank but, to provide an element of flexibility, non-substantive promotion to the Acting Higher Rate/Rank (RN) or Local/Local Acting Rank (RM) may be authorised exceptionally to enable suitably qualified individuals to fill positions on a temporary basis that are designated for a higher rank. See Para 6603 (officers) and Para 6915 (ratings and ORs) for more details.

6504. Promotion from Non-Commissioned to Commissioned Rank

Promotion from warrant officer or rating/other rank to commissioned rank is via the RN Upper Yardman (UY), Senior Upper Yardman (SUY) and Warrant Officer Commissioning (WOCS) schemes or RM Corps Commission, Senior Corps Commission (SCC) and Warrant Officer Commissioning RM (WOCS(RM)) schemes. Suitable candidates must be recommended by their Commanding Officers via the appraisals process; then - with the exception of the WOCS - they are selected by the Admiralty Interview Board (AIB) and, for SUY/SCC candidates, extracted by the relevant branch/specialisation based upon the requirements of the Service (see Chapter 50). WOCS candidates do not attend the AIB and are selected by a Warrant Officers' Commissioning Board.

6505. Appraisal

Promotion, together with commission transfer, career extension and command selection, and including promotion to commissioned rank, is underpinned by appraisal using the appropriate JPA Appraisal proforma. The importance of timely, accurate and honest appraisal reports for maintaining a fair and effective promotion system cannot be over-emphasised. Further details are contained in JSP 757 and at Chapter 57.

6506. Authority for Promotions

a. Authority for promotion in the Royal Navy is vested in the Admiralty Board. This authority is delegated jointly to Second Sea Lord (2SL) and Fleet Commander (FC). This includes consideration and decision of exceptional promotion cases wholly outside published policy. Legal advice must be sought from SO1 Employment Law and staff advice should be sought from Head Promotions (Hd Proms).

b. The policy within BRd 3(1) sets out the Admiralty Board's directions for the routine promotion of personnel under the command of the Admiralty Board. Under Unified Career Management (UCM), a Lead Command will be responsible for promotion processes for each UCM profession in accordance with JSP 755. The eligibility criteria and promotion rules that are applicable to personnel are set out in subsequent policy paragraphs in Part 8 of this BR. Administration, consideration, and determination of exceptional circumstances of the policy up to and including OF6 are delegated to the following:

(1) Promotion policy development to Deputy Director People Change (DDPC) and Head of Workforce Profession Management (Hd PM).

(2) Strategic Workforce Planning/MAuN) policy development to Deputy Director People Strategy (DDPS) and Head People Policy, Strategy and Plans (Hd PSP).

(3) Promotion policy implementation and promotion board management to Deputy Director People Delivery (DDPD) and Hd Proms.

6507. Diversity and Inclusion

The requirements of Diversity and Inclusion at Chapter 30 apply fully to the conduct of Promotion Boards and all others involved in the promotion process (including Reporting Officers). All candidates must be given the equality of opportunity to be selected and promoted against criteria set or considered by the Promotion Boards as prescribed by the regulations contained in relevant chapters of this publication. Deliberations by boards must be on the basis of merit alone and criteria to score against merit are to be used. Although the Armed Forces are exempt from age and disability discrimination legislation, the Royal Navy aspires to comply with the spirit of the law in this respect.

6508. Definition of Merit

Merit is defined as suitability, capacity and having sufficient experience to be employed in at least the next higher rank alongside a proven track record of caring for and developing subordinates. Factors such as consistency of success, especially in the face of particular challenge; leadership and management acumen; judgement and the ability to make things happen, especially through innovation, effective management of risk and exploitation of opportunity; ability to think on a level above peer group; potential flair for command, future employability, in specialist and/or broader appointments, all constitute merit.

6509. Detailed Regulations

All Royal Navy personnel are expected to have knowledge of the promotion and advancement rules. Decisions in individual cases submitted to DDPD will be based on this expectation. Although the general principles for promotion are common, career structures for officers, ratings and other ranks have evolved separately. As such, specific regulations for the promotion and advancement of officers, ratings and other ranks are contained in the following chapters:

a.	Chapter 66	RN and RM Officers
b.	Chapters 67-90	Ratings
c.	Chapter 91	RM Other Ranks
d.	JSP 755 Part 2 Vol 2	Medical personnel under Unified Career Management (UCM) harmonised TACOS from 1 Jan 24.

ANNEX 65A

REGULAR SERVICE - RELATIVE RATES TABLE

This table refers to relative rates for discipline and privilege purposes and in no way reflects upon rates of pay.



Regular Service – Relative Rates Table (Available in Forms Section on the BRd 3(1) Homepage)

ANNEX 65B

ROYAL NAVAL RESERVE - RELATIVE RATES TABLE

This table refers to relative rates for discipline and privilege purposes and in no way reflects upon rates of pay.



Royal Navy Reserve – Relative Rates Table (Available in Forms Section on the BRd 3(1) Homepage)

CHAPTER 66

OFFICER PROMOTIONS

(Sponsor: NAVY PEOPLE-OProms BSE)

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CHAPTER 66

OFFICER PROMOTIONS

SECTION 1

INTRODUCTION

6601. The Promotion System

The officer promotion system is controlled centrally, relies on objective reporting over an individual's career to allow consideration for progressive promotion, and has many safeguards. A promotion system is necessary to ensure that:

a. Personnel of the appropriate quality are assigned to positions of responsibility.

b. High-quality recruits to the Royal Navy are attracted and retained.

c. A fair chance of promotion in the Service is given, and is seen as being given, to those concerned.

d. Medical personnel are to refer to JSP 755 Part 2 Vol 2 - Unified Career Management (UCM) harmonised TACOS. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 will remain on sS legacy TACOS. Personnel promoted post 1 Jan 24 will transfer to harmonised UCM TACOS. Promotion for medical personnel on sS TACOS will be subject to the most beneficial between harmonised UCM or legacy e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

6602. Promotion Types

In the initial stages of an officer's career, automatic, non-selective, substantive promotion is used to ensure proper remuneration tied to rank and length of service or seniority in the rank. Selective substantive promotion is used thereafter as responsibilities increase. The selection process is formal, objective and thorough.

6603. Non-substantive Promotion

Non-substantive promotion is available to Career Managers as a short-term palliative to meet a Service requirement that cannot be satisfied by substantive means. There are two types of non-substantive promotion, as briefly outlined below.

a. **Acting Higher Rank (AHR).** AHR may be used to fulfil short-term Service requirements which cannot be met by those who already hold the substantive rank or for those who have been selected for it competitively and are required to serve in the AHR until the effective date of substantive promotion (see Para 6621). Officers awarded the AHR receive the pay of the higher rank but do not accrue seniority in the higher rank.

b. **Local Rank.** Local Rank may be granted occasionally for representational or traditional purposes. Local rank may be higher or lower than substantive rank and pay remains at the substantive rank level.

6604. Substantive Promotion

There are two types of substantive promotion:

a. **Selective.** Selective promotions are competitive within each branch at each rank.

b. **Non-Selective.** Non-selective promotions are automatic, based on seniority in the rank and/or time in service, and satisfactory performance (see Section 3, starting at Para 6627).

SECTION 2

SELECTIVE PROMOTION

6605. Introduction

The common principles covering the selection process for all promotions are detailed below. Specific instructions for selective promotion to Flag, General, 1 Star and Captain/Colonel rank, the selection of Chaplain of the Fleet and Principal Chaplains can be found in Chapter 64.

6606. Promotion Eligibility

a. Officers who have received a positive recommendation for promotion in their current substantive rank will be considered for promotion provided that their terminal date is after the effective date of promotion (see Para 6621)[1]. Those on extensions of service on their current commissions must be under age 60 at the effective date of promotion.

b. **RM Officers Only.** In addition, eligible RM officers must meet the following criteria to be considered eligible for OF2 to OF3 selective promotion:

(1) Naval Analysis Course (NAC).

(2) Captain's Warfare Course (CWC) (DE officers only).

(3) Junior Officer Leadership Programme 2 (DE officers only).

(4) Military Analysis (B) or UKSF Officers' Week (not RMBS officers).

(5) Walcheren Essay (not RMBS officers).

(6) Director of Music Qualification (RMBS officers only).

c. Eligible officers who are temporarily physically or medically unfit, or awaiting Court Martial or other disciplinary proceedings will be considered by Selection Boards. If selected, their promotion may be deferred or cancelled depending upon the outcome of the prevailing circumstances (see Para 6623).

d. As an exception to the rule in sub para c, RM Officers are required to have a valid RM Fitness Test (RMFT) pass recorded in JPA (or hold an approved permanent waiver or a temporary operational/medical extension or waiver) at the Common Reporting Date to be eligible for RM promotion boards and again at the CPD to enable substantive promotion.

e. Officers whose applications for Early Termination have been approved by their Career Manager will remain eligible for consideration for selective promotion providing that they are still serving on the day after that on which the Board sits. If selected, promotion will be subject to withdrawal of the request for Early Termination (see Para 6623).

[1] For promotion to OF4 and OF5 this is the earliest possible date of substantive promotion i.e. 1 Jul of the year of the board.

f. Any officer not wishing to be presented to a promotion selection board may withdraw at their own request. Any such request must be made in writing to the appropriate Promotion Board Secretary, via the relevant Career Manager, prior to the promotion selection board. Officers will be considered at the next promotion selection board following withdrawal providing that they continue to meet the eligibility criteria.

g. Eligibility for promotion to Maritime Reserve (MR) OF5 would normally include the requirement to have completed an assignment as Commanding Officer/Head of Branch and a senior management assignment.

h. For RNR officers, the relevant Training Matrix must have been completed and a Certificate of Professional Qualification submitted to the MR Promotions Office prior to the day the promotion board convenes (see Chapter 101).

i. Captains RMR (DE and SCCO) must also have completed the following:

(1) Military Analysis (MA) B;

(2) Amphibious Warfare Course (AmphWarC) (once reinstated);

(3) Naval Analysis Course (NAC);

(4) Walcheren Essay.

6607. Promotion Requirement

a. Promotion Boards are required to select suitable officers for promotion primarily based on merit (see Para 6508) subject to the defined numerical, profession and discipline, and, for promotion to OF5 and above, Career Fields (CFs) set annually for each rank and profession.

b. A Smoothed Promotion to Requirement (SPR) is used to provide a means of reacting swiftly to the predominantly short-notice changes to the workforce requirement for each rank. Promotion targets, in the form of Maximum Authorised Numbers (MAuN), are based on the Planning Liability (see Para 0304), and fluctuations are smoothed over a rolling 3-5 year period. The aim is to give some predictability and to maintain as steady a flow as possible into the higher ranks.

c. Board members are informed of the MAuN by profession, discipline and, where required, Career Field. Promotion Boards, however, are not obliged to select the number authorised if there are insufficient candidates demonstrating the required merit. Where there are additional mandated profession/discipline, structural and/or reserved rights requirements, selections are required to be made on merit from the list of A-graded candidates only (see Para 6611).

6608. Spare

6609. Spare

6610. Spare

6611. Promotion Categories

The following are used in conjunction with the definition of 'merit' (see Para 6508) during the promotion selection process:

a. **A.** Officers who, in comparison with others of their rank and profession or Career Field, display merit for selection at this board and are ready in all respects for substantive promotion.

b. **B+.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board but are considered promising candidates, who stand every possibility, based on current reporting, of being assessed A at the next board.

c. **B.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board but have sufficient evidence to indicate they will be considered as promising candidates in due course.

d. **C.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board and have insufficient evidence to indicate when they will be considered as promising candidates.

6612. Promotion Guidelines

Officers are considered for promotion based on their whole record and Selection Boards are not bound to accept the recommendation of a current reporting officer. If an eligible candidate lacks a positive recommendation for promotion in the most recent OJAR, the board may select that officer if they feel that other considerations outweigh that recommendation.

6613. Convictions for Offences and Censures

a. **Discrimination.** The fact that an officer has been convicted of an offence or awarded censure is recorded in their Official Record until they are 'spent' in accordance with the Rehabilitation of Offenders Act 1974 (ROA74) (as amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012) and MOD policy. Board members are required not to discriminate unlawfully against candidates, in accordance with MOD Diversity and Inclusion policy (see Chapter 30).

b. **Offences.** Sentences passed by Service and civilian courts are subject to statutory and MOD-directed rehabilitation periods. The general purpose of the ROA74 (as amended) and MOD policy is to enable all but the most serious criminal offenders to put their criminal record behind them after a specified time. Convictions by civilian courts, courts martial and, in some cases summary trials, are recorded in promotion files, as are the dates on which they will be spent. Once spent, references to offences are expunged from the Official Record by the Officer Promotions Section.

c. **Censures.** Censures may be awarded either as a Naval Penalty following conviction by a civilian court or by Higher Authorities in circumstances which do not warrant criminal or disciplinary proceedings or sanctions. They are recorded in promotion files together with the dates on which they will be spent. Censures awarded as a Naval Penalty will be spent after the statutory or MOD-directed rehabilitation period has elapsed. Other censures will be spent after five years or earlier if so, directed by the Higher Authority awarding the censure. Once spent, references to censures are expunged from the Official Record and archived files by the Promotions Section.

d. **Diversity and Inclusion.** Board members are also required to give due consideration and weight to comments within appraisal reports that indicate any failings in an officer's attitude towards the principles and practices of diversity and inclusion (see Chapter 30).

6614. Promotion Documentation

Selection Boards will be provided with the digital Official Record for each candidate, containing all OJARs and extant censures. A Profile Sheet accompanies every Official Record, providing a summary of the assignment history, assessments and recommendations.

6615. Promotion Selection Process

a. For promotions to OF3/4/5, a single Annual Promotion Board is convened for each profession or career field. Board members independently read each Official Record and grade the candidate's potential for promotion. The board then convenes in session to discuss and collectively agree the assessment of each candidate. Having considered the detailed promotion requirement (see Para 6607), the board selects the required number of candidates from those graded A.

b. **Pre-Board Review (PBR).** For promotions to OF3/4/5 a PBR of all eligible candidates is carried out, the purpose of which is to reduce the reading load. PBRs are carried out by the Promotions Section Board Secretaries to ensure that APB members' reading is focussed on the most compelling candidates, a three-list process is conducted during the PBR.

(1) List 1 is defined as candidates who display merit for selection at this board and are read by all board members.

(2) List 2 candidates will be awarded a grade B. Each board member audits a third of List 2 candidates and will call forward for collective reading and discussion the files of those they consider are displaying merit for selection at this board.

(3) List 3 candidates will be awarded a grade C. Each board member audits a third of List 3 candidates and will call forward for collective reading and discussion the files of those they consider are displaying merit for selection at this board.

6616. Promotion Board Members

a. Promotion Boards are convened to select officers for promotion to OF3/4 and consist of three members, one of whom is a non-profession (independent) member. The board chair will be two ranks above the rank being considered, with the profession and independent board members, one rank above the rank being considered. The board will have a mix of male and female members.

b. For promotion to OF5, the APB will comprise an OF6 chair, who holds the relevant CF KSEB, and two OF6 (one of whom may be a Senior Civil Servant) board members. The board will have a mix of male and female members.

c. Hd Proms is responsible for assigning board members and this is done in accordance with instructions approved by the Navy Board. The requirements for each rank and profession are specific and it is also Hd Prom's duty to make sure the spread of expertise is such that each discipline is adequately represented and, where possible, members are assigned from diverse backgrounds.

6617. Promotion Board Advisers

The appropriate Profession / Career Field Career Manager will act as the Board Adviser. Their role is to provide any additional guidance to the board that has not been covered in the detailed promotion requirement (see Para 6607); relevant assigning factors such as continuity of reporting; further advice on reserved rights issues and the career management perspective.

6618. Promotion Board Records

On completion of all promotion boards, the Board Secretary will prepare the SCIO generated score signing sheet, containing the details of every eligible candidate with their score, for approval by the Chair.

6619. Data Protection Act (DPA) and Selective Promotion Boards

The data contained in the historical record of the Board and any other information generated during the Board process as it affects an individual is disclosable under the DPA, but only after the announcement of the promotion selections has been made. Given that the Board's decision is a corporate one and that minutes of the proceedings are not taken, it follows that individual board members' votes and personal notes may not be truly representative of the final outcome. It is for this reason that Board Members must destroy all records and data they hold outside SCIO on completion of the Board (see also Para 0109 and Annex 1C - DPA).

6620. Promulgation

a. All eligible candidates will be notified of board outcomes via SCIO/MyNavy at 1000 on the Monday following a promotion board.

b. Additionally, Unit COs/Notifying Officers will receive an automated email from SCIO every Monday at 0800 with details of those officers[2] who have been successful and unsuccessful at a promotion board in the previous week. This will allow the Chain of Command to discharge their normal leadership and management responsibilities before the full notification on the Workforce Appraisals and Career Progression Team SharePoint site.

c. Selections for substantive promotion to Commander RNR, Lieutenant Colonel RMR, Captain RN, Colonel, Commodore and Brigadier are announced via the webpage on the last Thursday of each month and released to the media at the same time once the individual and selected senior officers have been informed. Promotions to Flag and General rank are released to the media once the individual and selected senior officers have been informed. All selective promotions are confirmed in the London Gazette.

6621. Effective Dates of Promotion

Annual selective promotions will be effective as follows:

a. To OF3 (including Maritime Reserves) - on 1 Oct of the year following the selection notification.

b. To OF4 (excluding Maritime Reserves):

(1) On 30 Jun of the year following the selection notification.

or

(2) When assigned to a qualifying OF4 assignment[3] in the period between selection notification and 30 Jun of the following year; subject to the following conditions:

(a) Officers selected for promotion who are already properly established in a qualifying OF4 assignment will be substantively promoted on 1 Jul providing there are no short-term plans to relieve them.

(b) Where an OF3 selectee is assigned to a qualifying OF4 post before 1 Jul in the year of notification, they will do so in the Acting Higher Rank until 1 Jul; this time may count towards the minimum 3 months criteria for an OF4 qualifying assignment.

(3) When assigned to ACSC or a psc(j) accredited Overseas Staff Course (OSC)[4] (including any associated language training) in the period between selection notification and 30 Jun of the following year, but no earlier than 1 Jul in the year of the board.

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[2] Excluding those selected to a 'pool' for promotion to Commander RNR, Lt Colonel RMR. Captain RN/RNR, Colonel RM/RMR.
[3] An established post in JPA where, if rank ranged, the preferred rank is OF4, the post is not a designated Margin post and the assignment is for a minimum of 3 months.
[4] A course that attracts the competence psc(j)(Nation) on successful completion; as endorsed by JSCSC, and promulgated annually via DIN, by the Defence Academy (DefAc) Learning Capability and Development Group (LCaD)

c. To OF4 Maritime Reserves:

(1) To satisfy the unpredictable nature of the OF4 requirements in the RNR/RMR, and to ensure that the potential for promotion of all eligible candidates is properly recognised, Promotion Boards consider the eligible OF3 populations and produce a 'pool' of selected candidates. Hd CM, advised by CMR, will utilise this list to run suitable candidates for appointments that need to be filled in the forthcoming year. The lists generated by the Promotion Boards, which will not be published, will be valid from 1 Jul of the year of the Board to 30 Jun of the year following the Board.

(2) Officers selected for the 'pool' by the Promotion Board are not guaranteed promotion. Depending on the requirement and type of appointment, promotion is only guaranteed following final confirmation of appointment in the higher rank. Furthermore, for those competing against other Service or civilian candidates, promotion to substantive rank will be conditional on winning the post. Officers short-listed, who are not selected for promotion by 30 Jun of the year following the Board, will be reconsidered by the next Board providing they remain eligible.

d. To OF5 (including Maritime Reserves) - on taking up a qualifying assignment in the higher rank. Further details in Chapter 64 Section 3.

e. To OF4/5/6 in Medical, Dental, Medical Services and QARNNS professions and Maritime Reserves – on taking up an assignment in the higher rank.

6622. Provisional Selection

The procedure for provisional selection and promotion to Commander and Lieutenant Commander (and RM equivalents) is designed to increase efficiency by allowing properly planned assignments. This aim will normally be met by timing the assignments of provisionally selected officers to posts complemented for the higher rank to take effect as closely as possible to the due day for confirmation of their promotion. Should circumstances arise that make it necessary to assign an officer to a post complemented for the higher rank before confirmation of the promotion, the granting of AHR will be decided by Dir P&T/NavSec at the time the assignment is made and will not depend on representations being made by the officer or any administrative authority.

6623. Confirmation of Selective Promotion

Confirmation of selective promotion is subject to continued eligibility on the effective date of promotion. Officers selected must:

a. Continue to be recommended for promotion[5].

b. Have not requested Early Termination[6].

c. Be medically fit for promotion (see Para 6626).

[5] This will be assumed unless an appraisal has been finalised with a NO recommendation after the selection process. In these circumstances the candidate will be deselected at CPD or, for promotion to OF4 and OF5, the latest possible date of substantive promotion i.e. 30 Jun of the year after the board, unless an OJAR with a positive recommendation is subsequently finalised.
[6] An individual with an extant application for premature release on the effective promotion date will automatically be presumed to have refused promotion and will be deselected (see Para 6624).

d. **RM Officers Only**. Hold a valid RMFT pass on the effective date of promotion or be in possession of an approved waiver (see Para 6606).

e. Not be awaiting Court Martial or other disciplinary proceedings. Confirmation of promotion in each case will be dependent on the outcome of that process.

6624. Candidates Refusing Promotion

Officers who, following selection for promotion, refuse such promotion will be deselected. Requests to refuse promotion must be made in writing to the appropriate Branch Promotion Board Secretary, via the relevant Career Manager, prior to the common promotion date (if refusing promotion) or the promotion selection board. Officers will be considered at the next promotion selection board following refusal providing that they continue to meet the eligibility criteria.

6625. Career Intermissions and Unpaid Leave

Officers on career intermissions and unpaid leave will continue to be considered for promotion. RNR officers on List 6 are not eligible for promotion.

6626. Medical Fitness for Promotion - JMES Criteria

a. **Personnel with a MFD JMES.** All personnel with a JMES of MFD are medically fit for promotion.

b. **Personnel with a Permanent MLD JMES.**

(1) Individuals can be given specific[7] permanent MLD JMES gradings in Primary Care (GP/MO) or RN Occupational Health Service (RNOHS) only if they remain functionally deployable. These decisions will not require ratification by the RNMEB (as they should not impose risks to the individual's employment). These individuals should be medically fit for promotion.

(2) Permanent MLD JMES gradings can also be given by RNMBOS, whilst the individual might not always be functionally deployable, they will all have been ratified by the RNMEB. These individuals' fitness for promotion will depend upon their RNMEB outcome.

c. **Personnel with a Permanent MND JMES.**

(1) Individuals with a permanent[8] MND JMES given in Primary Care (GP/MO) or RNOHS who are not referred for ratification at the MEB, will have the Medical Limitation (MedLim) 8201 ('graduated rehabilitation as directed by clinical lead') or 8202 ('graduated rehabilitation including supervised phased return to limited sea duties as directed by clinical lead'), these are often called GRADMO gradings. To be awarded a GRADMO grading, the MO should be satisfied that the individual will return to a functionally deployable JMES within the period of that JMES (usually 12 months). These individuals should be medically fit for promotion.

[7] RNTM 01-123/25
[8] Whilst labelled 'MND permanent' these will usually have a review date of 6 or 12 months and are therefore 'time limited permanent gradings'.

(2) Individuals with a permanent MND JMES given at RNMBOS must have been ratified by the RNMEB. These individuals' fitness for promotion will depend upon their RNMEB outcome.

d. **Personnel with any Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP[9].

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination.

(3) Where it is likely that the individual will need a permanent MLD JMES within the next 12 months and there is an expectation that they will be functionally deployable, the Medical Officer should deem the individual medically fit for promotion.

(4) Where it is likely that the individual will need a permanent MLD/MND JMES within the next 12 months, but the individual is unlikely to be functionally deployable, the individual will be deemed unfit for promotion subject to the subsequent RNMBOS/RNOHS and RNMEB recommendations. If the individual is subsequently given a permanent JMES by the RNMBOS or RNOHS and the RNMEB determines fitness for promotion, then seniority and pay will be backdated to the original date of intended promotion.

(5) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently limited JMES, she should be assessed as per her previous RNMEB determination. If made temporarily MLD or MND prior to the pregnancy then an assessment must be made of the anticipated outcome on return from maternity leave, as described at Para 6626 sub paras b (1-4) above.

(6) Any case where doubt exists is to be referred to the President RNMBOS or RNMEB as appropriate.

[9] If there is any clinical/occupational doubt about fitness for promotion or likely future deployability the MO should seek the advice of an Occupational Medicine Consultant via referral to the RNOHS or iATOM Clinic.

SECTION 3

NON-SELECTIVE PROMOTION

6627. Introduction

The timing of non-selective promotion is decided by seniority, service or completion of training. Full details of pay are contained in JSP 754 and training in BR 8374.

6628. Conditions

Non-selective substantive promotion is subject to eligibility criteria and the following additional conditions:

a. Recommended for promotion. Commanding Officers are to consider very carefully the performance of all Midshipmen and Sub Lieutenants (and equivalents) with a view to their suitability for non-selective promotion to. A positive recommendation will be assumed unless an OJAR has been finalised with a NO recommendation 10before the effective date of promotion.

b. Have not requested Early Termination[11].

c. Not under Admiralty Board Warning (Character and Leadership) (see Para 6639) or Admiralty Board Warning (Professional) (see Para 6640).

d. Not on Quarterly Report (see Para 6645).

e. Be medically fit for promotion (see Para 6626).

f. **RM Officers Only**. Hold a valid RMFT pass on the effective date of promotion or in possession of an approved waiver (see Para 6606).

g. Not awaiting Court Martial or other disciplinary proceedings. Confirmation of promotion in each case will be dependent on the outcome of that process.

h. For the Maritime Reserves, successful completion of mandated training (Training Matrices) see Chapter 101.

6629. Notice of Promotions Due

a. A rolling two-month warning notice of anticipated non-selective promotions is published by the Officer Promotions Section monthly on the Workforce Appraisals and Career Progression Team DefNet webpage.

b. Commanding Officers of affected officers are to contact the Officer Promotions Section and appropriate Career Manager, at least 10 days before the effective date if an officer does not meet the prescribed conditions above.

[11] If an officer withdraws their Notice after the effective promotion date, and that withdrawal is approved by the Career Manager, they will be promoted with effect of the date of application.

c. BRNC (SO3 Training) is to advise the Officer Promotions Section of officers listed on the warning notice who have yet to complete INT(O) (see Para 6637).

d. Loss of seniority for delays in initial training may also be relevant (see Para 6637).

6630. Notice of Promotions Made

The notice of promotion will be sent to the London Gazette for insertion after the effective promotion date.

6631. Promotion up to Lieutenant RN - Direct Entry Warfare, Engineer, Logistics and Medical Services Officers

a. Direct Entry Warfare, Engineer, Logistics and Medical Services officers will join HMS Raleigh / BRNC Dartmouth as an Officer Cadet and promote to Midshipman on successful completion of Initial Naval Training (Officers) (INT(O)). On completion of 12 months' service from their date of entry, officers who have successfully completed INT(O) will be promoted to Sub Lieutenant. Individuals who fail to complete INT(O) within a year of joining the RN should refer to Para 6637 for the rules relating to backdated awards of pay and seniority. Thereafter, officers will be eligible for promotion to the rank of Lieutenant on attaining 30 months' seniority as a Sub Lieutenant. Promotion beyond the rank of Lieutenant is by selection.

b. University Cadet Entry (UCE) officers will promote to Midshipman and Lieutenant as described above. Promotion to Sub Lieutenant will be delayed until post-graduation. An officer who is assigned to JPA position 'UTS UCE' will be removed from the non-selective promotion warning notice (see Para 6629) for promotion to Sub Lieutenant at 12 months' officer service. BRNC Sponsored Undergraduate Administration Officer (SUAO) will inform the Officer Promotions Section of UCE officers who have graduated from university.

6632. Promotion up to Captain RM - Direct Entry Royal Marines Officers

Direct Entry RM officers join CTCRM Lympstone as a Second Lieutenant and will remain in the rank until successful completion of the RM officer initial training course, at which point they will be promoted to Lieutenant RM with seniority backdated to 12 months from their date of entry (see Para 6637 for the rules relating to backdated awards of pay and seniority for RM officers who fail to complete their initial training on time). Thereafter, RM officers will be eligible for promotion to the rank of Captain RM on attaining 30 months' seniority as a Lieutenant RM. Promotion beyond the rank of Captain RM is by selection.

6633. Promotion to Lieutenant RN/Captain RM - In-Service Commissioning Scheme (ICS) Officers

The rank and seniority of ISC officers on commissioning is explained in Chapter 50. Thereafter, ISC officers will be eligible for promotion to Lieutenant RN / Captain RM on attaining 30 months' seniority as a Sub Lieutenant / Lieutenant RM.

6634. Medical and Dental Officers

a. **Rank on Entry.** Rank on entry for a Medical or Dental officer is laid down in Chapter 48.

b. **Non-Selective Promotion.**

(1) Non-selective promotion to Surgeon Lieutenant is automatic on date of full registration with the GMC.

(2) Non-selective promotion to Surgeon Lieutenant (D) is automatic on date of successful completion of 1-year VDP training.

(3) Non-selective promotion to Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) is in accordance with UKStratCom HQ SOI 06-21 UCM Healthcare and Medical Terms of Service, Annex B, Appendix B2 Promotion criteria for Medical Officers, Appendix C2 Promotion criteria for Dental Officers[15]

c. Promotion beyond the rank of Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) is by selection.

d. **Additional Seniority.** For Medical, Dental and QARNNS Officers joining the RN post 1 Jan 24, refer to individual Specialisation Annexes with JSP 755 Part 2 Vol 2

6635. Queen Alexandra's Royal Naval Nursing Service Officers

a. **Rank on Entry.** Rank on entry for QARNNS officers is laid down in Chapter 48.

b. **Non-Selective Promotion.** Promotion to Lieutenant is automatic on attaining four years' seniority in the rank of Sub Lieutenant. Thereafter, promotion is by selection.

c. **Additional Seniority.** Additional seniority may be awarded for previous medical experience. Eligibility for this award is laid down in Chapter 48.

[15] file:///C:/Users/thurgooda681/OneDriveCloudTemp/MNT1FYJS/SOI_06-21_UCM_Medical_TACOS_v1_4_Jul%2025.pdf

6636. Maritime Reserve Officers

a. **RNR.** On passing the AIB, and subject to final selection by the Commander Maritime Reserves (CMR), RNR officer candidates and Upper Yardmen will be promoted to the rank of Midshipman but will not wear rank insignia and will be addressed as Officer Cadets until completion of initial training at BRNC (Phase 1A Training). Promotion thereafter will be subject to the conditions of promotion (See Para 6628) and the following:

(1) Midshipmen will be promoted to Sub Lieutenant on achieving 12 months seniority and successful completion of Fleet Board at the end of Phase 1B Training.

(2) Promotion from Sub Lieutenant to Lieutenant is subject to successful completion of branch-specific training, achieving CPQ for Lt in branch and on attaining a minimum of 3 years' seniority as a Sub Lieutenant.

b. **RMR.**

(1) **Promotion to Lieutenant RMR (OF1).** On completion of one year as a Second Lieutenant. To be eligible the officer concerned must have successfully completed the following courses:

(a) For Officers with No Previous Commissioned Service and Direct Entry Reserve Officers: as laid down in Para 10154.

(b) For Officers with Previous Commissioned Service: as determined by the RMR Officer Transfer Board.

(2) **Promotion to Captain RMR (OF2).** On completion of 30 months seniority as a Lieutenant. To be eligible the officer concerned must have successfully completed the following courses:

(a) Military Knowledge - Junior Officer's Tactical Awareness Course (MK JOTAC);

(b) JOTAC - minimum of 'core' block weeks 2-3.

(3) **Promotion to Captain RMR (SCCO) (OF2).** On completion of 24 months seniority as a Lieutenant. To be eligible the officer concerned must have successfully completed a minimum of two weeks on the RM Regular Senior Corps Commission Course.

6637. Delays in Initial Training - Impact on Promotion Progression[16]

a. **RN Officers.**

(1) **Phase 1 Training.** RN officers who fail to complete their Phase 1 Training (INT(O)) within 12 months of joining the Service will not be promoted to Sub Lieutenant at this point. Instead, they will be promoted once BRNC have advised the Officer Promotions Section that the training is successfully completed, subject to the conditions in para 6628. At this point, officers will be entitled to apply for backdated pay and seniority to a date 12 months from entry if their failure to complete the training on time is deemed to be attributable to the Service or is for non-Service reasons outside their control e.g. medical, welfare or compassionate. Requests for redress should be forwarded through the CO to the Officer Terms of Service Manager who, in turn, will consult BRNC and the Officer Promotions Section. All cases will be considered on their individual merits.

(2) **Phase 2 Training.** As above, time lost by RN officers during Phase 2 Training because of Service reasons or non-Service reasons outside their control e.g. medical, welfare or compassionate reasons, will not normally result in an adjustment to an individual's seniority. Seniority adjustments may be applied to RN officers for back-classing, examination failure, repeated elements of professional training or warning during Phase 2 training (see Para 6639). These adjustments are notified by Officer Terms of Service Manager (see Para 5741), and will affect an officer's promotion (i.e. the additional period will not count for seniority purposes) and also impact on pay if applied to the IBD.

b. **RM Officers.** RM officers who fail to complete their initial training at CTCRM on time will be eligible to apply through their CO to the Officer Terms of Service Manager for backdated pay and seniority (to the 12 month point from entry) if the delay in completing the training is deemed to be attributable to the Service or is for non-Service reasons outside the individual's control. All cases will be considered on their individual merits.

6638. Seniority Adjustments Following Branch/Specialisation Transfer

a. Rates of pay are linked to rank and IBD. As such, any adjustments made to an officer's seniority on transfer may also affect pay if applied to the IBD[17].

b. If an officer transfers from one branch/specialisation/profession to another, their seniority may be adjusted, delaying promotion to Lieutenant RN. Officers who have already attained the rank of Lieutenant RN may have their seniority adjusted[18]. See Chapter 51 for further information.

[16] Post 1 Sep 13.
[17] See JSP 754
[18] This applies equally to the trained strength and the untrained strength.

6639. Training Warnings

a. Officers under training will not be promoted on their due date if they are under Phase 1 (Tier 3) or Phase 2 (Admiralty Board level) Warning (see Para 5740).

b. Officers who are removed from Admiralty Board Warning (Command & Leadership) (ABW(C&L)) due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the Commanding Officer's recommendation for removal from ABW(C&L) Warning if this is later than the non-selective date.

c. Officers who are due non-selective promotion whilst on Admiralty Board Warning (Professional) (ABW(P)) will have their promotion deferred until removal from warning, at which point any seniority adjustment will be calculated by the Officer Terms of Service Manager and applied to the rank held at the time of warning. The non-selective promotion date can then be recalculated, and the Officer will promote, so long as they remain otherwise eligible (see Para 6628)

6640. Quarterly Report

Officers due for non-selective promotion will not be promoted on their due date if they are under Quarterly Report (or Command Report for the Maritime Reserve). Officers who are removed from Quarterly Report due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the Commanding Officer's recommendation for removal from Quarterly Report if this is later than the non-selective date. See also Chapter 57.

SECTION 4

ACTING RANK ASSIGNMENTS

6641. Introduction

The following regulations cover the award of acting higher rank (AHR) to officers, as distinct from the award of substitution pay (see JSP 754 Chapter 2 Section 7 for full details). They do not apply to Acting Lieutenants who have not been confirmed in rank because they have not acquired the necessary qualifications, or to Acting Sub Lieutenants. In general, the AHR is appropriate when an officer is assigned to perform the full duties of a post at a higher rank because no officer of the required substantive rank and branch is available to do so. This may occur in a period of personnel shortage or when a holder of an assignment dies or is placed in a reduced medical category which will prevent the performance of the full duties of the post for a minimum of three months. Award of the AHR attracts the pay of the higher rank but does not accrue seniority in the higher rank. Substitution pay may be appropriate if an officer is required to perform the duties of a higher rank, normally without being assigned to the post, for a minimum of 21 consecutive days and for periods up to 6 months, and for extensions beyond six months). Relative rank and order of command regulations for AHR officers are shown in BRd 2.

6642. Assigning Notice

Assignments at normal notice in the AHR will be decided by the Career Management Authority before publication.

6643. Local Assignments and Transfer

The senior officer present in an area has authority to fill vacant posts immediately for Service reasons, keeping the Dir P&T/NavSec informed. If the granting of AHR is involved in filling an urgent vacant post, Dir P&T/NavSec's prior approval is required, unless the officer is due substantive promotion within three months.

6644. Selection Criteria for Granting Acting Higher Rank

a. In making selections for AHR, Career Managers should maintain similar principles to those which apply in the case of officers selected for promotion i.e. they should be prepared to accept a degree of assigning inconvenience to ensure that a worthy candidate can take up the assignment. The selection of officers for appointment in the rank of Acting Captain, Acting Commander and Acting Lieutenant Commander (other than those already provisionally selected for promotion) should normally be made from officers who have a high probability of achieving substantive promotion to the next higher rank during the AHR appointment. Over zone officers who narrowly missed promotion to Lieutenant Commander and Commander should be considered only where there is a particular service requirement to which that officer brings the necessary skills. Normally the Career Manager should nominate a minimum of two potential candidates to the appropriate SO1 Career Manager. A note is to be made in the PF of an unsuccessful candidate to provide an audit trail and record the AHR selection process. Occasions will arise when only one suitable candidate can be found to fill a particular specialist post.

b. It is most important that DDPD's approval for AHR is obtained when the best candidate to fill an important post at AHR satisfies the approval criteria at Para 6650 sub para c but does not completely satisfy the AHR selection criteria in Para 6650 sub para a above.

c. AHR may only be granted if all of the following conditions are met:

(1) The post is complemented for the higher rank without alternative. Where the complement allows for alternative ranks, the acting assignment will be in the lowest rank allowed.

(2) No suitable officer of the correct substantive rank is available. 'Suitable' is defined as complying with the Rank/List/Spec/Sub-Spec criteria in the relevant JPA Position and meeting the terms of Para 6652 below.

(3) The period of tenure is expected to exceed 3 months (this rule need not apply when an officer is due substantive promotion within this time).

(4) The officer concerned must be capable of undertaking satisfactorily the full range of tasks of the post to be filled.

(5) The relevant SO1 Branch Manager and SO1 SWPO's advice and approval has been obtained in writing except:

(a) Where an officer has been provisionally selected for promotion to the next higher rank.

(b) When the period of AHR is less than one year prior to automatic promotion due to preserved rights from previous commissions.

It should be noted that advice may depend upon a comparison of the liability and the strength for the category concerned in the period for which AHR is proposed. As a general rule, those graded A, but not selected at the last Board, are highly likely to be promoted next Board and therefore are unlikely to impact the MAuN. Those who are graded B and below are not likely to be promoted next time and therefore this will have a negative effect on the MAuN for the following year. The Naval Personnel Team may still choose to accept a reduction in the MAuN to grant AHR, particularly if the individual has a unique competence. Where agreement cannot be reached between the Career Manager and the Branch Manager, Hd CM, Hd WFP&T will adjudicate.

(6) Suitability for promotion on the most recent Appraisal Report must have been assessed as 'Yes' or higher. AHR will only be granted one step above the substantive rank held.

6645. Acting Higher Rank - Level of Approval

Final approval of AHR is given as follows:

a. **Acting Commodore.** Approval is given solely by the 1SL. When it is deemed necessary to employ a Captain as an Acting Commodore, NA will engage with Hd CM, Hd WFP&T and Dir P&T/NavSec prior to seeking formal approval from 1SL.

b. **Acting Captain.** Approval is given solely by the 1SL. When it is deemed necessary to employ a Commander as an Acting Captain, NA will engage with Hd CM, Hd WFP&T and Dir P&T/NavSec prior to seeking formal approval from 1SL.

c. **Acting Lieutenant, Acting Lieutenant Commander and Acting Commander.** AHR approval is normally given by the relevant SO1 Career Manager providing that the various criteria in Para 6650 sub para c above are met. Should a case fail to satisfy the AHR selection criteria, approval is to be given by Hd CM.

6646. Acting Higher Rank - Procedures to be followed by the Career Manager

a. **When Appropriate.**

(1) When it is intended to assign an officer to a post which is complemented for higher rank without alternative, consideration should always be given to the need to grant AHR. The case should be tested against the principles and criteria identified in the preceding paragraphs. If, having carried out this test, it is considered that AHR is justified, the structural agreement of a Branch Manager and the approval of the relevant authority (see Para 6650 sub para b) are to be sought before the appointment is made. Force majeure should be avoided. For officers already in post (see Para 6658), the agreement is to be sought before the award of AHR is confirmed.

(2) Proposals for award of AHR are to be submitted on the proforma at Annex 66A. The proforma is to be passed via the relevant desk officers for agreement and advice; if agreed at that level, the form is then to be attached to the officer's personal file and passed to the approving authority (see Para 6651). Completed proforma are to be retained with the relevant personal files. A note is to be made in the P/File of an unsuccessful candidate to generate an audit trail and record the AHR selection process.

b. **When Not Appropriate.**

(1) Experience has shown that much correspondence is generated in cases where AHR is considered to be inappropriate. It is important, therefore, that these cases are well documented in the relevant officers' personal files; the position should be made clear (in writing) to both the officer concerned and their Commanding Officer.

(2) In certain cases it may be justifiable to appoint an officer to a post complemented for higher rank (without alternative) and not grant AHR; for example:

(a) When it is for less than 3 months.

(b) When there is clear evidence that the complement is to be downgraded or rank ranged to a lower rank in the near future (Career Managers should ask Commanding Officers to initiate EAF/WAS action to change the Unit Establishment List whenever their knowledge of the post indicates that a lower rank alternative would be suitable).

(3) There will be cases where AHR cannot be granted due to the criteria in Para 6650 sub para c not having been met in full. For example, there is a suitable officer of the correct rank available but the Commanding Officer is not prepared to accept the individual or the only officer available does not have the necessary knowledge or experience to carry out all of the duties involved (i.e. they are not qualified) and it would be inappropriate to give the individual AHR. In these cases, Career Managers are to proceed carefully, having consulted Hd CM, with one of the following options:

(a) Inform the Commanding Officer that the post will have to be gapped (in which case the Commanding Officer may be able to consider the use of substitution pay for an officer within the unit filling another of the complemented posts (see Para 6652 b sub para (4) below)).

(b) Offer to appoint an officer of lower rank as a Temporary Augmentee to undertake part of the duties of the higher rank but leaving the higher rank post empty. In any such case, the Commanding Officer is to be reminded of the need produce a revised set of TORs to give the officer only those tasks which are appropriate to the individual's knowledge or experience. The officer is to be informed in writing of the reason why AHR has not been granted and the Assignment Order is to indicate specifically that AHR will not be granted. A copy of the Appointment Order is to be retained in the officer's personal file. When assigned as a temporary augmentee, neither AHR nor substitution pay are appropriate.

(c) If the Commanding Officer indicates that they will amend the Unit Establishment List to downgrade the post to a lower rank or to allow for the lower rank as an alternative, written evidence of this should be provided before an assignment is issued. The downgrading must be fair and realistic; an officer should not be disadvantaged thereby, and they must not be asked to undertake duties which are beyond their rank or experience. The Commanding Officer would be expected to review the position's Terms of Reference and Job Description. The officer is to be informed in writing of the reason why AHR has not been granted and the Appointment Order is to indicate specifically that AHR will not be granted.

(4) It will be clear that officers are not to be put in the position of having to fill a post without holding the appropriate rank. Career Managers are to ensure that the Nomination correspondence to the Commanding Officer explains the situation and states clearly that AHR will not be granted. A copy of this is to be filed in the officer's personal file.

6647. Acting Higher Rank in Common Appointments

Although the same criteria apply to AHR for Common Appointments (CAPPS) as for other positions, Hd WFP&T will not be willing to agree to the award of AHR unless the availability of qualified officers from all relevant specialisations has been carefully checked. Career Managers planning to nominate an officer who would require AHR to meet the rank criterion of a common appointment must discuss the subject thoroughly with SO1 CMCF DEL and SO1 SWPO in advance of the CAPPS committee's consideration of the position.

6648. Upgrading of Post to a Higher Rank

a. If a position is upgraded to a higher rank without alternative and it is intended that the same officer should continue to hold this position until a substantive relief can be assigned, consideration should be given to granting the AHR to the present holder, providing the period exceeds three months due to the needs of assigning notice. If, however, it is considered that the present holder is not suitable to carry out the higher rank duties and it is intended to relieve the individual on this count, AHR is not to be granted. In the latter example, the officer should be re-appointed no later than three months after the post is upgraded even if it means the post being gapped.

b. If, however, the present holder is due substantive promotion to the higher rank, and is judged competent to carry out the higher rank duties without further training, and it is intended that the individual remains in post on this account, AHR will be granted at the discretion of the Dir P&T/NavSec.

6649. Downgrading of Post to a Lower Rank

If a post which is held by an officer granted AHR is downgraded to a lower rank, the officer will be reassigned in the substantive lower rank from the effective date of the revision to the Unit Establishment List.

6650. Sickness while Holding the Acting Higher Rank

An officer who is medically unfit for duty for reasons beyond their own control while holding AHR may continue to hold the rank for a maximum of four months from the date of being downgraded. An officer who remains medically unfit after four months will be reverted automatically to substantive rank. When fit for duty and if not given an immediate effective assignment, the officer will be eligible to resume the former AHR and pay for any periods of courses, passage, leave etc. to which they would have been entitled. Where medical unfitness is for reasons within the officer's own control, the AHR is relinquished from the date of ceasing duty in the assignment.

6651. Relinquishment

Officers retain AHR until reassigned in the lower rank, or until review by Dir P&T/NavSec if an officer receives an adverse report or is placed on Quarterly Report. JSP 754 contains full details of the circumstances and dates covering the relinquishment of an AHR.

6652. Pay

The regulations for pay for AHR, for successive assignments in the AHR, and SUPA may be found in JSP 754 Chapter 2 Section 7. Substitution Pay (SUPA) is neither a CM retention tool nor a substitute for AHR. SUPA is not an entitlement, but may be paid to an officer who is required temporarily to undertake the full range of duties and responsibilities of a post established for an officer or civil servant of a rank/grade higher than their own which is vacant. It follows that an individual shall not be assigned on a full-time basis into a position and claim SUPA for fulfilling the duties of that position. SUPA can be utilised by the employer when an individual from elsewhere in the organisation conducts all the duties to cover a gapped position in the higher rank.

6653. Provisional Selection

The procedure for provisional selection and promotion to Commander and Lieutenant Commander (and equivalents) is designed to increase efficiency by allowing properly planned assignments. This aim will normally be met by timing the assignments of provisionally selected officers to posts complemented for the higher rank to take effect as closely as possible to the due day for confirmation of their promotion. Should circumstances arise that make it necessary to assign an officer to a post complemented for the higher rank before confirmation of the promotion, the grant of AHR will be decided by Dir P&T/NavSec at the time the assignment is made, and will not depend on representations being made by the officer or any administrative authority.

6654. Local Higher Rank

a. On occasion, particularly when working with foreign nations or external organisations, which do not recognise or do not understand the capabilities of RN officers of junior rank, it may be appropriate to grant Local Higher Rank (LHR). This would be particularly apposite if the officer concerned was required to deal extensively with the Armed Forces of countries where officers of broadly the same equivalent rank to British officers were markedly different in terms of prestige, capability or authority. LHR would be similarly apposite when a RN officer was required to work extensively with predominantly civilian organisations with little previous familiarity with the Armed Forces. Accordingly, in circumstances where an officer of the appropriate rank is filling a position (and AHR or substitution pay is not payable), it is possible to grant LHR, provided that the following conditions are satisfied:

(1) LHR is considered by the local commander to be essential to enable those external authorities with which the officer is required to deal in the course of their duties to understand and appreciate the status and capability of the officer concerned. It is envisaged that the external authorities will normally be civilian organisations or non-British military organisations with limited previous contact with the RN. LHR may be granted for the whole or part of an assignment.

(2) LHR is no more than one step above the substantive or Acting Higher rank of the officer concerned.

(3) In exceptional cases, Dir P&T/NavSec may authorise LHR two steps above the substantive rank of the officer concerned, or one step above any held.

(4) The application is approved at the appropriate level:

(a) For OF5 and OF6, application should be made in writing to NA, who will pass it via Dir P&T/NavSec to 1SL, who has authority to approve.

(b) For OF4 and below, application should be made in writing to the respective SO1 Career Manager, who has authority to approve.

b. All applications should deal with the points above, including the duration for which it is required. Officers who are granted LHR will be entitled to wear the uniform of the local rank granted. They will be entitled to the pay, allowances and general service conditions only of their substantive rank (or AHR). LHR will not attract any pension enhancement or confer any other benefit, save that an officer will be entitled to the same uniform grants as those given AHR for the purposes of striping up (and down). LHR will not incur any return of service liability.

c. LHR ceases on the day after the requirement for it lapses, or the day after a post holder ceases to hold the assignment for which it was granted.

d. Employing officers should be careful to note the difference between AHR and LHR. AHR applies where the post is complemented for an officer of a higher rank because the duties are such that an officer of higher rank should carry them out, but no officer of the correct substantive rank is available. In these circumstances, because the officer is carrying out the duties of a higher-ranking officer, it is right that they should receive the financial rewards which accompany AHR. In contrast, LHR may apply in the following circumstances:

(1) An officer is required to fill a position established for a higher rank but is ineligible for AHR (Paid), as outlined in Para 6650. In this instance, the individual may be awarded LHR until such a time that LHR is no longer required, the position is vacated, or the individual becomes eligible for AHR (Paid).

(2) Where the duties of the post can be carried out by an officer of the rank for which the post is complemented, but it is necessary to give the post holder a higher rank so that their status and abilities will be more clearly understood by those with whom they have dealings in the course of their duties.

e. For the purposes of appraisal, officers holding LHR should be assessed in their substantive rank.

6655. Local Lower Rank

Occasionally, for reasons of tradition, certain command posts will be filled by an officer of a higher substantive rank, who will wear the uniform of and be addressed as an officer of lower rank. Local Lower Rank (LLR) will be authorised by Dir P&T/NavSec. Officers holding LLR will take precedence according to their seniority in their substantive rank. Otherwise LLR will be held under the same conditions as LHR. In particular, such officers will be paid and assessed in their substantive rank.

6656. Resettlement and Terminal Leave

a. An officer leaving the Service involuntarily for reasons other than misconduct, e.g. being retired on age grounds or being made compulsorily redundant, continues to hold AHR during the period of Graduated Resettlement Time and Terminal Leave (see JSP 754).

b. An officer vacating an assignment on submitting their notice relinquishes AHR on the date of ceasing duty in that assignment. Officers will not be eligible for AHR whilst on Terminal Leave.

6657. Honorary Rank on Retirement

a. An officer who has held Acting Higher Rank (AHR) may, on retirement, be awarded that rank in an honorary capacity at the Dir P&T/NavSec's discretion provided they have held the AHR for a minimum period of two years immediately prior to retirement. An officer, who has held AHR, wishing to apply for the award of honorary rank must do so in writing to Navy People-HQ SO1 Protocol, requesting the use of the title of the higher rank. SO1 Protocol on behalf of the Dir P&T/NavSec may approve or decline the request. Any contentious cases or cases falling outside of policy will be forwarded to the Dir P&T/NavSec for a decision.

b. An officer who has held Local Higher Rank (LHR) may, on retirement, be awarded that rank in an honorary capacity at the Dir P&T/NavSec's discretion provided they have held the LHR for a minimum period of two years immediately prior to retirement. An officer, who has held LHR, wishing to apply for the awards of honorary rank must do so in writing to Navy People-HQ SO1 Protocol, requesting the use of the title of the higher rank. SO1 Protocol will refer all LHR applications to the Dir P&T/NavSec for a decision.

c. A Reserve officer may also apply for Honorary rank on retirement under the same policy and qualification periods as a and b above but is to apply in writing to Navy People-CM CAPPS RES SO1. Any contentious cases, cases falling outside of policy and all LHR applications will be forwarded to the Dir P&T/NavSec for a decision.

d. The award of honorary rank will entitle the officer to use the title of the higher rank in civilian life and to wear the uniform of that rank on occasions of ceremony. It does not give entitlement to the higher rank if they are required to return to Regular or Reserve service for any reason. All applications for retention of Honorary Rank at OF5 and above will also be subject to 1SL's approval.

ANNEX 66A

ACTING HIGHER RANK - APPLICATION FORM



Form 66A - Application for Next Higher Rank (FORMS)

CHAPTER 67

RATINGS POLICY - SELECTIVE PROMOTION

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 67

RATINGS POLICY - SELECTIVE PROMOTION

SECTION 1

BACKGROUND

6701. Background to Selective Promotion

a. In the non-technician, Engineering Technician and (from 1 Nov 06), Communications Technician specialisations, ratings join the Service in their basic branch designators (BD), whatever their age, and progress through the rate/rank structure from Able Rating to Warrant Officer 1 (WO1) in accordance with the qualifications dictated by individual specialisation requirements shown in Chapter 74 to Chapter 94.

b. From 1 Jan 24, medical personnel[1] are to refer to JSP 755 Part 2 Vol 2 – Unified Career Management (UCM) harmonised TACOS. Relevant to all medical personnel joining after 1 Jan 24. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 will remain on sS legacy TACOS. Personnel promoted post 1 Jan 24 will transfer to harmonised UCM TACOS. Promotion for medical personnel on sS TACOS will be subject to the most beneficial between harmonised UCM or legacy e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

c. Due to the training and attainment of qualifications required early in a rating's career, there is a need to differentiate between those qualified in their specialist area to conduct the full range of specialist and technical duties of the Able Rate and those still under training. Accordingly, the expertise of Able Ratings is recognised by use of the basic and trained BD, such as AB(WS)2 and AB(WS)1. Throughout this Chapter, 'BD2' and 'BD1' are used respectively. Able Ratings should be addressed as ET, Diver etc. as appropriate.

[1] Medical Assistants remain subject to sS requirements shown in Chapter 87.

d. Promotion is based on the concept of ‘select-train-promote’, achieved by Selection Boards selecting qualified ratings to be assigned to professional and/or leadership courses in the intervening period prior to a Common Promotion Date (CPD):

(1) For promotion up to and including Petty Officer level, there can be up to 3 Boards per year (31 Mar, 31 Jul and 30 Nov), depending on individual branch/specialisation requirements, with the CPD falling approximately12 months after the Board Date. Successful completion of the Leading Rates’ Leadership Course (LRLC) and Senior Rates’ Leadership Course (SRLC) (including the reduced syllabus courses run for ratings who are not Medically Fully Deployable is mandatory for promotion to LH and PO respectively.

(2) For promotion to CPO, ratings are selected for promotion on a CPD of the next 31 Mar but one, e.g. the 2026PO-CPO Board will select individuals for promotion on CPD 31 Mar 28.

(3) For promotion to WO2, ratings are selected for promotion on a CPD of 31 Mar of the year following the board/

(4) Promotion to WO1 will be on a Promotion Date (PD) that is the start date of a WO1 qualifying assignment during the promotion year (1 Apr – 31 Mar following the board).

e. Notwithstanding the receipt of an Assignment Order, actual attendance on training courses prior to the CPD will be subject to Service requirements. All fully qualified individuals will be confirmed in the higher rate on their nominated CPD, however, on successful completion of the training, ratings will become eligible to fill an established post in the higher rate on an acting basis. Individuals who are not able to complete the training by their CPD will be treated in accordance with the rules set out in Para 6713.

SECTION 2

PRE-SELECTION BOARD ISSUES

6702. Preparation for Selection Boards - Promotion Authority

Head of Royal Navy Promotions (Hd Proms) provides the Secretary for all Selection Boards. Selection Boards will be provided with the digital Official Record for each candidate, containing all Appraisal Reports.

6703. Eligibility for Selective Promotion

a. The eligibility criteria shown below are common throughout the Ratings Corps, however, individual branch/specialisation Chapters (74-94) may include additional requirements or contain further clarification. Should conflict exist between this Chapter and regulations in other Chapters of Part 8, the information in this Chapter is to take precedence.

b. It is an individual rating's responsibility to ensure that JPA correctly reflects all competences achieved by their Common Reporting Date (CRD) or Streamlined Eligibility Date (SED). Individuals are advised to check the relevant branch flowcharts at Chapters 74-94 or contact the Ratings' Promotion Section for advice. Divisional Officers are to conduct routine checks accordingly. Ratings must satisfy the following criteria and will not be presented to Promotion Selection Boards if JPA records do not reflect attainment of the qualifications/competencies where applicable:

(1) **Professional Knowledge.** Must have passed a Provisional Examination (PE) (or equivalent) for the higher rate, where applicable.

(2) **Promotion Recommendation.** To be considered for promotion, ratings must have received a 'Yes' or higher recommendation for promotion 1 Rank Up in their current substantive rate. In those branches where streamlined promotion is adopted, the SEDs of 31 Jan, 30 Apr and 30 Sep in any year will apply – see also Para 6703 sub para c. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be considered at the termly selection board.

(4) **Notice.** To be considered for promotion, candidates who have submitted their Notice to leave must still be serving on the day after the relevant Promotion Board sits.

(5) **Engagement.**

(a) **Promotion up to PO**. To be considered for promotion, candidates must be serving on an Engagement Stage 1 (ES1), Engagement Stage 2 (ES2), Engagement Stage 3 (ES3), Extended Career (EC) or an Extension of Service (EoS) that expires after 31 Aug of the year of the board. For example, to be considered by the Jul 27 Board (selecting for CPD 31 Jul 28), individuals must be serving on an ES1/ES2/ES3/EC/EoS that is due to expire on or after 1 Sep 27 Where the engagement expiry date is before the Common Promotion Date (CPD), the Service Person must be age 59 years or younger on 1 Sep of the year of the board for them to be eligible for further ES3, and promotion will be subject to accepting the ES3 offer. Those serving on EoS must be under age 60 at the CPD.

(b) **Promotion to CPO.** To be considered for promotion, candidates must be serving on an ES1/ES2/ES3/EC/EoS that expires after 31 Dec of the year of the board. For example, to be considered by the Sep 27 Board (selecting for CPD 31 Mar 29), individuals must be serving on an ES1/ES2/ES3/EC/EoS that is due to expire on or after 1 Jan 28. Recognising that selection for promotion to CPO may bring a tailored offer of ES3 to allow further service in their new substantive rank, the Service Person must be age 59 years or younger at the CPD for them to be eligible for further ES3, and promotion will be subject to accepting the ES3 offer. Those serving on EoS must be under age 60 at the CPD.

(c) **Promotion to WO2.** To be considered for promotion, candidates must be serving on an ES1/ES2/ES3/EC/EoS that expires after 31 Mar of the year of the board. For example, to be considered by the Jan 27 Board (selecting for CPD 31 Mar 28), individuals must be serving on an ES1/ES2/ES3/EC/EoS that is due to expire on or after 1 Apr 27. Where the engagement expiry date is before the Common Promotion Date (CPD), the Service Person must be age 59 years or younger on 1 Sep of the year of the board for them to be eligible for further ES3, and promotion will be subject to accepting the ES3 offer. Those serving on EoS must be under age 60 at the CPD.

(d) **Promotion to WO1.** To be considered for promotion, candidates must be serving on an ES1/ES2/ES3/EC/EoS that expires after 31 Mar of the year of the board. For example, to be considered by the Jan 27 Board, individuals must be serving on an ES1/ES2/ES3/EC/EoS that is due to expire on or after 1 Apr 27. Those serving on EoS must be under age 60 on 1 Apr of the year of the board.

(6) **Specialist/Long Training.** To be considered for promotion, candidates must not have started training for Communications Technician, Medical Technician, Naval Nurse, Dental Hygienist or a sideways entry specialisation. POs who have commenced technician training courses, or the course to become a Naval Nurse, are not considered for promotion to CPO in their source specialisation. POs selected for promotion who are candidates for such training, will be given the option of refusing promotion in order to await their respective training. If a PO, who has refused promotion, is subsequently removed from a technician training course, the facts are to be reported to the NAVY PEOPLE-PROMS Dep Hd for a decision about the rating's future promotion.

(8) **Other Criteria.** To be considered for promotion, candidates must comply with any other pre-selection criteria contained in the individual specialisation flow diagrams for that rate by the CRD or SED.

c. **JPA Records.** As the Ratings' Promotion Section will only present to Selection Boards those individuals who are eligible according to JPA, Reporting/Divisional Officers and individuals must input promotion eligibility data on JPA by the individual's CRD and, where streamlined promotion is in force, at the latest by the appropriate SED of 31 Jan, 30 Apr or 30 Sep.

d. When establishing and verifying eligibility for consideration by promotion Selection Boards, the Ratings' Promotion Section will react only to data input on JPA by CRDs and SEDs. The relevant branch Chapters detail the specific JPA data entries to be made, primarily in the JPA competences area, when an individual achieves a particular promotion eligibility requirement. If the relevant JPA fields are not correctly completed, eligible ratings risk not being presented to the Board. In some instances, the JPA competences area offers more than one competence for essentially the same course and/or qualification. This is often simply a consequence of titles changing over the years.

e. In this event, the Ratings' Promotion Section will conduct an eligibility search for all JPA competences that relate to a particular course or qualification. There is, therefore, no need for ratings to make arrangements to replace their existing JPA competence with the current one.

Table 67-1. Naval Ratings - Report Dates and Board Seasons

Rate/Rank	Common Reporting Date	Promotion Selection Board Window (for next rank)
Able Rating	30 November	March, July and November
Leading Hand	31 January	March, July and November
Petty Officer	31 March	September - October
Chief Petty Officer	30 September	February - March
Warrant Officer 2	30 September	February – March
Warrant Officer 1	31 July	N/A
Junior Rating ES3	As above	September – November
Senior Rating ES3	As above	February – March

6704. Eligibility for Promotion in Source Specialisation Whilst on a Specialist/Long Training Course

a. Selection Boards will not consider ratings undergoing specialist training to be a Communications Technician, Medical Technician, Naval Nurse, Dental Hygienist or any other that necessitates a change in arm or specialisation (including those that are sideways entry). Ratings who have commenced the UY(E) University of Portsmouth Degree training course will not be considered.

b. Volunteers for specialist training will continue to be considered for promotion in their source specialisation. If they are selected and pass the requisite professional and leadership courses before starting their specialist training, they will be promoted to the higher rate (on an acting basis) if employed in a position that requires the higher rate and/or will be confirmed on the CPD (if reached before commencing their specialist training). If, on the day that an individual starts a specialist training course they have not yet obtained the qualifications needed for promotion, however (or they are qualified but have not reached the CPD), they will:

(1) If selected for promotion in their source specialisation, forfeit their selection and will not be considered further for the duration of the course.

(2) If not selected for promotion in their source specialisation, not be considered for promotion in their source specialisation for the duration of the course.

c. If, having elected to start a specialist training course instead of awaiting promotion, an individual subsequently opts to leave the course or fails it, the facts are to be reported to NAVY PEOPLE-PROMS Dep Hd for a decision about the rating's future promotion. Each case will be considered on its merits, however, the defining principles will be as follows:

(1) If an individual opts out of or fails the course prior to the CPD for which selected, the promotion should stand. Promotion to the higher rate (and therefore seniority) will count from the CPD if all the required criteria have been met.

(2) If opting out or failing outside the timeframe, the promotion should be forfeited, and the rating reconsidered at the next Board if eligible in all respects for the higher rate.

d. **Artificer Candidates.** Rules for former Artificer Candidates undertaking the Artificer Qualifying Course are archived in BR 1066 Change 19 (available via application to NPGO).

6705. Selection by Board

a. Selection by Board is the normal process for identifying individuals who are suitable for further training/promotion. Selection Boards will be convened by Hd Proms, in accordance with the table below - a standard Board having a Chairperson and two members. Composition of Boards is as shown in the table below which shows the minimum rank for each Board position.

Table 67-2. Board Composition.

Promotion	Chairperson	Members
AB1-LH	Lt Cdr	Lt/WO1/WO2/CPO
LH-PO	Lt Cdr	Lt/WO1/WO2
PO-CPO	Cdr/Lt Cdr	Lt Cdr/Lt/WO1/WO2
CPO-WO2-WO1	Captain	Cdr/Lt Cdr

The Chairperson will usually be the senior member on the Board. One member will be drawn from the relevant branch/specialisation, with the other drawn from a different specialisation. The board will have a mix of male and female members.

b. In order to meet unexpected shortfalls arising after the Board has convened, a limited number of reserve selections may also be made at the same time as the main selections.

c. Observers (at CPO level and above) are welcomed at these Boards in order to gain a wider appreciation of the process. A maximum of two individuals is permitted.

SECTION 3

POST-SELECTION BOARD ISSUES

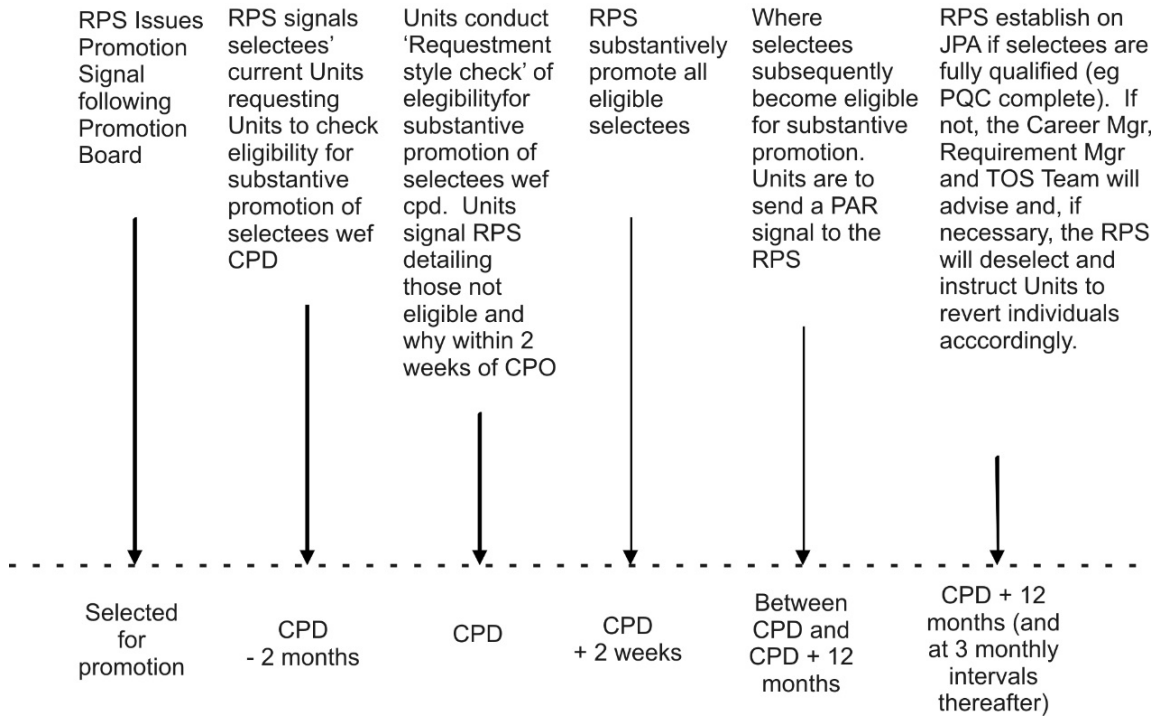
6706. Promulgation of Names of Successful Candidates

a. The names of successful candidates will be promulgated, alphabetically, shortly after each Selection Board. When an individual is selected for promotion, they are to be interviewed by their Divisional Officer within 28 days of the publication of the promotion notification. On completion of the divisional interview, individuals accepting promotion should complete the proforma at Appendix 1 to Annex A. Career Managers will select individuals for PQC attendance in merit order. The timing of PQC attendance will allow for both the service need and personal preference/factors, but individuals will be required to accept and formally acknowledge their selection. Career Managers will update CRM notes within JPA after PQC negotiation. Should an individual not accept any of the PQC dates offered, then this will constitute a refusal of promotion. The Promotion Process flow diagram at Annex A will assist the DO in navigating the promotion process. Wherever possible, CMs aims to assign successful candidates to appropriate leadership and professional courses in the period up to the CPD and then, as soon as possible afterwards, into a post in the higher rate. CMs will endeavour to assign all ratings to relevant courses on an opportunity basis but the needs of the Service remain paramount. Every effort will be made by CMs to link a professional and leadership course (where necessary) as a training package. Whilst allocation to a Professional Qualifying Course (PQC) will normally be undertaken automatically by the CM, attendance on a leadership course is, by its nature, more volatile and successful candidates should be encouraged to state their availability or preference via JPA. This further identifies that arrangement of suitable training is the common responsibility of the CM, the selectee and their CO.

b. The selections are intended to meet the expected vacancies arising during the period leading up to the CPD. To meet unexpected shortfalls, a limited number of Reserve selections will be made but will not be announced unless subsequently called forward. Reserves who are not called forward will be considered for re-selection at the subsequent Boards if still eligible for promotion; any previous reserve selection will be lost. If a sudden vacancy occurs prior to the CPD and after the Board for the next CPD has already convened, such a vacancy will necessarily be filled, temporarily, by use of the acting higher rate.

6707. Promotion Authorisation Request Procedure

a. The Promotion Authorisation Request (PAR) process for ratings selected for promotion to LH and above is summarised below:



b. Two months prior to the CPD, the Ratings' Promotion Section will signal units to verify the eligibility of ratings selected for substantive promotion on that CPD. It is important that units conduct normal 'Requestmen style' checks (see sub para (1) to sub para (11)), including obtaining the CO's approval, on all selected ratings. Units are then required to inform the Ratings' Promotion Section, by signal, within 2 weeks of the CPD, of any rating that does not meet the requirements listed at sub para (1) to sub para (11). Furthermore, action in accordance with Para 6711 should be commenced if the reason for the withholding of promotion is considered applicable. Where the rating subsequently becomes eligible for substantive promotion between that date and the nominated CPD+12 months and meets the requirements listed at sub para (1) to sub para (11), the rating's unit at the time is to signal the Ratings' Promotion Section accordingly using the PAR format. Individuals will be eligible for promotion to the higher rate if they:

(1) Are professionally qualified.

(2) Are educationally qualified.

(3) Have completed the required Service Qualification.

(4) Have been declared medically fit (pregnancy does not debar female ratings from promotion or advancement).

(5) Have more than SIX months service following a Career Check.

(6) Have the experience and personal attributes required.

(7) Have passed leadership training.

(8) Have the power to command subordinates.

(9) Are recommended as suitable to carry out the duties of the higher rate.

(10) Meet particular branch/specialisation requirements e.g. sea service.

c. At CPD+2 weeks, if no negative communication has been received, the Ratings' Promotion Section will substantively promote those qualified and eligible with effect from their CPD and will update JPA records accordingly.

6708. Duties and Responsibilities of the Higher Rate

a. The explanation of duties and responsibilities of the higher rate occurs either at the Royal Naval Leadership Academy HMS COLLINGWOOD, as part of the Leadership Course, or at the School conducting the PQC (whichever comes last).

b. The CO (or Head of Department) may wish to remind newly promoted ratings of the duties and responsibilities of their new rate. The opportunity to do this could be when they pay their joining call on the CO/Head of Department.

c. Prior to assuming the next rate, all personnel have a responsibility to ensure they meet the normal promotion criteria (see Para 6707).

d. **Certificate of Promotion.** Leading Hand, Petty Officer and Chief Petty Officer Certificates of Promotion are managed by the Command Warrant Officers and are available for duplication from the Navy Command Executive Team (NCXT) Web Site. For units unable to access the RN Web, hard copies are available from: The Command Warrant Officers, Leach Building, Whale Island, Portsmouth, PO2 8BY.

e. COs may use their discretion when arranging the occasion for presentation, but are to ensure that these certificates are presented in a timely fashion and manner which appropriately reflects the individual's achievements through their selection for promotion, and provides inspiration to others.

6709. Promotion to Warrant Officer 1

The WO1 selection boards will deliver a 'bank' of selected candidates and Career Managers will match individuals to jobs during the promotion year, which runs from 1 Apr following the board, until 31 Mar the following year. Career Managers will notify PAS of intended assignments and PAS will promote fully qualified selectees on a Promotion Date (PD) that is the start date of a WO1 qualifying assignment[2]. Those who have not been assigned, will be promoted at the end of the promotion year on 31 Mar. Where a fully qualified selectee takes up a qualifying assignment before the beginning of the promotion year (1 Apr), they will normally be granted acting (paid) rank iaw the Assignment Order

[2] An established post in JPA where, if rank ranged, the preferred rank is OR9, the post is not a designated Margin post and the assignment is for a minimum of 3 months.

6710. Withholding of Promotion after Selection

a. If, after a rating's name has appeared on a promotion list, a CO considers that, they are no longer recommended and that promotion should be withheld, the following procedures are to be followed:

(1) 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. Personnel authorised to approve applications for withholding of promotion are detailed in Annex 54A.

(2) The Delegated Authority I will approve the recommendation (or not, as appropriate), informing the Ratings' Promotion Section of the decision.

(3) If the recommendation to withhold promotion is approved, the rating's selection will remain in abeyance and an application may be made for the vacancy created to be filled from the reserve list.

(4) A rating, whose promotion has been withheld, may be recommended for promotion by the CO at any time within 6 months of the date on which the withholding of promotion was approved, or of the effective date of the Promotion Order, whichever is the earlier. Application for reinstatement should be made by the CO to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGALRLOMAILBOX@mod.gov.uk in accordance with the general procedure and format for administrative applications detailed at Annex 1E.

(5) If the recommendation in Para 6711 a sub para (4) is approved, the effective date of promotion will be the date of the CO's recommendation or the CPD, whichever is later.

(6) If, six months after the date of the approval to withhold promotion or the CPD, the CO is still not prepared to recommend the rating's promotion, the selection for promotion will be cancelled.

(7) When a rating, whose promotion has been withheld, is subsequently recommended for promotion or when promotion is finally refused, a further Appraisal Report is to be rendered.

b. An individual will not be eligible for substantive promotion until the CO subsequently recommends the individual for such promotion. If eventually recommended and if eligible in all other respects, the individual will be substantively promoted and entitled to seniority and pay from the date of the CO's recommendation for promotion. If, however, 6 months after the date of the approval to withhold promotion or the CPD, the CO is still not prepared to recommend the rating's promotion, the selection for promotion will be cancelled. Accordingly, the Ratings' Promotion Section will deselect the rating.

6711. Candidates Refusing Promotion

OBJ refusal will be permitted at any stage, but the process must involve both the Command and the Career Manager to ensure the removal of any bias in this critical decision making process. Refusal on welfare, medical or compassionate grounds (as assessed by the unit CO), may not constitute a removal of promotion in its entirety, but should afford an individual the option to defer promotion for 12 months. If an individual wishes to deselect themselves they are to be interviewed by their Divisional Officer and respective CM OBJ[3] before final approval for de-selection by their Commanding Officer. Completed proforma are to be forwarded to the appropriate CM and NAVY PEOPLE-Proms Audit Mgr. The interview process is to ensure an individual understands the full impact their decision has on their career and promotion eligibility, as well as seeking to identify options to encourage the promotion. .

b. Ratings/Other Ranks who, following selection for promotion, refuse such promotion (including a refusal to attend the necessary training courses) will be deselected. Ratings/Other Ranks will automatically be removed from the next annual promotion selection board following promotion refusal. Ratings/Other Ranks who belong to branches which convene more than one promotion selection board per year will automatically be removed from the next two promotion boards following de-selection. However, where there has been a change in circumstances and a Rating/Other Rank considers themselves ready to accept future promotion, application can be made through their CoC to the Ratings' Promotion Section, who can authorise presentation at future promotion boards. In the case of notice givers, approval would be subject to withdrawal of that notice.

c. Ratings, selected for promotion, who are candidates for long training courses (see Para 6704), are to be given the option of refusing promotion in order to await technician training. In the event of a rating, who has refused promotion, subsequently being removed from these courses, the facts are to be reported to SO1 Ratings' Promotions for a decision on the individual's future promotion.

d. If an individual who has submitted their Notice to leave the Service is selected for promotion, it will be conditional on the individual choosing to withdraw their Notice and that withdrawal being approved by the Career Manager.

e. If an individual submits their Notice for premature release (including applications to leave at an optional exit point) during the period between their selection for promotion and being confirmed in rate, they will automatically be presumed to have refused promotion and their selection will be cancelled. If an individual is fully qualified and is carrying out the duties of the higher rate on an acting basis, invariably, they will be allowed to retain the acting higher rate until leaving the Service providing that they continue to fill the higher rate position.

[3] As a minimum this should be conducted by telephone.

6712. Promotion Whilst on Unpaid Leave or a Career Intermission

a. Qualified ratings who, whilst fully eligible for consideration, commence unpaid leave or a career break before or during the time a Selection Board convenes, will remain eligible for selection. If unpaid leave is anticipated for more than 3 months (a Career Intermission), a Special Report is to be raised unless a routine report has been submitted within the last 3 months (to ensure completeness of reporting).

b. Time spent on unpaid leave or a Career Intermission does not count for promotion purposes. A rating's seniority in the rate will be post-dated by an amount equal to the time spent away. The adjusted seniority date is to be confirmed on JPA after the rating's return from unpaid leave or a Career Intermission.

c. If a rating is selected for WO2 or WO1 during a period of unpaid leave or career Intermission, the Ratings' Promotion Section will write to the candidate to obtain a Statement of Acceptance/Intent on return from unpaid leave. This statement will be held until confirmed on JPA within 2 weeks of the rating's return to duty. If the unpaid leave or Career Intermission starts during the year after selection and extends beyond the CPD, the effective date for promotion and seniority will be the date of return subject to normal regulations.

SECTION 4

FACTORS IMPACTING UPON THE TIMING OF PROMOTION

6713. Ratings Selected for Promotion Since CPD 31 Mar 09

a. **Fully Qualified for the Higher Rate.** Ratings who, according to JPA, have completed the mandated career (also referred to as professional) and leadership training (if required), and are eligible for promotion in all other respects will be substantively promoted on their nominated CPD by the Ratings' Promotion Section. Individuals who qualify fully for the higher rate in advance of their nominated CPD will continue to have the opportunity of filling a position in the higher rate on an acting basis prior to their formal promotion. Such time will not count for promotion seniority purposes. For guidance in relation to those ratings who are not fully qualified for the higher rate on their CPD, refer to the rest of this paragraph.

b. **Not Fully Qualified for Promotion on CPD but Completed a Leadership Course - Entitlement to Confirmation in Higher Rate from CPD.** Ratings who, according to JPA, have completed leadership training but not completed career training by their nominated CPD due to **Service reasons**, being defined as:

(1) Operational Reasons - exigencies of the Service including the short-notice deployment of a ship to an operational theatre and military aid to the civil authorities.

(2) Workforce Constraints - for example, where a ship/unit cannot release an individual to attend a training course due to workforce shortages.

(3) The Service's inability to provide the training required in time e.g. due to a lack of available places or delays in attending or completing a training course arising from the restructuring of the professional training pipeline.

or as a result of **pregnancy and Maternity Leave** (as defined in JSP 760) will, if qualified and eligible for promotion in all other respects, be promoted by the Ratings' Promotion Section on the CPD (see Para 6707 for details of the Promotion Authorisation Request (PAR) procedure to be adopted).

c. **Not Fully Qualified for Promotion on CPD but Completed a Leadership Course - Non-entitlement to Confirmation in Higher Rate from CPD.** Ratings who, according to JPA, have completed leadership training but not completed career training by their nominated CPD due to:

(1) Non-Service Reasons Outwith an Individual's Control, defined as:

(a) Being withdrawn prior to or during a training course on compassionate or welfare grounds.

(b) Being placed in a reduced medical category as a result of injuries sustained:

(i) In preparation for or during a Leadership Course.

(ii) Whilst participating in representative sport.

(iii) Whilst on duty.

(c) Being placed in a reduced medical category as a result of illness.

will not qualify for substantive promotion on the CPD. Such ratings will, however, if completing the outstanding training within 12 months of their CPD, be substantively promoted on the day after completing their training, if eligible for promotion in all other respects, and be entitled to promotion (pay and seniority) backdated to their CPD. On qualifying fully, a PAR signal (see Para 6707) should be sent to the Ratings' Promotion Section by the rating's unit (via the CO) seeking JPA action to reflect the higher rate and to apply the award of backdated promotion.

(2) Non-Service Reasons Within an Individual's Control, defined as:

(a) A period of approved unpaid leave

(b) An approved career break

(c) If being back-classed for academic reasons or having failed a professional course, they are given another chance

(d) If, having been denied promotion on their CPD for service reasons listed at Para 6713 b sub para (1), they fail to complete the first course(s) to which assigned after the CPD (assuming that they are given every opportunity to complete the course and their failure does not lead to deselection) but complete the course(s) at the second attempt within the 12 months allowed

(e) Being subject to a Career Check

(f) Removal from a Professional or Leadership Course on grounds of misconduct or for other disciplinary reasons; the outright failure of, or refusal to attend, such courses; failure of a Leadership Course twice for commitment/attitude/preparation (CAP) reasons.

will **not** qualify for substantive promotion on the CPD. Such ratings will however, if completing the outstanding training within 12 months of their nominated CPD, be substantively promoted, if eligible for promotion in all other respects on the day after becoming fully qualified for promotion. Such individuals will not, however, be entitled to promotion backdated to the CPD. On qualifying fully, a PAR signal (see Para 6707) should be sent to the Ratings' Promotion Section by the rating's unit (via the CO) seeking JPA action to reflect the higher rate.

d. **Not Fully Qualified for Promotion on CPD and Not Completed Leadership Course**

(1) **Pregnancy or Maternity Leave.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of pregnancy or maternity leave will be entitled to receive the acting higher rate from their CPD. A PAR signal should be sent by the rating's unit, via the CO, to the Career Manager or Career Management Cell (as appropriate) for action, copy to the Ratings' Promotion Section. If, after their CPD, leadership training is completed prior to career training, the rating will, if eligible for promotion in all other respects, be substantively promoted and be entitled to pay and seniority backdated to their CPD.

(2) **Service Reasons.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of Service reasons (as defined at Para 6713 sub para b) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, on completion of the outstanding training within 12 months of their CPD, be eligible for substantive promotion if eligible for promotion in all other respects and be entitled to apply to the Ratings' Promotion Section for backdated promotion to their CPD. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be eligible for substantive promotion and be entitled to backdated promotion to their CPD.

(3) **Non-Service Reasons Outwith an Individual's Control.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of non-Service reasons outwith their control (as defined at Para 6713 c sub para (1)) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, if completing the outstanding training within 12 months of their CPD, be substantively promoted if eligible for promotion in all other respects and be entitled to backdated promotion to their CPD. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be substantively promoted and be entitled to backdated promotion to their CPD.

(4) **Non-Service Reasons Within an Individual's Control.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of non-Service reasons within their control (as defined at Para 6713 c sub para (2)) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, if completing all the outstanding training within 12 months of their CPD, be substantively promoted if eligible for promotion in all other respects and be entitled to pay and seniority in the higher rate from the day after becoming fully qualified for promotion. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects (bar the career training), be substantively promoted and entitled to seniority from the day after becoming qualified.

(5) If, having failed to complete the mandated career or leadership training, or both, by their CPD, a rating qualifies fully within 12 months of the CPD, PAR signal action (see Para 6707) should be taken by units to reflect the higher rate and to award backdated promotion where appropriate.

e. **Failure to Complete the Required Training within 12 months of CPD.** Ratings who:

(1) Were substantively promoted on their CPD but had not completed the required professional training due to Service reasons or pregnancy/maternity leave (see Para 6713 sub para b).

(2) Had completed their leadership training by their CPD but were unable to complete the required professional training for non-Service reasons, as shown at Para 6713 c sub para (1) and sub para (2)).

(3) Had not completed a leadership or professional course, or both, by their CPD (Para 6713 sub para d).

must complete any outstanding training within 12 months of their CPD or be reverted (where applicable) and deselected on the instruction of the Ratings' Promotion Section. The Ratings' Promotion Section may, however, where requested by an individual's chain of command, delay the taking of such action for a further six months if it is clear that the mandated training has not been completed for Service reasons (Para 6713 sub para b) or non-Service reasons outwith an individual's control (Para 6713 c sub para (1)) and it is anticipated that the outstanding training will be completed within the discretionary period. In addition to this, a further six months may, exceptionally, be granted where pregnancy and maternity leave have prevented the completion of training; when calculating training time, periods when an individual is pregnant or on maternity leave are discounted. NAVY PEOPLE-PROMS Dep Hd may authorise a six-month extension for ratings selected for POET(ME/MESM), POET(WE/WESM), LET(ME/WE), LET(MESM/WESM) and LAET(M/AV) if their attendance on the Professional Qualifying Course has been delayed for Service reasons. In every case, ratings who complete the outstanding training within the extra time awarded will be entitled to have their promotion backdated to the CPD for which selected. Appropriate PAR signal action (see Para 6707) should be taken to inform the Ratings' Promotion Section.

UNDER NO CIRCUMSTANCES WILL RATINGS BE PROMOTED TO THE HIGHER RATE IF THEY HAVE NOT COMPLETED A LEADERSHIP COURSE.

(Rules relating to the promotion of ratings selected for CPDs before 31 Mar 09 are archived in BR1066 Change 19).

6714. Medical Fitness for Promotion - JMES Criteria

a. **Personnel with an MFD JMES.** All personnel with a JMES of MFD are medically fit for promotion.

b. **Personnel with a Permanent MLD JMES.**

(1) Individuals can be given specific[4] permanent MLD JMES gradings in Primary Care (GP/MO) or RN Occupational Health Service (RNOHS) only if they remain functionally deployable. These decisions will not require ratification by the RNMEB (as they should not impose risks to the individual's employment). These individuals should be medically fit for promotion.

(2) Permanent MLD JMES gradings can also be given by RNMBOS, whilst the individual might not always be functionally deployable, they will all have been ratified by the RNMEB. These individuals' fitness for promotion will depend upon their RNMEB outcome.

b. **Personnel with a Permanent MND JMES.**

(1) Individuals with a permanent[5] MND JMES given in Primary Care (GP/MO) or RNOHS who are not referred for ratification at the MEB, will have the Medical Limitation (MedLim) 8201 ('graduated rehabilitation as directed by clinical lead') or 8202 ('graduated rehabilitation including supervised phased return to limited sea duties as directed by clinical lead'), these are often called GRADMO gradings. To be awarded a GRADMO grading, the MO should be satisfied that the individual will return to a functionally deployable JMES within the period of that JMES (usually 12 months). These individuals should be medically fit for promotion.

(2) Individuals with a permanent MND JMES given at RNMBOS must have been ratified by the RNMEB. These individuals' fitness for promotion will depend upon their RNMEB outcome.

c. **Personnel with any Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP[6].

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination.

[4] RNTM 01-123/25
[5] Whilst labelled 'MND permanent' these will usually have a review date of 6 or 12 months and are therefore 'time limited permanent gradings'.
[6] If there is any clinical/occupational doubt about fitness for promotion or likely future deployability the MO should seek the advice of an Occupational Medicine Consultant via referral to the RNOHS or iATOM Clinic.

(3) Where it is likely that the individual will need a permanent MLD JMES within the next 12 months and there is an expectation that they will be functionally deployable, the Medical Officer should deem the individual medically fit for promotion.

(4) Where it is likely that the individual will need a permanent MLD/MND JMES within the next 12 months, but the individual is unlikely to be functionally deployable, the individual will be deemed unfit for promotion subject to the subsequent RNMBOS/RNOHS and RNMEB recommendations. If the individual is subsequently given a permanent JMES by the RNMBOS or RNOHS and the RNMEB determines fitness for promotion, then seniority and pay will be backdated to the original date of intended promotion.

5 Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently limited JMES, she should be assessed as per her previous RNMEB determination. If made temporarily MLD or MND prior to the pregnancy then an assessment must be made of the anticipated outcome on return from maternity leave, as described at Para 6714 sub paras d (1-4) above.

(6) Any case where doubt exists is to be referred to the President RNMBOS or RNMEB as appropriate.

6715. Educational Qualifications

It is the Rating's responsibility to ensure that they are educationally qualified in accordance with Para 9615 and that JPA correctly reflects the achieved competency prior to the award of substantive promotion. Ratings are to satisfy the Education For Promotion (EFP) requirements on the Common Promotion Date for which selected

a. A rating is fully qualified (passed appropriate leadership and career course) for the higher rate and is considered ready for promotion on the CPD for which selected.

(1) If an individual is EFP qualified, they will be promoted by the Ratings' Promotion Section with effect from CPD. If this does not apply, however, the CO is to give the rating three months from the CPD in which to become EFP qualified, but with the warning that de-selection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

b. A rating is eligible (passed appropriate leadership course but not career courses) for the higher rate and is considered ready for promotion on the CPD for which selected.

(1) The CO is to give the rating three months from the CPD in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

c. A rating is not qualified for the higher rate on the CPD for which selected (e.g. not passed leadership and/or professional training), and attains the required qualifications within 12 months of the CPD and is considered eligible for backdated promotion.

(1) If, on qualifying fully for the next higher rate, a rating is EFP qualified they are to be promoted by the CO with an effective date of promotion backdated to the CPD for which selected. If this does not apply, however, the CO is to give the rating three months from the date of qualifying for the higher rate in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

6716. Disciplinary Matters

a. **Career Check.** Where a Career Check is a qualification for promotion, a minimum of six months must have elapsed since a rating's last Career Check on the due date.

b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of six months (Para 7007 refers).

c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers).

d. **Suspended Sentence.** Ratings under suspended sentence who require the requisite Career Check for promotion may, if recommended, be promoted on the date they would normally be eligible.

e. **Disrating or Revision.** If, after having been selected for promotion, ratings are disrated or reverted before their actual promotion to the confirmed rate has taken place, their selection for promotion will be forfeited. After re-promotion or re-advancement, they may subsequently become eligible for selection again.

f. **Recording of Convictions for Offences and Censures on Promotion Files.** Records of convictions by Service and civilian courts, together with details of sentences or Naval Penalties awarded, are to be retained on promotion files until they are 'spent' in accordance with the Rehabilitation of Offenders Act 1974 and MOD Policy. Once 'spent', all reference to these offences is to be expunged from promotion files by the Ratings' Promotion Section.

6717. Loss of Entitlement to Promotion - Reversion and Deselection

a. Promotion will not be an issue in the following cases where, instead, ratings will be reverted (if applicable) and deselected:

(1) If outright failing a professional or leadership course, in accordance with Para 6912 sub-para a.

(2) If removed from, or withdrawn prior to, a professional or leadership course due to misconduct or other disciplinary reasons.

(3) If a second attempt of a professional or leadership course authorised in accordance with Para 6912 sub para c is subsequently failed.

(4) If refusing to attend a professional or leadership course.

(5) If submitting Notice to leave the Service after being selected for promotion.

(6) If failing to complete a course(s) within 12 months of the CPD or cancelling/being withdrawn from a professional or leadership course within 2 months of the start date (unless due to medical or operational reasons).

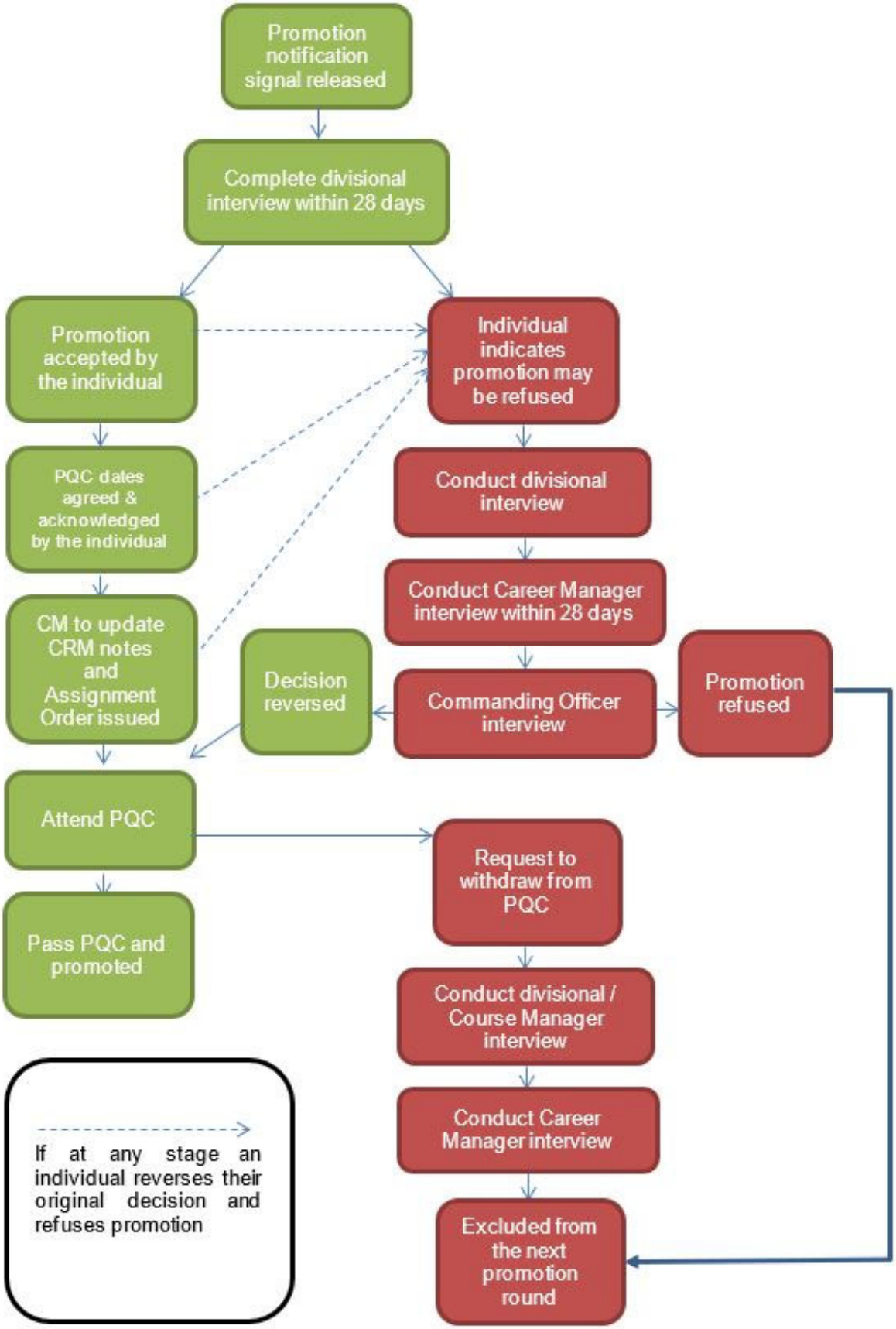
b. **Authority Requirements for Reversion.** The principles regarding the authority required to approve reversion at Para 7003 sub para f are unchanged and apply if a rating is to be reverted following signalled instruction from the Ratings' Promotion Section or because the CO considers the rating unable to perform their duties adequately. However, Para 7003 sub para f has been amended to permit COs of Lieutenant Commander rank and above to revert, without recourse to higher authority, ratings who hold substantive rank but who have not yet completed 12 months in the rank since the completion of professional training.

c. **Deselection - Appeals.** If, after a rating has been deselected, it is found that there are mitigating reasons, Service or otherwise, that may have precluded deselection a case may be made, in writing, through COs to NAVY PEOPLE-PROMS Dep Hd who may, in exceptional cases and following consultation with the Branch Manager, authorise the re-instatement of the selection, with or without penalties.

d. **Complaints Procedure.** Ratings who are reverted and/or deselected may exercise their right to make a formal Service Complaint in accordance with JSP 831.

ANNEX 67A

PROMOTION PROCESS - AIDE-MEMOIRE



APPENDIX 1 TO ANNEX 67A

ACCEPTANCE OF PROMOTION

1. This pro-forma is to be used by Divisional Officers (DOs) to interview all those who have been selected for promotion. Interviews must be conducted within 28 days of the promotion notification release date.

2. The information provided will be recorded in the individual's JPA by their Career Manager (CM) in the JPA notes section as evidence that a rating is either accepting the nomination for promotion, or wishes to self-deselect from the promotion process and not proceed onto PQC.

3. If an individual has removed themselves from any part of the selection/promotion process, then this form is to be emailed to NAVY PEOPLE-Proms Audit Mgr and their respective CM.

The Divisional Officer is to contact the respective CM to ascertain PQC availability and expected course dates within 28 days of the promotion notification release.

Once the interview is complete and this appendix completed, it should be sent to the individual's CM, an emailed copy will suffice in place of the hard copy original.

PQC start date (to be provided by CM):

I accept my promotion and have been formally notified of my PQC date and have no interfering factors that would prevent my attendance:

Name: ..... Service No.: .....

Ratings Signature: ..... Date: .....

Divisional Officer's Signature: ..... Date: .....

PCAP Notes:

Date entered on to JPA in CRM notes by CM: ……..

APPENDIX 2 TO ANNEX 67A

DE-SELECTION FROM PROMOTION

1. This proforma is for personnel who, following Divisional 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 CM interview.

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

3. To ensure PQCs run at the maximum possible capacity, those that refuse promotion within 90 days of PQC commencement may be moved at short notice to enable the reserve candidate, or suitable replacement, to be activated.

Name: ……. Service No: …….

1. What are your reasons for refusing promotion?

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

3. My Divisional Officer has informed me of the potential impact of this decision, and I have read BRd3(1) Art 6712.

Divisional Interview conducted on …… Signature……..

4. CM report (a brief description of the CI outcomes)

Date report entered on to JPA ……

CM Name:…… Signature:…….....Date:……

Commanding Officer's Notes:

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

CHAPTER 68

RATINGS POLICY - NON-SELECTIVE PROMOTION (ADVANCEMENT)

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 68

RATINGS POLICY - NON-SELECTIVE PROMOTION (ADVANCEMENT)

6801. Background to Non-selective Promotion

a. Currently, the following groups of ratings are subject to non-selective promotion:

(1) Ratings advanced to Able Rating BD1.

(2) Ratings up to Leading Hand in the Aircraft Control Specialisation, MA(SM) and QARNNS and up to Chief Petty Officer (CPO) in the Engineering Technician (ex-Artificers), Medical Technician and Communications Technician[1] (direct entrants pre-1 Nov 06 and sideways entrants pre-1 Sep 07) specialisations.

(3) Ratings up to Chief Petty Officer in the Engineering Technician specialisations who are Fast Track Ratings.

(4) Ratings advanced to Leading Hand or Petty Officer who are part of the Accelerated Apprentice (AA) scheme.

(5) Ratings advanced to Leading Hand and/or Petty Officer who are part of the Undergraduate Apprenticeship Scheme (UGAS).

b. The above ratings will be advanced in rate, having served the requisite time period, not requested Early Termination[2], and fulfilled any other requirements as laid down in Chapter 74 to Chapter 90 (also see Chapter 69 Para 6914-a5). For ratings with legacy rights to time-based advancement, completion of the Senior Rates' Leadership Course (SRLC) remains a requirement for advancement to CPO.

6802. Inability to Satisfy Criteria for Advancement to Leading Hand and Above by Due Date

a. On attaining the qualifications needed for advancement to AB1, units are to signal a Promotion Authorisation Request (PAR) on behalf of ratings to the parent ACOS(P&T) Career Management Cell (CMC)/Ratings Career Manager such that the substantive rate can be input on JPA.

[1] Now named Cryptologic Technicians.
[2] If a rating withdraws their Notice after the effective date of promotion, and that withdrawal is approved by the Career Manager, they will be advanced with effect from the date of the application.

b. Medical Technicians, Cryptologic Technicians or Engineering Fast Track Ratings who are unable to obtain the mandated qualifications (including professional and/or leadership) in branch Chapters for advancement to Leading Hand and above by their due date by time (i.e. having satisfied the service qualification) may, subject to the rules below, be entitled to receive the acting higher rate (and/or subsequent backdated advancement) on completion of the service qualification period (adjusted to take account of any accelerated advancement), providing they have not submitted a request for Early Termination. Additionally, Engineering Fast Track Ratings who have completed Leadership Course (LC) by due date may be advanced substantively in line with their Select, Train and Promote peers.

(1) If Service reasons, defined as:

(a) Operational reasons – exigencies of the Service including the short notice deployment of a ship to an operational theatre and military aid to the civil authorities.

(b) Manning constraints – for example, where a ship/unit cannot release an individual to attend a training course due to workforce shortages.

(c) The Service's inability to provide the training required in time e.g. due to a lack of available places or delays in attending or completing a training course arising from the restructuring of the professional training pipeline are deemed to be the cause, or if the failure to qualify is attributable to pregnancy or maternity/paternity/adoption leave (as defined in JSP 760), individuals will be entitled to receive the acting higher rate with effect from their due date by time, subject to agreement by the appropriate authority (see Para 6802 sub para c).

(2) If non-Service reasons out with an individual's control, defined as:

(a) Being withdrawn prior to or during a training course on compassionate or welfare grounds.

(b) Being placed in a reduced medical category as a result of injuries sustained:

i. In preparation for or during a Leadership Course.

ii. In preparation for or during a Royal Navy Fitness Test.

iii. Whilst participating in representative sport.

iv. Whilst on duty.

(c) Being placed in a reduced medical category as a result of illness are deemed to be the cause, individuals will not qualify for advancement on their due date by time. Such ratings will, however, if completing the outstanding training within 12 months of their due date, be advanced on completing the training (if eligible in all other respects) and be entitled to receive backdated advancement (pay and seniority) from their due date, subject to agreement by the appropriate authority (see Para 6802 sub para c).

(3) If non-Service reasons within an individual's control, such as:

(a) An approved period of unpaid leave.

(b) An approved career break.

(c) Being back-classed for academic reasons or having failed a Professional Course, they are given another chance.

(d) Being subject to a Career Check.

(e) Removal from a Professional or Leadership Course on grounds of misconduct or for other disciplinary reasons; the outright failure of, or refusal to attend, such courses; failure of a Leadership Course twice for commitment/attitude/preparation (CAP) reasons are deemed to be the cause, individuals will not qualify for backdated advancement to their due date by time. Such ratings will instead be advanced when fully qualified for promotion, subject to satisfying all other advancement criteria set out in the appropriate Chapters (see also Para 6802 sub para c).

c. **Authority to Advance.**

(1) **Advancement to Leading Hand and Petty Officer.** For advancement to LH and PO, Commanding Officers (COs) are empowered to decide whether a rating qualifies for the award of the acting higher rate in accordance with the criteria set out at Para 6802 sub para b. If a rating is considered to warrant the acting higher rate and is eligible in all other respects, a PAR signal is to be sent to the rating's Career Manager or CMC (as appropriate), copy to the Ratings' Promotion Section, asking for appropriate JPA action to be taken to reflect the award of the acting higher rate. The acting higher rate will be for a maximum of 12 months, after which time, if they have failed to attain the outstanding qualification(s) ratings will, exceptional reasons apart (see Para 6803 sub para a, for action to be taken), relinquish the rate. Individuals who qualify fully for the higher rate during the 12 month period, whether awarded the acting higher rate or not, are to be confirmed immediately if meeting all other advancement criteria; in such cases, COs are to send a PAR signal to the Ratings' Promotion Section, copy to the Rating's Career Manager/CMC, seeking JPA action to reflect the higher rate and to apply the award of backdated advancement if appropriate. In addition, the acting higher rate may be relinquished if professional, disciplinary or CAP reasons apply.

(2) **Advancement to Chief Petty Officer.** Authority for awarding the acting higher rate lies with the Ratings' Terms of Service Team (NAVY PEOPLE-PSP EMP TOS OR). Cases involving the time-based advancement of ratings to CPO must be referred, in the first instance, in writing to the Ratings' Terms of Service Manager. On receipt of approval, if appropriate, COs are to submit a PAR signal to the rating's Career Manager, copy to the Ratings' Promotion Section, asking for appropriate JPA action to be taken to reflect the award of the acting higher rate. The acting higher rate will be for a maximum of 12 months, after which time, if they have failed to attain the outstanding qualifications (e.g. completion of Task Book; Leadership Course) ratings will, exceptional reasons apart (see Para 6803 sub para a), relinquish the rate. The acting higher rate may also be relinquished if professional, disciplinary or CAP reasons apply. Every effort is to be made to enable ratings to qualify fully at the earliest date. Individuals who qualify for the higher rate during the 12-month period will be confirmed immediately - COs are to send a PAR signal to the Ratings' Promotion Section, copy to the rating's Career Manager/CMC, seeking JPA action to reflect the higher rate.

(3) On completing outstanding training within 12 months of the due date, applications for backdated advancement, if appropriate, should be submitted through COs to the Ratings' Terms of Service Manager and should contain evidence of a rating's efforts to qualify by their due date by time. Cases will be considered on their individual merits and, where warranted, backdated advancement will be approved. In such cases, COs are to send a PAR signal to the Ratings' Promotion Section, copy to the rating's Career Manager/CMC, seeking JPA action to reflect the higher rate. Retrospective action, however, will not be permitted if, through their actions (see Para 6802 sub para b (3)), ratings are clearly responsible for their failure to satisfy the advancement criteria, either by the due date or in the succeeding 12 months. Such individuals will be advanced, instead, on the day that they eventually qualify for the higher rate.

d. For AA trainees, refer to the AA Warnings and Failure Policy detailed at Annex 68K.

6803. Inability to Satisfy Criteria for Advancement to Leading Hand and Above by Due Date + 12 months

a. Ratings who fail to qualify fully within 12 months of their due date by time for advancement will typically lose any entitlement to backdated advancement when they finally become eligible for confirmation in the higher rate. If, however, 12 months after their due date, a rating believes that their continued failure to meet the criteria is attributable to Service reasons (Para 6802.b sub para (1)) or non-Service reasons outside their control (Para 6802.b sub para (2)), they may apply through their CO to the Ratings' Terms of Service Manager for an extension of the retrospective advancement qualification period and retention of the acting higher rate if applicable. The Terms of Service Team may award extensions of up to 6 months at a time. Applications should be accompanied by a copy of the individual's Full Service Documents. Individuals who qualify fully within the extra time, if granted, will be entitled to pay and seniority backdated to their due date by time.

This redress, however, will not be available to those ratings who fail to complete the training within the extended period, have an application for an extension rejected or are not entitled to an extension at all (e.g. if they are directly responsible for the time taken to satisfy the criteria). In these cases, ratings will be advanced on, and have seniority of, the day on which they finally qualify for the higher rate.

b. When a rating finally completes the outstanding training, COs are to send a PAR signal to the Ratings' Promotions Section, copied to the appropriate Career Manager, on their behalf seeking JPA action to reflect the higher rate and the award of backdated advancement only if prior approval has been granted by the Terms of Service Team.

6804. Medical Fitness for Promotion - JMES Criteria

a. **Personnel with a MFD JMES.** All personnel with a JMES of MFD are medically fit for promotion.

b. **Personnel with a Permanent MLD JMES.**

(1) Individuals can be given specific[3] permanent MLD JMES gradings in Primary Care (GP/MO) or RN Occupational Health Service (RNOHS) only if they remain functionally deployable. These decisions will not require ratification by the RNMEB (as they should not impose risks to the individual's employment). These individuals should be medically fit for promotion.

(2) Permanent MLD JMES gradings can also be given by RNMBOS, whilst the individual might not always be functionally deployable, they will all have been ratified by the RNMEB. These individuals' fitness for promotion will depend upon their RNMEB outcome.

c. **Personnel with a Permanent MND JMES.**

(1) Individuals with a permanent[4] MND JMES given in Primary Care (GP/MO) or RNOHS who are not referred for ratification at the MEB, will have the Medical Limitation (MedLim) 8201 ('graduated rehabilitation as directed by clinical lead') or 8202 ('graduated rehabilitation including supervised phased return to limited sea duties as directed by clinical lead'), these are often called GRADMO gradings. To be awarded a GRADMO grading, the MO should be satisfied that the individual will return to a functionally deployable JMES within the period of that JMES (usually 12 months). These individuals should be medically fit for promotion.

(2) Individuals with a permanent MND JMES given at RNMBOS must have been ratified by the RNMEB. These individuals' fitness for promotion will depend upon their RNMEB outcome.

[3] RNTM 01-123/25
[4] Whilst labelled 'MND permanent' these will usually have a review date of 6 or 12 months and are therefore 'time limited permanent gradings'.

d. **Personnel with any Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP[5].

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination.

(3) Where it is likely that the individual will need a permanent MLD JMES within the next 12 months and there is an expectation that they will be functionally deployable, the Medical Officer should deem the individual medically fit for promotion.

(4) Where it is likely that the individual will need a permanent MLD/MND JMES within the next 12 months, but the individual is unlikely to be functionally deployable, the individual will be deemed unfit for promotion subject to the subsequent RNMBOS/RNOHS and RNMEB recommendations. If the individual is subsequently given a permanent JMES by the RNMBOS or RNOHS and the RNMEB determines fitness for promotion, then seniority and pay will be backdated to the original date of intended promotion.

(5) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently limited JMES, she should be assessed as per her previous RNMEB determination. If made temporarily MLD or MND prior to the pregnancy then an assessment must be made of the anticipated outcome on return from maternity leave, as described at Para 6804 sub paras d (1-4) above.

(6) Any case where doubt exists is to be referred to the President RNMBOS or RNMEB as appropriate.

6805. Disciplinary Matters

a. **Career Check.** Where time from a Career Check is a qualification for advancement, 6 months must have elapsed since a rating's last Career Check immediately prior to the due date.

b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of 6 months (Para 7007 refers). Similarly, there is a minimum of 6 months Career Check requirement for re-advancement.

[5] If there is any clinical/occupational doubt about fitness for promotion or likely future deployability the MO should seek the advice of an Occupational Medicine Consultant via referral to the RNOHS or iATOM Clinic.

c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers) except where Para 6915 sub para l applies for the granting of the acting higher rate.

d. **Suspended Sentence.** Ratings under suspended sentence of detention who require the requisite Career Check for advancement may, if recommended, be advanced on the date they would normally be eligible.

6806. Engineer General Service Branch Fast Track Scheme

a. The intent to introduce a Fast Track (FT) scheme under Faraday was announced in 2013. In order to cover the intervening period prior to introduction of the FT, an Interim Fast Track (IFT) scheme was introduced. IFT is covered in more detail at Annex 68E and IFT will continue to operate for those EGS ratings currently on the scheme and will remain subject to the extant IFT terms and conditions. The introduction of a FT scheme is an important element of the EGS Branch career pipeline, managing the talent of suitable individuals by selecting those ratings who are sufficiently motivated and demonstrate the necessary standards of leadership, engineering and academic ability.

The FT scheme gives EGS ratings the opportunity to accelerate their progression and be advanced based on time and qualification, affording individuals an accelerated advancement route. Selection will be via a three-stage process with three entry points: initially at ET to LET, then at LET to POET and finally at POET to CPOET[6]. This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of our technicians.

b. **Selection.**

(1) Individuals on the FT scheme will be subject to non-selective promotion through time and qualification, based on an advancement 'Due Date' calculated from when an individual joined the FT scheme. A selection process will be conducted prior to an individual being accepted for entry onto the FT scheme.

(a) **ET to LET.** The first selection opportunity will be on completion of Phase 2 Training (ET CC). This will provide the opportunity for the individual to demonstrate that they have the necessary academic ability and leadership potential to succeed on the FT scheme, and are capable of operating as a competent Leading Hand in a short timeframe. If selected, an individual will remain on the FT scheme until completion of their LET QC and LRLC. An ET selected in Phase 2 Training (ET CC) will be awarded a Due Date for advancement to LET of 24 months from the Fast Track Start Date (FTSD). The FTSDs given below for an ET in Phase 2 are determined by the stage of the training year they have reached when they are selected for the FT scheme, and will be used in the subsequent calculation for future Due Date:

i. Individuals who are selected from Phase 2 Training between 1 Apr and 31 Jul will be awarded a FTSD of the 31 Jul.

ii. Individuals who are selected from Phase 2 Training between 1 Aug and 30 Nov will be awarded a FTSD of the 30 Nov.

iii. Individuals who are selected from Phase 2 Training between 1 Dec and 31 Mar will be awarded a FTSD of the 31 Mar.

(When selected to be recorded on JPA as 'ProfessionalIFast Track LETINavyI'.)

(b) **LET to POET.** An individual who possesses the necessary academic ability and leadership skills to succeed on the FT scheme and be capable of operating as a competent Petty Officer in a short timeframe. The second selection opportunity will be on completion of Phase 3 Training (LET QC); this selection point will consider individuals who are currently on the FT scheme to LET and any individual who has demonstrated the necessary academic ability and leadership skills during their ET sea-time and/or while on LET QC.

An ET/LET selected in Phase 3 Training (LET QC) will retain the seniority date as a LET, with a Due Date for advancement to POET of 24 months from their Fast Track Start Date. (When selected to be recorded on JPA as 'ProfessionalIFast Track POETINavyI'.)

(c) **POET to CPOET.** An individual who possesses the necessary academic ability and leadership skills to succeed on the FT scheme, and be capable of operating as a competent Chief Petty Officer in a short timeframe.

(d) The selection opportunity will be on completion of POET QC; this selection point will consider individuals who are currently on the FT scheme to POET and any individual who has demonstrated the necessary academic ability and leadership skills during their LET sea time and/or while on POET QC. A LET/POET selected to the FT scheme will be awarded a Due Date for advancement to CPOET of 36 months from their FTSD. The FTSD will be determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date. (When selected to be recorded on JPA as 'ProfessionalIFast Track CPOETINavyI'.)

(2) The pre-selection process will be co-ordinated by the Accelerated Technician Authority, ATA, and will seek to establish a candidate's qualifications, technical ability, potential and suitability for FT. In order to determine an individual's suitability based on aspirations, maturity, communication skills and potential to cope with the training and employment necessary in the FT Scheme's compressed timescale, the process for Phase 2 selection for FT to LET will be based on an individual's training and experience to date and include a FT Selection Interview (FTSI), and an academic examination. Candidates who are successful will then be presented to the termly FT Selection Board (FTSB), which will select individuals onto the FT scheme.

(3) The service eligibility criteria required to be considered either as a FT to LET, FT to POET or FT to CPOET is detailed within the Advancement Flowcharts at Para 6806 sub para h. The key academic and CLM requirements to be taken into consideration during the pre-selection process are as follows:

Table 68-1. Key Selection Criteria

Engineering General Service (except CIS Specialist)		
Selection Point	**Key Selection Criteria**	**Applicability**
FT Phase 1 During ET CC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent. ET(CIS)Spec only: English, Computer Science GCSE Grade 4/C above or equivalent and vocational qualification. 2. Completed FT academic assessment. 3. Above average score or training school equivalent during Phase 2 Module Assessments. 4. Potential for Command, Leadership and Management in the next higher rate. 5. Passed Pre-Selection Interview. 6. Recommended from Phase 2 Training to be a FT to LET. ET(CIS) Spec only - Recommend from Phase 2 Training to be FT to LET (DO, CARTU C/IS).	All ET2s who volunteer for FT during Phase 2 Training.
FT Phase 2 During LET QC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent 2. Above average score or training school equivalent during Phase 3 Module Assessments. 3. Potential for Command, Leadership and Management in the next higher rate, including RNLA assessment. 4. Recommended from Phase 3 Training to be a FT to POET and/or recommended from sea. 5. Passed Pre-Selection Interview.	All LETs who volunteer for FT during LET QC Training or have a FT positive recommend from sea for FT to POET.
FT Phase 3 During POET QC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent 2. Above average score or training school equivalent during POET QC Module Assessments. 3. Potential for Command, Leadership and Management in the next higher rate, including RNLA assessment. 4. Recommended from POET QC Training to be a FT to CPOET and/or recommended from sea. 5. Passed Pre-Selection Interview.	All POETs who volunteer for FT during POET QC Training or have a FT positive recommend from sea for FT to CPOET.

c. **Fast Track Recommendation From Sea.** The Head of Department is to take into consideration whether the individual has demonstrated suitable levels of competence during their routine employment and that their performance merits a recommendation as a potential FT POET or CPOET candidate. The recommendation is to be recorded on JPA as 'ProfessionalIFast Track POET RecommendINavyI' or 'ProfessionalIFast Track CPOET RecommendINavyI', with supporting comments included by the 1 and 2 RO in their next SJAR. The FT sea recommendation from the SJAR will form a part of the selection process for POET or CPOET FT and should include comments against the following attributes:

(1) Engineering Aptitude (not applicable to CIS Specialist).

(2) Technical Competence.

(3) Professional effectiveness and initiative.

(4) Work ethic and capacity to complete sea competence elements within compressed time scales.

(5) Any demonstrated academic ability to cope with an accelerated career progression.

(6) Potential to be a senior rating; reliability; power of communication; potential for CLM in the Next Higher Rank (NHR), and at POET and CPOET rates; confidence to take on additional challenges and the ability to think on a level above the peer group.

(7) Management Aptitude.

(8) For CIS Specialist: Demonstrated academic ability to cope with an accelerated career progression, including WE CPOETQC (comprising technical elements) and employment as a CIS Head of Group.

d. **Transfer to Fast Track - Minimum Assignment Notice.** The FT scheme accelerates individuals through the advancement system and may require shorter than the minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for courses and employment associated with their advancement. This will be acknowledged by successful candidates when they sign the Part A of the Certificate of Understanding; accepting the terms of service of FT scheme, including waiving their rights to promotion under the selective promotion route and to the full assignment notice period. Should an individual be removed from the FT scheme then Part B of the Certificate of Understanding will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding can be found at Annex 68B and signed copies will be retained by both the ATA and the individual.

e. **Attending a QC.**

(1) The planning and enrolling of individuals onto a QC will be completed by the ATA in liaison with the relevant Career Management Cell (CMC) or Career Management (CM). In general, FT personnel will be provisionally allocated a QC start date at, or shortly after, completing their current QC. Attendance on a QC will be dependent upon the completion of all of the relevant advancement criteria detailed in Flowcharts at Para 6807sub para h. Frequent liaison between the employing ship and the ATA will ensure that Training Schools, CMs, CMCs and employing ships are able to plan effective movement of FT personnel.

(2) Given the nominal LET and POET QC start dates, mandatory pre-course learning is to be commenced no later than on achieving 8 months' sea service for an FT ET and 14 months sea service for an FT LET. This will allow sufficient time to complete pre-course learning prior to attending the respective QC. The mandatory pre-course learning is detailed in BR 2000(3)(1) Chapter 4 ME and BR 2000(4)(1) Chapter 3 WE (pre-course learning is not applicable to CIS Specialists).

f. **Streaming.**

(1) FT ETs will be streamed earlier than individuals who are not on the FT scheme, by submitting a preference on JPA.

(2) MEGS FT ETs should, where possible, achieve sea employment in all Groups (ML/EL) should be achieved prior to submitting Streaming Preference on JPA. After 6 months' sea service, an individual will be allocated a stream by the ATA in consultation with Ships' Staff. Once streamed, employment on board, where possible, is to be within the allocated stream. This will enable the FT individual to gain as much experience as possible whilst in the compressed sea employment prior to being assigned to LET QC.

(3) WEGS FT ETs will be streamed on selection for Fast Track to LET.

g. **Advancement Flowcharts.** The flowcharts can be found in Annex 75E.

h. **Leadership Training.**

(1) All FT personnel are to complete LRLC or SRLC, as appropriate, as part of their NHR. Preparation for and completion of these courses is essential and although the responsibility rests firmly with the individual to be fully prepared, it is to be supplemented with appropriate coaching and mentoring by their Head of Department.

(2) There may be occasions where a FT individual is at their Due Date for advancement by time, but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA, an application for the Acting Higher Rate (AHR) will be considered against the 'Inability to Satisfy Criteria for Advancement' (see Para 6802 and Para 6803).

i. **Fast Track Failure Policy and De-Selection from Scheme.** Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they voluntarily choose to remove themselves. Where an individual has not been able to maintain FT accelerated training delivery, they will be de-selected from the FT scheme, revert back to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at Annex 68D.

j. **SJAR Reporting Requirements.**

(1) Annual SJARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support these recommendations.

(2) Recommendations from sea for FT candidature for ETs & LETs should be considered for all personnel who have demonstrated the technical ability and CLM attributes at the NHR.

k. **Accelerated Technician Authority.** The ATA will manage all of the accelerated schemes on behalf of the Profession Managers (PM). They will be based within HMS SULTAN and HMS COLLINGWOOD and will be responsible for all accelerated activities, to include the following: selection, organisation and management of the Accelerated Scheme ratings career planning and tracking accelerated scheme activities; all associated JPA activities; management of failure within and removal from accelerated schemes. They will also receive and manage training returns from sea units.

l. **Phase 2 Training Selections - ET.**

(1) The FT Scheme is available for ET trainees during Phase 2 Training where an individual who wishes to be considered or is recommended by their Divisional Officer will be put forward as a candidate.

(2) The ATA will manage all selection interviews; Table 68-2 provides an overview of the processes required to ensure only suitable candidates are presented. This will apply to ME and WE Phase 2 courses and will be refined within each training establishment to ensure that interviews are available regularly in order that all ETs have the opportunity to be considered for selection.

(3) The selection process relies on those candidates who are identified, or volunteer themselves, being suitably informed and mentored by the ATA and their Divisional Staff in preparation for all aspects of the selection process and individuals needs to be successful on the FT scheme.

Table 68-2. ET FT Selection Overview

Event	Description
Introduction	• An introductory brief will be presented
Candidate Identification	• Potential FT ratings identified by DO and/or individual volunteers • Academic workbook issued - detail of maths exam to be taken before Selection Board (not applicable to CIS Specialist FT) • Interview with DO • List of potential FT candidates forwarded to ATA
Candidate Examinations	• Candidates undertake academic assessment (not applicable to CIS Specialist FT) • Candidates receive interview brief from DO/ATA
Fast Track Selection Interview	• Candidates sit interview – up to 1 hour • Candidates informed of result of interview
Fast Track Selection Board	• Successful candidates will be transferred to the FT scheme and career managed separately under Advancement promotion regulations • Successful candidates complete transfer paperwork

m. **Phase 3 Training Selections - LETQC.**

(1) The FT Scheme will be open to trainees during LETQC where an individual who wishes to be considered, and is recommended by their Divisional Officer, will be put forward as a candidate.

(2) Those ET1s who were identified as potential FT candidates during sea employment and received a JPA recommendation from their previous unit will automatically be considered providing they have maintained this recommendation during the early part of LETQC. The ATA and Training Officer will advise any candidate who has previously been recommended, but does not now meet the criteria to be presented to the panel.

Table 68-7. LETQC FT Selection Overview

Event	Description
Introduction	• An introductory FT brief will be presented
Candidate Identification	• FT recommendation from sea • Potential FT ratings volunteer or identified by DO • Interview with DO • List of potential FT candidates forwarded to ATA
Fast Track Selection Interview	• Successful candidates will be transferred to the FT and career managed separately under Advancement promotion regulations

n. **Selection Announcements.** Announcements of successful candidates will be made when all candidates have completed their respective interviews and boards. Successful candidates will be transferred to the FT scheme. The ATA at HMS SULTAN/HMS COLLINGWOOD will also add a Fast Track competence ‘Professional | Fast Track LET | Navy’, ‘Professional | Fast Track POET | Navy’ or ‘Professional | Fast Track CPOET | Navy’ as appropriate to successful candidates JPA records.

o. **FT ET Employment Guidance.**

(1) Due to the short time at sea, there will be a necessity for FT ETs to join and be released from units at a greater frequency than normal assignment cycles. To minimise disruption, this will be managed by both the relevant CM or CMC and the Unit management.

(2) All FT ETs will be employed in specific billets alongside their selective counterparts, but due to FT ETs undertaking shorter sea assignments they must gain a wide experience of different Sections and Streams in a shorter period. FT ETs should be placed into specific billets which have less impact on OC by the frequent movements incurred. Consideration will be given to how many FT ETs are employed within a Group, Department or Unit; especially when the unit may have a programme that requires a certain amount of stability or personnel and level of OC.

(3) Unit HODs and training Co-ordinators are to ensure that adequate employment and training opportunities are afforded the FT individual to meet their necessary training achievements. FT ETs will be expected to carry out the same role as non-FT ETs however the scheme will expose individuals to higher level of responsibility at an earlier career point, which will require a degree of mentoring from unit staff. With the LET fulfilling positions as either a Deputy or Section Head and POET fulfilling positions of a Section Head, consideration will be taken by the ATA to manage any potential impact on a Ships' operational capability when assigning a FT LET and POET to, and from, a platform.

(4) Where a ship's programme changes or a FT individual cannot be suitably employed (such as ships in Upkeep) and the individual will be unable to achieve their advancement criteria, Ship's Staff are to liaise with the ATA to discuss alternative employment options.

(5) The ATA will actively track, manage and, where necessary, advise units on FT training. Any unit unable to facilitate the necessary training is to contact the ATA at the earliest point.

p. **Fast Track Progress Review Process.**

(1) The ATA will maintain a spreadsheet detailing exactly at which point an individual is on the scheme, their next training target and progress towards it.

(2) Within the first week of arrival at a unit, FT personnel are to meet with the department Training Coordinator to discuss and agree timescales for achievement of advancement pre-requisites. These agreed dates are then to be recorded as Personal Objectives in JPA and copied to the relevant ATA representative.

(3) Thereafter, Training Coordinators are to conduct monthly progress reviews with each FT technician during which training progress, forthcoming deadlines and possible programme risks are to be discussed. Due to the exigencies of operational programmes, the assessment of an individual's progress will, to a certain extent, remain subjective at unit level however the formal review process will allow the opportunity to refine and record training deadlines accordingly and feedback to the ATA. The proforma at Annex 68K captures the full progress review process. It is recommended that completed proformas are copied to the ATA frequently as part of continual liaison but as a minimum must be submitted as follows:

(a) No less than every two months.

(b) On the issue, escalation or removal of any FT progress warning.

q. **Fast Track Progress Warnings.**

(1) The process for warning an individual of potential removal from the FT Scheme is discrete from the RN's standard formal warning routine for ratings on the trained strength since it relates solely to either:

(a) Failure to meet required training timelines for FT advancement.

(b) Failure to retain Command recommendation for advancement on the scheme.

(2) Due to the compressed timescales necessitated by this advancement scheme, the duration between warning review and possible escalation is equally compressed to typically no more than one month and comprises two tiers: Level 1 DO's Warning and Level 2 HOD's Warning. A flowchart of the FT warnings process is detailed at Annex 68L. In all cases, units are recommended to liaise with the ATA to ensure fleet-wide consistency for management of training risk within the scheme.

(3) Should an individual move assignments whilst on FT warning the despatching unit is to write to the new unit to hand over the Warning.

(4) In recognition of the need for timely action within this advancement pipeline, the FT Progress Warnings process does not require the raising of supporting appraisal reports, instead the proforma at Annex 68M is to be utilised.

(5) Removal from the Fast Track Scheme should not be interpreted as professional inadequacy since there may be many reasons why an individual is not able to sustain the required progress against the perceived potential assessed in the Training Schools. Removal from FT will lead to individuals being subject to the standard Select, Train and Promote process.

r. **Career Management.**

(1) Career management of FT individuals will be conducted by the ATA (for EGS) and relevant CMs or CMCs (for other branches) following guidance in BRd 3(1) and BR 2000 series to ensure correct and appropriate employment is sought to facilitate the necessary FT training. The ATA (EGS) will be responsible for overseeing all aspects of the training and advancement for their respective cadre.

(2) ATAs will work to ensure there is minimal delay between assigning from course to sea, and sea to course.

(3) When considering assignments in response to any PE-OPDEF or Squad Trawl, CMs must highlight any FT ratings in order that the training implementations can be considered. FT ratings should still be considered for employment under these circumstances, provided that the impacts to training are minimised or mitigated by changes to career achievement points and dates agreed with the ATA.

(4) Where an individual, whether for Service or Non-Service reasons, does not meet the timeline or criteria to return to the next higher rate qualifying course, then the place will be allocated to another FT rating or selectively promoted rating as directed by ATA. Where this occurs for Service Reasons, such as a unit being unable to release the individual due to operational requirements, then the FT rating will not be disadvantaged and will be booked on the next available course and any impact on achieving advancement will be recognised using AHR or remuneration through back pay.

6807. Engineering Submarine Branch Fast Track Schemes

For information on ESM FT schemes see Ch 73 Para 7301 and 7302.

6808. Probationary Leading Hands

a. The rank of Probationary Leading Hand (P/LHs, commonly known as PLETs) is applicable to those recruited under the AA Scheme and Royal Navy Under-Graduate Apprenticeship Scheme (UGAS).

b. All members of these schemes will join the RN as LHs but, to reflect their status as Untrained Strength (UTS), will initially be known as ‘Probationary Leading Hands’. To differentiate them visually from trained LHs they will wear a white flash on their rank slides and a curved white upper sleeve flash on their No. 1 uniform and overalls.

c. The following criteria are applicable to P/LHs:

(1) P/LHs cannot exercise military command or issue lawful orders as a LH until they are confirmed in that rate. Nonetheless, any opportunities to experience leadership roles during training should be exploited.

(2) **Phase 1 & 2 Training.** During Phase 1 & 2 Training, establishments are to manage AA and UGAS personnel as they would any other Phase 1 or 2 trainees.

(3) **GS Sea Training.** After Enabling Course, EGS Accelerated Apprentice trainees will start a period of training at sea. During this stage, they will not receive the privileges of a LH. Whether embedded as a small group, or as individuals, they remain UTS and require the supervision and care suitable to that status.

(4) **Phase 3 Training Courses.** P/LHs will remain UTS while on Phase 3 courses. They can therefore only keep establishment and unit duties in a 'shadow' role, however this should not preclude them from double-banking LH duties to obtain experience and exposure. They are also subject to the AA warnings and failure policy see Annex 68K. Notwithstanding these distinctions, P/LHs on Phase 3 courses will be administered in the same way as their GTS ET and LH colleagues.

(5) **Standards of Conduct and Behaviour.** Exemplary conduct, behaviour, performance and dress is expected of P/LHs at all times. This should be reinforced at each stage of training by briefings from local staff and the AA/UGAS management teams. P/LHs may also need to undertake complementary or repeat instruction outside of core working hours. Such requirements will be at the discretion of the local management chain.



Note. *The UGAS scheme for ESM is detailed in Chapter 73.*

6809. Accelerated Apprentice (AA) Scheme

a. The AA scheme has been developed to appeal to the growing population of school leavers with Level 3 STEM qualifications (A-levels and vocational). It provides a route to exploit the potential of these individuals by expediting through-flow to LAET/POET (MEGS and WEGS) by means of a 2-year training programme. It will also add a route of entry which will be attractive to school leavers holding Engineering and Science Level 3 qualifications and is expected to contribute to the recruitment of improved talent to the RN engineering cadre. The scheme provides a bespoke training pipeline for AA personnel which accounts for their already achieved Level 3 qualifications. Once training is completed and the individual becomes a Gain to the Trained Strength (GTS), they leave the AA scheme and are treated as a standard LAET/POET(ME / WE).

b. The scheme is under DDPD governed via the NSEPB, chaired by DDPD. At Hd level, the scheme is owned by Hd BM, who delegates policy authority to the respective Branch Managers (EGS, ESM and AE). For the EGS and ESM cadres, the scheme is managed by personnel formed as an Accelerated Technician Authority (ATA), while for AE it is the Accelerated Apprentice Air Engineering Recording Authority (AA AE RA) (see Note 1). For further information on AA(SM) scheme see Ch 73 Para 7304.

c. On joining HMS RALEIGH for New Entry Training, AA recruits will be Probationary Leading Hands (P/LH). They will remain P/LHs until completion of the AA pipeline (see Note 2). Guidance on management of P/LHs can be found at Para 6808.

d. **Selection.** Due to both the accelerated nature and limited places available on the AA scheme, the recruitment process is bespoke and selective. AA candidates are recruited into their specific branch as AE, MEGS, WEGS or ESM (see Note 3). There are 2 AA intakes per year for MEGS, WEGS (2x ET(WE and 2x ET(CIS Spec) and AE, and 4 intakes per year for ESM.

(1) Recruitment of AA candidates is the responsibility of R&A. During this process the performance of candidates will be collated and recorded by the R&A Accelerated Engineer Coordinator (AEC).

(2) R&A AEC will present candidates' performance at the Final Selection Board (FSB). This will be attended by the R&A AEC, AA AE RA/ATA of the Branch and a member of the Branch Management team (OR8 or above) and will be presented with detailed feedback and thus make the final selection. To allow candidates to prepare to join the RN, the FSB is to be convened at the end of the recruiting cycle, approximately two months prior to the AA entry. The FSB also provides an opportunity between R&A and the Branch Management to review and improve the selection criteria and process.

e. For more information refer to Chapters 73 / 74 / 75 / 76 respectively for SM / MEGS / WEGS / AE specific guidance.

6810. Undergraduate Apprenticeship Scheme (UGAS)

For information on ESM UGAS scheme see Ch 73 Para 7305.

6811. MEGS Direct Entry Technician Scheme (DET)

a. The (DET) scheme is an example of a Lateral Entry (LE) route that focuses specifically on the recruitment of Suitably Qualified and Experienced Personnel (SQEP) from industry to shortage categories in the Royal Navy. Presently, the scheme is open only for entry into the MEGS cadres; achieving trained strength entry at the level of Petty Officer Technician (Marine/) (POET(ME/)).

b. On joining for New Entry Training, DET recruits will be Probationary Petty Officers. They advance to substantive POET at a defined point in their training pipeline (See Chapter 74 Annex 74G).

c. Once PAR has been raised to Substantive PO, Career Manager to "End Date" AA Competency.

ANNEX 68A

TERMS OF REFERENCE FOR ENGINEERING GENERAL SERVICE ACCELERATED TECHNICIAN AUTHORITY (MEGS AND WEGS)

1. Preamble

a. Career Management is about assigning the right people, with the right skill-sets, to the right job, at the right time, carefully balancing the needs of the Service and the development of the individual in support of operations, whilst maintaining MC of OC.

b. With the introduction of a number of Accelerated Technician (AT) schemes, and in order to deliver success in the schemes, an increased degree of Career Management and oversight of personnel is required.

c. The Accelerated Technician Authority (ATA) positions are OR7 posts within WFPT based in HMS SULTAN and HMS COLLINGWOOD and are responsible for supporting BM ENG SO2 in the management and oversight of the EGS ratings on an Advancement Scheme (including, but not limited to, Fast Track (FT), Advanced Apprenticeship (AA), and Direct Entry Technician (DET)).

2. Purposes

a. **Primary Purpose.** To act as a focal point for the stakeholder community on all aspects relating to the various EGS Advancement Schemes.

b. **Secondary Purposes.**

(1) The monitoring and recording of the progress of all EGS individuals on an AT scheme.

(2) Directing and supporting accelerated career scheme activities and requirements within training schools as required.

(3) To monitor AA recruitment through liaison with the CNR Accelerated Engineer Coordinator and select the candidates for the scheme as a member of the Final Selection Board (FSB).

(4) Liaising with CMCs and UPOs to ensure assignment action and UPO administration (pay, advancement, engagement status etc.) are enabled to meet the requirements of various AT schemes.

(5) Acting as a focal point for mentoring and championing the EGS members and potential members of the various AT schemes from application, recruitment and new entry through to specialist training and first complement assignment.

(6) Provide a source of advice and information for potential recruits to the scheme.

3. Accountability

ATAs are accountable to BM OR ENG SO2 for the following:

a. The selection of Fast Track ratings within the EGS Branch.

b. The management of EGS ratings on Advancement Schemes.

c. Contributing to Engineering Branch development as part of wider Naval personnel development and strategy[1].

4. Authority

ATAs are authorised to carry out the following:

a. Represent another member of the ATA Team as delegated.

b. Liaise with authorities across the MOD and Commands and elsewhere in pursuance of their purposes.

c. Sign correspondence on matters within their purpose, keeping superiors informed.

d. Represent BM ENG SO2 as required on matters relating to the Advancement Schemes.

5. Tasks

The principal tasks undertaken by ATAs are as follows:

a. **Coordinate and Attend the FSB.** The FSB will be convened roughly 2 months prior to the intake entry date to INT to select the top applicants for the scheme. The board will be convened by the ATA who is to contact BM WO1/2 to provide a board chair. CNR AEC will present the AA applicants to the board.

b. **Monitoring and Recording the Progress of all Accelerated Technicians.** The ATA will maintain a record of all individuals' progress towards achieving all training requirements for advancement prior to their AT Advancement Date/Due Date. The ATA will monitor an individual's progress towards their pre-advancement requirements[2], providing the ATA with confidence that all AT advancement requirements will be achieved on time. Analysis of candidate performance should be undertaken to develop future entry requirements for the scheme, in order that this information can be used to review entry criteria and weightings.

c. **Unit Training Co-ordinator Support.** The ATA will provide support to unit Training Co-ordinators in order to effectively support AT personnel whilst employed at sea.

d. **AT Focal Point.** The ATA team will be the focal point for all AT enquires, **supporting** Divisional Staff, Training School Staff and Career Managers in the effective management of all AT personnel.

[1] CNEO strategy which includes the personnel pillar, sits within the ES Division.
[2] As detailed in BRd 3(1) Chapter 68.

e. **Fast Track (FT) Selection Process.** The ATA will be responsible for the co-ordination of the FT Phase 1 (ET – LET), Phase 2 (LET – POET) and Phase 3 (POET-CPOET) selection process. This will include organising all FT activities, such as briefing Qualifying Course, as well as supporting the interview and selection board process under the Maximise Authorised Numbers (MAuN) as set by the Branch Management team for the particular cadre.

f. **Accelerated Scheme Transfer.** The ATA managers are to assist in the Identification and management of personnel worthy of transfer onto any of the Accelerated schemes. This is to be managed on a case-by-case basis via the appropriate Branch Manager.

6. Competencies

In general, the post holder is to be a CPO Engineering Technician of the appropriate Branch.

ANNEX 68B

CERTIFICATES OF UNDERSTANDING - TRANSFER TO OR REMOVAL FROM THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

PART A - TRANSFER TO THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

Being subject to: Advancement by time (in accordance with BRd 3(1) Chapter 68) and possible changes in minimum notice for assignment to sea and shore.

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

Selection Point	Date of Selection	Fast Track Start Date/LET Seniority Date	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the EGS Fast Track scheme:

a. I will be subject to advancement by time (as detailed in BRd 3(1) Paras 6807/6808 and Chapters 74/75*) rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[2]

The above named rating has been transferred to the EGS Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Date Due Advancement
LET / POET / CPOET*	

* delete as appropriate

Signed: ..... Rate/Rank: .....

Name (in capitals): ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.
[2] The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

PART B - REMOVAL FROM THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

The Above Named Rating has been removed from the EGS Fast Track scheme and will no longer be subject to time-based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

Rate	Seniority Date

Part 2 - Individual's Declaration[3]

I understand that on removal from the Fast Track scheme I will:

a. Return to being subject to selective promotion as detailed in BRd 3(1) Chapter 67 and Chapter 74/75*.

b. Be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[4]

The Above Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

The following actions have been completed;

- the individual has been fully briefed on implications of removal from Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed;
- all Fast Track competences have been removed from JPA; and
- the Individual's Seniority Date has been agreed with the FTA and recorded in JPA.

Signed: ..... Rate/Rank: .....

Name: ..... Date: .....

ANNEX 68C

FAST TRACK (WEGS AND MEGS) SELECTION INTERVIEW GUIDE

1. The Fast Track Selection Interview (FTSI) will take the following format:

a. **Board Introduction:** The FTSI president will introduce the board members and outline the requirements of the board.

b. **Self Introduction:** Candidates will be asked to give a short brief on their personal history and career to date.

c. **Training and Career Development:** Candidates should be able to demonstrate outline knowledge of the LET/POET Qualifying Courses and an understanding of ET career stream development and promotional prospects. Candidates will also be expected to demonstrate awareness of the role of LET and POET.

d. **System and General Technical Knowledge:** Candidates will be expected to demonstrate a good knowledge of basic systems that are taught during Phase 2, using diagrams if appropriate. They must be able to demonstrate an aptitude and understanding of basic engineering principles in both mechanical and electrical disciplines.

f. **General Awareness:** Candidates will be expected to have an understanding of the organisational structure of ME or WE departments from ET through to command level. Additionally, they must have an appreciation of the Royal Navy in terms of current and future equipment, platforms and operations.

2. Examiners' Guidance

Hints and guidance given to FTSB examiners regarding the standards they should be delivering/expecting:

a. Guidance for all candidates.

b. Ability to communicate orally and in writing.

c. Able to discuss various issues in a clear and logical manner.

d. Good standard of mathematics, broadly equating to GCSE Grade C or above.

3. Questions should be based, where appropriate, around scenarios the individuals would be likely to encounter on board. Use of diagrammatic explanations is acceptable. Allowances should be made for Phase 2s who may lack on board experience and may not use the correct terminology.

4. WEGS Fast Track Interview Proforma

Name & Rate		Course No	
Official Number		Date of Interview	
Age & Date Entered RN	Age Now - Joined -	QEPO on JPA	Yes / No
President		Board Member	

1. Training & Career Development - *FT Candidates should be able to demonstrate/show*: Understanding of FT and non-FT timelines and qualifications up to and including WOET(WE). What are the Leadership and Management differences between LH and PO? Do they know role of LH as LHOM and its relation to the Divisional organisation? **CIS Specific** – Understand the role of the RIC of communications at sea.	
	/10
2. Weapon Engineering Department - *FT Candidates should be able to demonstrate/show:* WE Department Family Tree from CO down and the roles, main tasks Do they have a basic Understanding of board planning, e.g. weekly planning cycle, maintenance planning etc? Understanding the terms Operational Notice, Notice for Sea and the Operational Effect. Understanding of Explosive Handling and Explosives Organisation. What is the Duty watch organisation and responsibilities? **CIS Specific** - Explain the communication services to be maintained by Ships at sea, understand the requirements for a communications intentions signal (including timeframes) and define OPCALL as well as understand the reporting chain for CIS problems at State 1,2, & 3. ***What level of detail is the candidate able to articulate? Has effort been made to expand on QC knowledge?***	
	/10

3. General Technical Knowledge - *FT Candidates should be able to demonstrate/show*: Knowledge of weapon systems and their Operational Capabilities Knowledge of internal and external communications, their capabilities and primary uses. Action Information Organisation (i.e.. How weapon and sensor systems interact on board including the Combat System Highway) Understanding the SHIPHAZ Procedures LOTO procedures and Preps for Sea routines **CIS Specific** – Demonstrate knowledge of computer networks and System networking. Knowledge of Communication Plans, Strategic, Tactical and Distress communication circuits. Explain IS systems in use onboard RN Vessels (e.g. DII/LC2) and what the systems are utilised for. Understand Basic fault finding of Communications Circuits. Knowledge of reversionary modes available to CIS systems. ***What level of detail is the candidate able to articulate? Has effort been made to expand on QC knowledge?***	
	/10
4. General Naval Knowledge - *FT Candidates should be able to demonstrate/show:* Types of vessel used in the RN and primary roles. Areas of tasking undertaken by the RN. Future platforms. ***Is the candidate's information current? Is it evident effort been made to do research?***	
	/10
5. Motivation - *FT Candidates should be able to communicate:* Why do you want to go fast track? Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers?	
	/10
Overall Performance on the Board: ***Use of correct engineering terminology, effective communication skills, military bearing, how they conduct themselves etc.***	
Result : ***V STRONG/STRONG/SATISFACTORY/FAIL/Demonstrates Potential for LET/POET***	**/50**
Signed: **Board President**	

5. MEGS Fast Track Interview Proforma

Name & Rate		Course No	
Official Number		Date of PSI	
Age & Date Entered RN	Age Now – Joined –	QELH on JPA	Yes/No
Education Qualifications	(*List qualifications and grades*)		
Next Assignment	(*If Known*)		
President		Board Member	

1. Training & Career Development:
Detailed understanding of FT and non-FT timelines and qualifications up to and including WOET(ME) – e.g. timescales to PE, Operator Tickets, CDJ completion etc. Candidates should know the CLM and OC delivery difference between LH and PO. Do they know the length of each career course, pre-requisites for promotion, authorisation levels at each rank, BR references, Engineering Training Squadrons etc?

V STRONG/STRONG/SAT/POOR/V POOR

2. Engineering Department/Support:
Ability to draw ME Department Family Tree from CO down and talk about roles of all individuals in the tree, detailing main tasks and interaction with other departments. Do they have an understanding how onboard planning is conducted, e.g. weekly planning cycle, maintenance planning, FTSP planning/support etc?

V STRONG/STRONG/SAT/POOR/V POOR

4. Mathematics/Problem Solving:
Engineering Mathematics, test ability to problem solve and apply sound engineering logic/judgement to arrive at sensible answers, e.g. a compartment of length A, width B and depth C is filling with sea water at a rate of ∂m3 per/hour. Given sea water density of 1029kg/m3 how deep will the water be after X seconds and how much will this volume of water weigh? If water was added for a further 25% of the total time (X + 0.25X seconds) how much deeper will the water be and how much extras will it weigh?

V STRONG/STRONG/SAT/POOR/V POOR

5. General Technical Knowledge:
Reflection on material delivered during ETICC, e.g. basic fridge cycle and symptoms of various failures, gas-flow through a GT, ICE construction, safety, roundsmanship principles. Do they have a good understanding of system operation in and out of trade, correct use of engineering terms and symbols?

V STRONG/STRONG/SAT/POOR/V POOR

6. MEGS & General Naval Knowledge: Types of vessel used in the RN and primary roles. Propulsion and weapon systems fitted; areas of tasking undertaken by the RN. Future platforms. Do they know role of LH as LHOM and with regard to Divisional organisation? **V STRONG/STRONG/SAT/POOR/V POOR**
Overall Performance on the Board: ***Use of correct engineering terminology, effective communication skills, military bearing, how they conduct themselves etc.***
Result : ***V STRONG/STRONG/SATISFACTORY/FAIL/Demonstrates Potential for LET/POET***

Signed: **Board President**	

ANNEX 68D

FAST TRACK SCHEME (EGS) - TERMS OF SERVICE AND FAILURE POLICY

1. Fast Track Terms of Service

a. The FT affords significant opportunity in terms of career progression at an earlier stage and that FT personnel will perform at a higher than average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit's organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and, therefore, it will be expected that FT personnel will be appropriately supported. The individual will be placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact to the due date achievement. At all times an FT individual must maintain a positive recommend to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

c. Personnel selected FT during Phase 2 Training who remain on the scheme (subject to completing all eligibility criteria) will be advanced to LET. Further selection for FT to POET will be dependent upon both performances on the LET QC and recommendation to remain FT. The FT selection board during Phase 3 Training will consider all those who retain the FT recommendation from Phase 2 Training and, also, those who have a recommendation from sea (recorded on JPA as 'Professional I Fast Track POET Recommend I Navy'). Selection for FT to CPOET will be dependent on performance on the POET QC, recommendation for FT, Service History and requirement. The FT selection board during POET QC will consider all those who have a recommendation from sea (recorded on JPA as 'Professional I Fast Track CPOET Recommend I Navy'.

d. To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand that, whilst on the FT scheme, they will not be considered at Selective Promotion Boards and also there may be occasions where the minimum time for assignment to sea and shore may not be achieved. On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual reversing the process, with an individual returning to Selective Promotion and minimal notice for future assignments.

e. FT will incur the same Training Return of Service (TRoS) associated with CC and QC, see Para 5304 and Table 53-C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS is incurred from the start of the course, the actual return of service will start on completion of LETQC, POETQC or CPOETQC respectively. This will be the case for all FT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule, this period will be determined by the FTA; taking into consideration the amount of course completed and any other mitigating factors.

2. FT Scheme Failure Policy

a. The failure policy is to be followed for all FT personnel and is aimed at ensuring individuals remain focussed on meeting the required of the FT scheme. Where it is evident that agreed targets will not be achieved, FT personnel are to be placed on warning in a timely manner to re-focus the individual and also highlight to the ATA the potential delay in the individual's progression.

b. There may be extenuating circumstances, both Service and Non Service reasons, see Para 6802 which may prolong an individual's time within the training pipeline. Delays may have an effect on the ability to meet progression to LET, POET or CPOET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings that, for reasons of misconduct, incompetence or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to be retained or removed from the FT scheme. Ship's or Training School staff are to seek the advice of the ATA and CM EGS JR WO1 during any escalation of warnings preceding the individual's due date for advancement.

3. Automatic Removal from the FT Scheme

The following occasions will be considered as reason for automatic removal from FT:

a. Submission of Early Termination request.

b. Not being recommended for advancement.

c. Failure of Leadership Course (LRLC or SRLC), see Para 7.

d. Discipline resulting in Disrating or Career Check.

e. Career Break.

4. De-Selection from the FT Scheme

a. Once selected, an individual will remain on the FT scheme unless they;

(1) Submit formal request to be removed from the scheme to ATA.

(2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

(3) Demonstrates professional and/or performance-related reasons for unsuitability.

(4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

(5) Selected for UY/SUY(E) Scheme (if failing on this scheme acceptance back onto the FT scheme will be on a case-by-case basis as determined by the relevant BM SO2).

b. On submission of a request for Early Termination an individual will be de-selected from the FT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

c. When being de-selected from the FT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual is to be fully briefed on all aspects of removal and future promotion will be by Selection.

(2) An SJAR or Insert Slip raised detailing reasons for the de-selection.

(3) FT Certificate of Understanding (Part B), to be completed by the ATA.

(4) ATA to remove the JPA FT competence.

(5) Individual’s seniority date to be agreed with CM and recorded on JPA.

5. Volunteer for Removal from the FT Scheme

a. At any stage of the scheme an individual can volunteer to be removed from FT and revert to selective promotion. The process is detailed below and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or CM.

b. The request by an individual for removal from the FT scheme is to be forwarded to the relevant CM for review and consideration. The CM will provide career advice to the individual including any TRoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below;

(1) The FT ET is to submit a formal request detailing the explanation why they wish to be removed from the FT Scheme.

(2) If the request for removal is associated with submission of Early Termination the ATA will liaise with the CM before advising the HOD on future employment plans.

(3) If at sea in a complement billet, the ET or LET is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination but occurs on LETQC or POETQC the individual will continue on the course as subject to selective promotion. All cases will be treated individually and be approved by the relevant CM.

c. Individuals removed from the FT will be career managed by their appropriate CMC and be employed according to the Needs of the Service.

6. Failure within Professional Qualifying Courses

a. FT personnel who fail on ET CC, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All FT individuals are to be considered by the Training School for removal from the FT Scheme on achieving Tier 2 (WE)[1] and Level 2 (ME)[2] Warnings.

b. Back Class for FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual case will be reviewed by the Training School, ATA and CM to assess the impacts to the individuals training. Where a FT individual is being back classed then following liaison with the FTA/ATA the Training School will review the circumstances of the back classing and consider on a case-by-case basis if the individual is to remain on the FT scheme.

c. Where FT personnel fail or miss course module(s) then the Training School policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or Non-Service reasons then the ATA is to be notified in all cases. Whether an individual remains on the FT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, CM and the FTA/ATA.

[1] HMS COLLINGWOOD FOAP(T) PCD-1304
[2] HMS SULTAN TSOP3 :3:3

7. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank which they have been recommended.

b. Those FT personnel who fail to pass LRLC or SRLC may be de-selected from the FT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases and where there is sufficient mitigation and a recommend to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff a de-selection from the FT scheme waiver may be considered. This must be approved by the FTA/ATA.

c. On removal from the FT scheme following failure at LRLC or SRLC the individual will be transferred to the selective promotion route at their current rank (i.e. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership only after further selection for the next higher rate.

8. Fast Track Scheme Rules Regarding Failure

The details given in Table 68D-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case-by-case basis by the training School in consultation with the relevant CM. Where an individual is removed from the FT scheme, the ATA will complete all relevant actions for the removal of the individual from the FT scheme.

Table 68D-1. Fast Track Scheme Rules Regarding Failure

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
Phase 2 Training ETICC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 2 Module Assessments not achieved (Note 1) Back Classed (Note 2) Failure of academic Module(s)	Transferred to Selective Promotion Continue in Phase 2 training (Note 3) Future assignment by CMC
Sea Employment as ET2 and ET1	Competence as a ET not achieved within 9 months sea service. Removal of FT Recommend (Note 9) Not complete AB to LH CBRNDC Taskbook	Transferred to Selective Promotion Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
LRLC	Failure of LRLC (See Para 6903)	Transferred to Selective Promotion Not to proceed to LETQC Assigned back to CMC and sea as ET1 (Note 7)

(Continued)

Table 68D-1. Fast Track Scheme Rules Regarding Failure (Continued)

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
Phase 3 Training LETQC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 3 Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CMC as ET1 (Note 8)
Sea Employment as LET	Competence as a LET not achieved within 15 months sea service. Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Remain at sea as LET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
SRLC	Failure on SRLC (See Para 6903) Pre course documentation in-complete for SRLC (Note 6)	Transferred to Selective Promotion Not to proceed to POETQC Assigned back to CMC as a LET (Note 7)
POETQC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 4 Module Assessments (Note 1) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CMC as a LET (Note 8)
Sea Employment as POET	Competence as a POET not achieved within 18 months sea service. Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Remain at sea as POET Warning levels to be adjusted (Note 4) Assigned by CM (Note 5)
CPOET QC	NGT Failure (See Para 5750) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CM as a POET (Note 10)

Notes:

1. FT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School, ATA and relevant CM on a case by case basis and may result in removal from the FT scheme but not necessarily from the qualifying course.

2. Where it is deemed necessary, but only in exceptional circumstances, a FT may be back classed. When back classed the individuals seniority and due dates may be adjusted accordingly as directed by the relevant CM and ATA/FTA.

3. An individual shall continue in Phase 2 Training following failure at the discretion of the Training Officer.

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the FT scheme these warnings are to be reviewed upon removal from the FT scheme and transfer to Selective promotion and removed as appropriate. Where a warning is deemed necessary within the selective promotion also then it is to remain. Full clarification from the relevant CM and ATA/FTA should be sought by units.



5. On removal from the FT scheme and transfer to Selective promotion whilst serving at sea the relevant CM or CMC is to ensure the individual remains in post unless the warning level dictates otherwise. The individual's seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.

6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual's control, the individual is to be removed from the FT scheme.

7. On failure at LRLC or SRLC and following removal from FT Scheme it is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by the relevant CM or CMC.

8. It is assumed that the failure occurs before any due date for advancement to NHR and by not completing QC the individual is therefore not eligible for advancement. All cases will be dealt with on an individual basis by the ATA/FTA and the relevant CM.

(Continued)



Notes (Continued):

9. Where an individual is selected for FT, but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC or QC), HOD (Employment) or Training Officer (LETQC, POETQC and CPOETQC) may make a recommendation for the individual to be removed from the FT scheme to the ATA/FTA and relevant CM.

10. On failure and removal from FT the ATA/FTA will complete all necessary actions and will also liaise with relevant CM or CMC regarding future employment and assignments. Where necessary the CMWO1 will advise on individual cases.

ANNEX 68E

INTERIM FAST TRACK SCHEME

1. The EGS IFT scheme was introduced in advance of the Steady State FT scheme and provided an opportunity for the current strength ETs and LETs to have an accelerated route to POET. Capacity within legacy POET Enabling Training, followed by the POET Qualifying Course (QC) has been utilised to provide the appropriate higher level training before a period at sea to consolidate and acquire experience.

2. With the development and introduction of the Individual Competency Framework (ICF) designed QCs, the legacy training courses are being replaced and the Enabling Training for the IFT scheme removed from the Training Programme. As a result of this, the training pipeline is being amended for those who have been selected for IFT, but have been unable to be assigned or successfully complete the POET Enabling Training. These IFT personnel are being locally managed by the ATA and assigned to a revised training package that utilises LET and POET QC.

3. To remove any confusion between the Interim and Steady State FT schemes where possible the Terms of Service and Failure Policy have been aligned. During the development of the Steady State FT scheme the current IFT policy was reviewed and updated.

4. The policy laid down is applicable to personnel who were selected onto the Interim Fast Track prior to 1 Oct 15. Unlike Steady State FT, where there is a two stage selection process, personnel who are currently on the IFT scheme retain the rights of their due date for advancement up to POET, provided that they are eligible in all respects for advancement.

5. Management of IFT Personnel

A higher degree of external management and oversight of IFT is required to ensure personnel maintain the required standards and maximise the opportunities for sea experience between training courses. The Steady State FT scheme has introduced a CM EGS JR WO1, and an ATA, which will be based in HMS SULTAN and HMS COLLINGWOOD. The CM EGS JR WO1 and relevant ATA are also the focal point for all issues relating to IFT personnel. As the Fast Track Authority (FTA), the ATA will also provide the requisite assurance to Profession Managers of progress of all personnel within the IFT scheme.

6. Transfer to Interim Fast Track – Minimum Assignment Notice

The IFT scheme accelerates individuals to POET and may require shorter than the minimum assignment notice. All individuals on the IFT scheme may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in Chapter 59 Section 11. This will be acknowledged by individuals when they sign the Certificate of Understanding (Part A); accepting the Terms of Service detailed for IFT, including waiving their rights to promotion under the selective promotion route and accepting that they may be assigned at less than the normal assignment notice period. Should an individual be removed from the IFT scheme then the Certificate of Understanding (Part B) will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding for IFT personnel can be found at Annex 68F and signed copies will be retained by both the ATA and the individual.

7. Interim Fast Track Training Returns

The ATA will maintain a record of progress towards achieving the training requirements detailed in the flowcharts. Ship's Staff will assist with this process by submitting a Training Return to the ATA either 3 monthly or when key milestones are reached/missed. All IFT personnel will be expected to proactively manage and own their training and present a training plan to the unit Training Co-ordinator detailing when they believe they will achieve the required next higher rate eligibility criteria. An individual's Training Plan should be reviewed and used to set SJAR Personal Objectives, aligned with the information contained on a unit's Training Return.

8. IFT Flow Charts

ENGINEERING TECHNICIAN (MARINE AND WEAPON ENGINEERING) - INTERIM FAST TRACK ADVANCEMENT FLOWCHART FOR INDIVIDUALS WHO HAVE COMPLETED POET ENABLING TRAINING AND POET QC.

The following rules apply to personnel who have been selected for the Interim Fast Track scheme and have completed POET Enabling Training and POET Qualifying Course.

LEADING ENGINEERING TECHNICIAN
Awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date

Criteria for Advancement to POET (Interim Fast Track)

a. Successful completion of POET Qualifying Course recorded on JPA as ME|POET ME Qualifying Course (ME284)|Navy| or WE|POET(WE) Career (WE315)|Navy|. (Note 2)(3)(4)(6).

b. Hold Professional Qualifications SOC and MEOOW2C to be completed within 18 months' sea service; recorded on JPA as 'Professional Switchboard Operating certificate DB33)|Navy' and 'Professional Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy' (Applicable to ET(ME) personnel only).

c. Completed OJT and Passed OPS Assessment for LET. Recorded on JPA as 'Professional|OPS for LET(ME) DQ40|Navy' or 'Professional|OPS for LET(WE) DQ40|Navy|'. (8).

d. Completed SRLC. Recorded on JPA as 'Miscellaneous|Senior Rates Leadership Course|Navy|' (Para 6909). (5)

e. In date for RNFT or hold approved waiver on date due advancement (Para 6806), recorded on JPA as 'CMS|Fitness Test|Navy|'. (1).

f. 18 months' sea service as a LET.

g. At least 6 months since last Career Check (if any) on date due advancement.

h. Recommended for advancement to POET on Appraisal Report. (7).

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN (Note 5, Note 7)
Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in Chapter 67

Notes:

*1. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate due date for advancement. See Para 6806 for the required JPA competence.*

2. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain on the IFT scheme, will be determined by the Commanding Officer of the relevant Training School. A repeat failure of part/all of the course will result in the individual being deselected from IFT, however, they will remain on the QC, but not on the IFT scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.



*3. **Unsuitable Candidates.** Where, during the period of the QC, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from IFT and the QC and will continue to serve in their current rate. They will transfer from IFT back to Selective Promotion as the eligibility route for future selection.*

4. Failure to complete Professional and/or Leadership Course. Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete LET/POET QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).

5. All IFT personnel shall complete SRLC, as appropriate, as part of their next higher rate. Preparation for and completion of these courses is essential and, although the responsibility rests firmly with the individual to be fully prepared, is to be supplemented with appropriate coaching and mentoring by their Head of Department. There may be occasions where an IFT individual is at their Due Date for advancement by time but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA, an application for the Acting Higher Rate will be considered against the 'Inability to Satisfy Criteria for Advancement' as detailed in Para 6803.

(Continued)

Notes: (Continued)

*6. **Refusal to Complete POET QC.** Individuals who refuse to undertake the QC will be deselected from the IFT scheme, continue to serve in their current rate, and transfer back to Selective Promotion.*



7. If for any reason an LET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the CM EGS JR WO1 on a case by case basis for suitability to remain on the IFT scheme. Individuals who are removed from IFT will transfer back to the Selective Promotion rules.

8. If the OPS Assessment is passed by a rating who is already qualified for advancement by service, then the seniority date for advancement will be the examination date.

9. ENGINEERING TECHNICIAN (MARINE AND WEAPON ENGINEERING) - INTERIM FAST TRACK ADVANCEMENT FLOWCHART

The following rules apply to personnel who have not completed POET Enabling Training and POET Qualifying Course.

ENGINEERING TECHNICIAN 2

Engineering Technician 1 - Pre-Advancement Requirements

a. Completed RALEIGH – Phase 1 Training.

b. Completed Phase 2 Training. (1)(2).

c. To be EFP in accordance with Para 9638 and recorded on JPA as ’Educational|RN/RM QEPO/Sgt|Navy|’.

d. Display required proficiency in accordance with competencies as laid down in the ICF as ET2, authorised by HOD. To be recorded on JPA as ‘Professional|Engineering Technician (Engineering) (GS)|Navy|ET1 Sea 1’. To be completed within 4 months sea service (applicable to ICF trained ET(ME) personnel only). (3)(4).

e. Completed Task Book for ET(ME) 2 OC (MEMOC Harbour), recorded on JPA as ‘Professiona|Achieved MEMOC (Harbour) (DQ50)|Navy’ (Applicable to legacy trained ET(ME) personnel only). (2).

f. Completed OJT TB and OPS Assessment as an ET(WE)(CIS), authorised by the HOD. Recorded on JPA as ‘Professional|OPS for AB(CIS)(QQ50)|Navy|’. To be completed within 12 months’ sea service (ET(WE)(CIS) only). (2).

g. Completed ET(WE) Task Book Section 2A. To be completed within 4 months sea service (ET(WE) only). (2).

h. At least 6 months since last Career Check (if any) on date due advancement.

i. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).

Advanced to
ENGINEERING TECHNICIAN 1

Leading Engineering Technician – Pre-Advancement Requirements

a. CBRNDC TB to be completed and recorded on JPA as 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|'. (3).

b. Serving on an ES1/FC/OE1 that expires after the nominated Due Date for Advancement.

c. Display required proficiency in accordance with competencies as laid down in the ICF as ET 1, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 2'. To be completed within 12 months' sea service as an ET (Applicable to ICF trained ET(ME) personnel only). (4).

d. Completed Task Book for ET(ME)1 OC (MEMOC Sea-going) recorded on JPA as 'Professiona|Achieved MEMOC (Full) (DD44)|Navy' within 12 months' sea service as an ET (Applicable to legacy trained ET(ME) personnel only) (2).

e. Streaming Preferences submitted and showing on JPA. (5).

f. Completed ET(ME or WE or CIS) OJT Task Book and OPS Assessment, recorded on JPA as 'Professional|OPS for ET(ME) DQ40|Navy' or 'Professional|OPS for ET(WE) DQ40|Navy|' or 'Professional|OPS for AB(CIS)(QQ50)|Navy|'. To be completed within 12 months' sea service (Applicable to legacy trained ET personnel only). .

g. Completed COMMS202 Career Course, recorded on JPA as Comms|AB(CIS)1/AB(CISSM)1 Career (Comms 202)|Navy| (Applicable to Ex-CIS personnel only). (7).

h. A minimum of 12 months sea service as an ET.

i. LRLC completed and recorded as JPA competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' (Para 6909). (10).

j. Passed LET QC by nominated Due Date; recorded on JPA as ‘ME|LET(ME) Career (ME 151)|Navy’ or ‘WE|LET(WE) Weapons Career (WE 211)|Navy’ or ‘WE|LET(WE) Sensors Career (WE 212)|Navy’ or ‘WE|LET(WE) CIS Career (WE 213)|Navy’. (6)(8)(9)(14).

k. Recommended for advancement on Appraisal Report at Due Date. (11)(14)(15).

l. At least 6 months since last Career Check (if any) on date due for Advancement (if later).

Advanced to
LEADING ENGINEERING TECHNICIAN

Petty Officer Engineering Technician – Pre Advancement Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement.

b. To be EFP in accordance with Para 9638 and recorded on JPA as ’Educational|RN/RM QEPO/Sgt|Navy|’.

c. Hold Professional Qualifications SOC and MEOOW2C to be completed within 12 months’ sea service; recorded on JPA as ‘Professional|Switchboard Operating certificate (DB33)|Navy’ and 'Professional|Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy'. To be completed within 12 months’ sea service (Applicable to all LET(ME) personnel only).

d. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as LET, authorised by HOD. This is to be recorded under ‘Professional|Engineering Technician(Engineering)(GS)|Navy|LET Sea’. To be completed within 18 months’ sea service (Applicable to ICF trained personnel only). (12)(13).

e. Completed LET(ME or WE or CIS) OJT Task Book and OPS Assessment, recorded on JPA as ‘Professional|OPS for LET(ME) DQ40|Navy’ or ‘Professional|OPS for LET(WE)|Navy|’ or ‘Professional|OPS for LS(CIS) QQ40|Navy|’ (Applicable to all legacy trained LET personnel only). .

f. 18 months’ sea service as an LET.

g. SRLC completed and recorded as JPA competency ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103|Navy|’ (Para 6909). (10).

h. Passed POET QC by nominated Due Date; recorded on JPA as ME|POET(ME) Career (ME153)|Navy' or 'WE|POET(WE) Weapons/Sensors POET(WESM) Career (WE 317)|Navy' or 'WE|POET(WE) CIS Career (WE 318)|Navy'. (6)(8)(9)(14).

i. Recommended for advancement on Appraisal Report at Due Date. (11)(14)(15).

j. At least 6 months since last Career Check (if any) on due date for Advancement (if later).

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN
Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in BRd 3 Chapter 67

Notes:

1. On completion of ET(CC) where an ICF course has been undertaken a Career Development Journal (CDJ) will be issued. An individual who completes an OPS course will be issued the OJT Task Book.

2. ET(ME) personnel who commenced their ET(ME) career course prior to Jan 15 are to have completed and been awarded the following legacy OPS competencies for the eligibility criteria for advancement to ET 1 and LET:

a. Advancement to ET(ME)1 - Completed Task Book for ET(ME) 2 OC (MEMOC Harbour), recorded on JPA as 'Professiona|Achieved MEMOC (Harbour) (DQ50)|Navy'.

b. Advancement to LET(ME) - Completed Task Book for ET(ME)1 OC (MEMOC Sea-going) recorded on JPA as 'Professiona|Achieved MEMOC (Full) (DD44)|Navy' and awarded OPS at ET1 recorded on JPA as 'Professional|OPS for ET(ME) DQ40|Navy'.

3. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRNDC Task Book.

4. Competence as an ICF trained ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 12 months' sea service as an ET.

(Continued)

Notes: (Continued)

5. IFT ETs will be streamed during their sea training phase, earlier than individuals that are not on the IFT scheme. An individual will be allocated a stream by the ATA in consultation with ships staff after 6 months sea service. Once streamed, employment on board, where possible, is to be within the allocated Stream. This will enable the IFT individual to gain as much experience as possible whilst in the compressed sea employment prior to being assigned to LET QC. This process is not applicable to IFT ET(WE)(CIS) personnel who are streamed on entry into the Service.

6. Pre-course Learning is to be completed in accordance with the policy of the Training School. Where this is not achieved, the suitability of the individual to undertake the course and also remain on the IFT scheme will be determined by the Commanding Officer of the relevant Training School on a case by case basis.

7. Meeting all the promotion criteria as detailed in Para 7508. Engineering Technician (Weapon Engineering) CIS - Entered as Warfare CIS and transferred to WE Branch in April 2015.



8. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain on the IFT scheme, will be determined by the Commanding Officer of the relevant Training School. A repeat failure of part/all of the course may result in the individual being deselected from IFT and the QC and continuing to serve in the lower rate. Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*9. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from Interim Fast Track and an assessment made on their suitability to remain on Qualifying Course. They will transfer from Interim Fast Track back to Selective Promotion as the eligibility route for future selection.*

*10. **Failure to complete Professional and/or Leadership Course.** Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete PQC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).*

(Continued)

Notes: (Continued)

11. ***Advancement Due Dates.*** *The following Due Dates for Advancement have been applied to individuals selected at the Jan 15 IFT Selection Board and a record of these are held by the Promotions Office and the ATA:*

a. ET 2 under Phase 2 Training at the time of Selection. A Due Date for advancement to LET of 24 months from the date of selection (to include a minimum of 12 months' sea service). A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

b. ET 2 at sea / ET 1 Pre-OPS at time of Selection. A Due Date for advancement to LET of 18 months from the date of selection (to include a minimum of 12 months' sea service). A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

c. ET 1 at OPS at the time of Selection. A Due Date to LET of 31 Mar 16. A future due date for advancement to POET of 36 months seniority, including a minimum of 18 months' sea service as an LET.

d. ET 1 / LET on LETQC at the time of Selection. These individuals were selected on merit for LET and, if not already promoted; their original CPD is to be used as their Due Date for advancement. A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

e. LET Pre-OPS at the time of Selection. A Due Date for advancement to POET of 31 Mar 16.

f. *LET at OPS at the time of Selection. A Due Date for advancement to POET of 6 months from the date of selection.*

12. Competence as an ICF trained LET(ME) is achieved on successful completion of the SOC, MEOOW2 and the ICF mandated competences within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 18 months' sea service as a LET(ME).

13. Competence as an ICF trained LET(WE)/LET(WE)(CIS) is achieved on successful completion of the ICF mandated competences within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 18 months' sea service as a LET.

(Continued)

Notes: (Continued)

14. Refusal to Undertake the QC. If a rating decides to refuse the course, they will be deselected from IFT, continue to serve in their current rate and will transfer to Selective Promotion.



15. If for any reason an ET or LET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the CM EGS JR WO1 on a case by case basis for suitability to remain on the IFT scheme. Individuals who are removed from IFT will transfer back to the Selective Promotion rules. Prior to the transfer to selective promotion, a decision will be made by the FTA and CM EGS JR WO1 on the individual's seniority in current rate and suitability for next higher rate training.

10. Career Management

Individuals on the IFT scheme will continue to be assigned by the relevant CMC, but this will be overseen and directed by the CM EGS JR WO1, supported by the relevant ATA.

11. Attending a QC

a. The planning and enrolment of individuals onto a QC will be undertaken by the ATA, in liaison with the CMC. IFT personnel will be provisionally allocated a LET QC start date shortly after completing Phase 2 Training. An IFT LET will be provisionally booked on POET QC 12 months prior to course start. Attendance on both the LET and POET QC will be dependent upon the achievement of all the relevant advancement criteria detailed at Annex 68B. Frequent liaison between the employing ship and the relevant ATA will ensure that Training Schools, CMCs and employing ships can effectively plan the movement of IFT personnel.

b. With a known approximate LET and POET QC start date, the mandatory pre course learning detailed at BR 2000 (3)(1) Chapter 4 and (4)(1) Chapter 4 is to be commenced no later than the point of achieving 8 months' sea service for an ET and 14 months' sea service for an LET. This will allow sufficient time for completion prior to attending the next higher rate Qualifying Course.

c. Pre-course learning completion requirement is not applicable to IFT personnel who have already completed the POET enabling and POET QC as detailed in the Flowcharts.

12. Leadership Training

a. All IFT personnel shall complete LRLC or SRLC, as appropriate, for advancement to the next higher rate. Preparation for and completion of these courses is essential and, although the responsibility rests firmly with the individual to be fully prepared, is to be supplemented with appropriate coaching and mentoring by their Head of Department.

b. There may be occasions where a IFT individual is at their Due Date for advancement by time, but has not completed the pre-requisite LC or QC so will not meet the advancement criteria. In consultation with the ATA a Commanding Officer may award the individual the Acting Higher Rate, see Para 6802 and Para 6803.

13. Employment

a. IFT personnel will be employed in complement billets as designated by CMC. The compression of the training timeline in comparison to their non IFT counterparts is achieved through a shorter time spent at sea. The timeline does not allow for periods of employment ashore and CMCs will be directed to ensure that IFT personnel are suitably assigned to sea positions on completion of their QC.

b. IFT personnel are to be employed within ship in the same manner as their non IFT counterparts and are to perform all duties and tasks expected of their role. In order to achieve their training requirements an IFT individual is required to maintain high personal motivation and dedication, supported by the ship with suitable opportunities. With a number of LET positions being either a Deputy or Section Head, consideration will be taken by the ATA to minimise, where possible, the effects due to assigning an IFT LET to, and from, a ship.

c. Where a ship's programme changes, or an IFT individual cannot be suitably employed (such as ships in Upkeep), and the individual will be unable to achieve their advancement criteria, ship's staff are to liaise with the ATA to discuss alternative employment options.

14. Fast Track Failure Policy and De-Selection from Scheme

Once selected, an individual remains on the IFT scheme (ET to POET), unless their progress, performance or standards are deemed insufficient or they voluntarily remove themselves. Additionally, individuals will be removed from the IFT scheme if selected for the UY(E) scheme. Where an individual has not been able to meet the demands and maintain IFT accelerated training delivery they will be de-selected from the IFT scheme and will revert to the selective promotion regulations. The IFT scheme failure and de-selection policy is detailed at para 17 et seq.

15. SJAR Reporting Requirements

Annual SJARs remain a mandatory requirement for all IFT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual remains recommended for IFT and, if appropriate, the individual's potential for the next IFT stage. The SJAR must contain evidence to support these recommendations.

16. IFT Terms of Service

a. The IFT affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that IFT personnel will perform at a higher than average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit's organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and it will be expected that IFT personnel will be appropriately supported, by being placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact on the due date achievement. At all times an IFT individual must maintain a positive recommendation to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the IFT scheme.

c. To ensure all IFT personnel are fully aware of the changes to their Terms of Service on selection to the IFT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). In signing, they confirm their understanding that, whilst on the IFT scheme, they will not be considered at Selective Promotion Boards and that there may be occasions where the minimum notice for assignment to sea and shore may not be achieved. On leaving the IFT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual which reverses the process (i.e. the individual returns to Selective Promotion and minimum notice for future assignments). The IFT Certificate of Understanding is at Annex 68F.

d. IFT will incur the same Training Return of Service (TRoS) associated with CC and QC, see Para 5304 and Table 53-C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS is incurred from the start of the course, the actual return of service period will start on completion of LETQC or POETQC. This will be the case for all IFT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule this period will be determined by the FTA; taking into consideration the amount of course completed and any other mitigating factors.

17. IFT Scheme Failure Policy

a. The failure policy is to be followed for all IFT personnel and is aimed at ensuring individuals remain focussed on meeting the requirements of the IFT scheme. Where it is evident that agreed targets will not be achieved, IFT personnel are to be placed on warning in a timely manner to re-focus the individual and highlight to the ATA the potential delay in the individual's progress.

b. There may be extenuating circumstances, both Service and Non Service reasons, see Para 6802, which may prolong an individual's time within the training pipeline. Delays may have an effect on the ability to meet progression to LET or POET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings who, for reasons of misconduct, incompetence or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to retain or remove them from the IFT scheme. Ship's or Training School staff are to seek the advice of the ATA and CM EGS JR WO1 during any escalation of warnings preceding the individual's due date for advancement.

18. Automatic Removal from the IFT Scheme

The following occasions will be considered as reason for automatic removal from IFT:

a. Submission of Early Termination request.

b. Not being recommended for advancement.

c. Failure of Leadership Course (LRLC or SRLC).

d. Discipline resulting in Disrating or Career Check.

e. Career Intermission.

f. Does not continue to attract a positive recommend for IFT.

19. De-Selection from the IFT Scheme

a. Once selected, an individual will remain on the IFT scheme unless they;

(1) Submit formal request to be removed from the scheme to ATA.

(2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

(3) Demonstrates professional and/or performance-related reasons for unsuitability.

(4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

(5) Selected for UY(E) Scheme (if failing on this scheme acceptance back onto the IFT scheme will be on a case by case basis as determined by the ATA and FTA).

b. On submission of a request for Early Termination an individual will be de-selected from the IFT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual has been fully briefed on all aspects associated with removal from IFT and serving notice, such as TRoS and being employed at sea during the notice period.

c. On being de-selected from the IFT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual fully briefed on all aspects of removal and that future promotion will be by Selection.

(2) Special SJAR or Insert Slip raised detailing reasons for de-selection.

(3) IFT Certificate of Understanding (Part B) completed by the ATA.

(4) ATA to remove the JPA IFT competence.

(5) Individual's seniority date to be agreed with CM EGS JR WO1 and recorded on JPA.

20. Volunteer for Removal from the IFT scheme

a. At any stage of the scheme an individual can volunteer to be removed from IFT and revert to selective promotion. The process is detailed below and all individuals should be fully advised of the changes to their career progression when transferring back to the selective promotion route. It is recommended this brief be carried out by the unit HOD or CM EGS JR WO1.

b. The request by an individual for removal from the IFT scheme is to be forwarded to the CM EGS JR WO1 for review and consideration. The CM EGS JR WO1 will provide career advice to the individual, including any TRoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below:

(1) The IFT ET is to submit a formal request detailing why they wish to be removed from the IFT Scheme.

(2) If the request for removal is associated with submission of Early Termination, the ATA will liaise with CMC Career Manager before advising the HOD on future employment plans.

(3) If at sea in a complement billet the ET or LET is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination, but occurs on LETQC or POETQC, the individual will continue on course but subject to selective promotion. All cases will be treated individually and be approved by the CM EGS JR WO1.

c. Individuals removed from IFT will be career managed by their appropriate CMC and employed according to the Needs of the Service.

21. Failure within Professional Qualifying Courses

a. IFT personnel who fail on ET CC, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All IFT individuals are to be considered by the Training School for removal from the IFT Scheme on achieving Tier 2 (WE)[1] and Level 2 (ME)[2] Warnings.

b. Back Class for IFT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual's case will be reviewed by the Training School, ATA and CM EGS JR WO1 to assess the impacts on the individual's training. Where a IFT individual is being back classed then, following liaison with the FTA, the Training School will review the circumstances of the back classing and, on a case by case basis, consider if the individual is to remain on the IFT scheme.

c. Where IFT personnel fail or miss course module(s), then the Training School policy is to be followed in reprogramming them. Where a module(s) has been missed for Service or Non Service reasons then the ATA is to be notified in all cases. Whether an individual remains on the IFT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, CM EGS JR WO1 and the FTA.

22. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all IFT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank which they have been recommended.

b. Those IFT personnel who fail to pass LRLC or SRLC may be de-selected from the IFT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff, a de-selection from the IFT scheme waiver may be considered. This must be approved by the FTA.

c. On removal from the IFT scheme following failure at LRLC or SRLC, the individual will be transferred to the selective promotion route at their current rank (i.e. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

[1] HMS COLLINGWOOD FOAP(T) PCD-1304.
[2] HMS SULTAN TSOP3:3:3.

23. Fast Track Scheme Rules Regarding Failure

The details given in Table 68E-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case by case basis by the training School in consultation with the CM EGS JR WO1. Where an individual is removed from the IFT scheme, the ATA will complete all relevant actions for the removal of the individual from the IFT scheme.

Table 68E-1. Interim Fast Track Scheme Rules Regarding Failure

Training Point	Reason for Failure	Actions to be completed on removal from Fast Track (Note 10)
Sea Employment as ET2 and ET1	Competence as an ET not achieved within 9 months sea service. Failure of the OPS Assessment (Para 6912) Removal of IFT Recommendation (Note 9) Not completed AB to LH CBRNDC Taskbook	Transferred to Selective Promotion Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
LRLC	Failure of LRLC (Para 6903)	Transferred to Selective Promotion Not to proceed to LETQC Assigned back to CMC and sea as ET1 (Note 7)
Phase 3 Training LETQC	NGT Failure (Para 5750) Below 75% average score or training school equivalent during Phase 3 Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Assigned back to CMC as ET1 (Note 8)
Sea Employment as LET	Competence as a LET not achieved within 15 months sea service. Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Remain at sea as LET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
SRLC	Failure on SRLC (Para 6903) Pre course documentation in-complete for SRLC (Note 6)	Transferred to Selective Promotion Not to proceed to POETQC Assigned back to CMC as a LET (Note 7)
POETQC	NGT Failure (Para 5750) Back Classed (Note 2) Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Assigned back to CMC as a LET (Note 8)

Notes:

1. IFT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School and CM EGS JR WO1 on a case by case basis and may result in removal from the IFT scheme but not necessarily from the qualifying course.

2. Where it is deemed necessary, but only in exceptional circumstances, an IFT rating may be back classed. When back classed, the individual's seniority and due dates may be adjusted accordingly as directed by CM EGS JR WO1 and FTA.

(Continued)

Notes: (Continued):

3. An individual shall continue in Phase 2 Training following failure is at the discretion of the Training Officer.

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the IFT scheme these warnings are to be reviewed upon their removal from the IFT scheme and transfer to Selective promotion or be removed as appropriate. Where a warning is deemed necessary within the Selective promotion route then it is to remain in place. Full clarification from the CM EGS JR WO1 should be sought by units.

5. On removal from the IFT scheme and transfer to Selective promotion whilst serving at sea, the CMC is to ensure that the individual remains in post unless the warning level dictates otherwise. The individual's seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.



6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual's control, the individual is to be removed from the IFT scheme.

7. On failure at LRLC or SRLC and following removal from IFT Scheme it is to be recognised that the individual will have completed less time at sea than those on Selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by CMC.

8. It is assumed that the failure occurs before due date for advancement to the next higher rate and therefore, by not completing QC, that the individual is not eligible for advancement. All cases will be dealt with on a case by case basis by the FTA and the CM EGS JR WO1.
9. Where an ET is selected for IFT but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC), HOD (Employment) or Training Officer (LETQC and POETQC) may make a recommendation to the CM EGS JR WO1 for the individual to be removed from the IFT scheme.

10. On failure and removal from IFT the ATA will complete all necessary actions and will also liaise with CMC regarding future employment and assignments. Where necessary, the CM EGS JR WO1 will advise on individual cases.

ANNEX 68F

CERTIFICATES OF UNDERSTANDING - TRANSFER TO, OR REMOVAL FROM THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

PART A - TRANSFER TO THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

BEING SUBJECT TO: ADVANCEMENT BY TIME (IN ACCORDANCE WITH BR 3(1) CHAPTER 68) AND POSSIBLE CHANGES IN MINIMUM NOTICE FOR ASSIGNMENT TO SEA AND SHORE

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

Date of Selection	Interim Fast Track Start Date	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the EGS Interim Fast Track scheme:

a. I will be subject to advancement by time (as detailed in BR 3(1) Para 6808 and Chapter 74/75*) rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.

Part 3- Accelerated Technician Authority[2]

The above named rating has been transferred to the EGS Interim Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Date Due Advancement
POET	

Signed: ..... Rank Rate: .....

Name (In Capitals): ..... Date: .....

[2] The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the Interim FT scheme.

PART B - REMOVAL FROM THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

Part 1 - Individual's Details

Full Name (in capitals)	Service No.	Rate

The Above Named Rating has been removed from the EGS Interim Fast Track scheme and will no longer be subject to time based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

Rate	Seniority Date

Part 2 - Individual's Declaration[3]

I understand that on removal from the Interim Fast Track scheme I:

a. Will return to being subject to selective promotion as detailed in BR 3(1) Chapter 67 and Chapter 74/75*.

b. Will be liable to be assigned to sea or shore units as detailed in BR 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[4]

The Above Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the Interim FT scheme.

The following actions have been completed;

a. The individual has been fully briefed on implications of removal from Interim Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed.

b. All Interim Fast Track competences have been removed from JPA.

c. The Individual's seniority date has been agreed with the FTA and recorded in JPA.

Signed: ..... Rank/Rate: .....

Name (In Capitals): ..... Date: .....

ANNEX 68G

SPARE

ANNEX 68H

SPARE

ANNEX 68I

EGS FAST TRACK PROGRESS REVIEW PROFORMA

Full Name		**Service No.**	**Rate**
Date of Selection	**Fast Track Start Date**	**Report for Duty Date**	**Due Date for Advancement**

TRAINING MILESTONE TARGETS to be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit			
ET Sea1 Achievement		ET Sea 2 Achievement	
CDJ Completion		CBRDNC Taskbook Complete	

Review Dates	**Dept Training Coord Comments** to include progress assessment (strengths/weaknesses), CDJ feedback, review of training targets including associated risks or need for rescheduling.	**Training Co-Ord Signature**	**FT Signature**
Month 1 Date:			
Month 2 Date:			
Month 3 Date:			
Month 4 Date:	**ET Sea 1 (ME Harbour/WE Safety Check) due**: *Passed/Progress/Warning issued?*		
Month 5 Date:			
Month 6 Date:			
Month 7 Date:			
Month 8 Date:			
Month 9 Date:	**ET Sea 2 (CDJ Complete/ ME Sea Qualified) due**: *Passed/Progress/Warning issued?*		
Month 10 Date:			

Month 11 Date:			
Month 12	**CBRNDC TB complete due**: ***Progress/Warning issued?***		

Command Recommendation for Advancement	**Professional QC Booked (Contact ATA)**	**AO Raised**
DO:	DEPCO:	DEPCO:

ANNEX 68J

FAST TRACK (EGS) PROGRESS WARNING PROFORMA

Full Name	Service Number	Parent Unit
Training Coordinator	**Divisional Officer**	**HOD**

Date Initial Training COORD's Warning Issued		**Review Date**	
Date Level 1 Divisional Officer's Warning Issued		**Review Date**	
Date Level 2 HOD's Warning Issued		**Review Date**	
Date Unit Recommendation for Removal from Fast Track Scheme sent to ATA		Include this proforma with submission letter	

Details of shortcoming that may result in removal from the Fast Track Advancement Scheme
Remedial Actions Required by next Review

DO/HOD Name		**Date**	
DO/HOD Signature			

I acknowledge that I have been placed on DO/HOD warning/recommended (*delete as appropriate)* for removal from the Fast Track advancement scheme due to the shortcomings detailed above. I understand the remedial actions required by the above stated review date and that failure to achieve the required improvement may result in my removal from the Fast Track scheme.

Signed: ..... Date: .....

ANNEX 68K

ACCELERATED APPRENTICE (EGS) WARNINGS AND FAILURE POLICY

INTRODUCTION

1. The AA procedures will follow Initial Training Warnings (ITW) (see Paras 5747-5751) and mirror standard warning policies in place for the Phase/Lead School. Where variations to the general population of trainees exist, they will do so due to the following:

a. The bespoke courses on the AA pipeline.

b. The infrequency of AA intakes and thus the limited opportunity to back class AA trainees. This means that failure often holds a more serious implication than it would for an AET/ET and this should be taken into consideration. To monitor this, the ATA/AA AE RA are to be informed at the earliest opportunity of escalation to a Level 2 Warning in either professional performance or Naval General Training (NGT).

c. Conducting Phase 3 courses whilst still on the Untrained Strength (UTS).

2. Throughout this document AA trainees will be classified in the following way:

a. Phase 1 until completion of Initial Naval Training (INT).

b. AA MEGS and WEGS Phase 2 trainees until completion of Sea Phase, and Phase 3 trainees thereafter.

c. AA AE trainees as Phase 2 trainees until completion of QMQS, and Phase 3 trainees thereafter.

3. For AA trainees, both professional and NGT warnings[1] may be used in the following circumstances:

a. Professional warnings may be issued if a trainee fails to progress as expected. Reasons may include, but are not limited to:

(1) Failure to meet the academic standards.

(2) Failure to meet expected CDJ / Taskbook progress.

(3) Failure to comply with safety or instructional rules.

[1] Para 5747.

b. NGT warning may be issued if the trainee fails to meet the standards expected of a probationary LET. These may include, but are not limited to, the following:

(1) Failure to demonstrate the correct attitude of an LET.

(2) Disruptive, disobedient or inappropriate behaviour.

(3) Poor punctuality.

(4) Any discipline issues.

4. A brief on the warning process will be given to all AA trainees at the start of Phase 1 Training. Trainees will sign to acknowledge receipt of this briefing.

5. Phase 1 Warnings Policy

AA trainees will fall under the same warnings policy as all trainees during INT. It should be noted that the back classing of AA recruits will be by exception and at the BM's discretion.

6. Phase 2 Warnings Policy

For the duration of this phase the AA trainees are to be managed as per the Lead Schools' warnings policy with the inclusion of the following considerations:

a. **Transfer of Warnings.** Additional considerations are to be made on the following courses:

(1) **Enabling Course.** The Chain of Command will review NGT warnings and reduce them to zero if the trainee has displayed the correct attitude and gained no further warnings related to NGT – this reduction is at the discretion of the Chain of Command in conjunction with the issuing officer. If not enacted, the trainee will carry the NGT warning to the Sea/Field Phase for review after a minimum of one month and a maximum of 3 months.

(2) **Sea/Field Phase.** In case of an AA trainee completing Sea/Field Phase with a Level 1 or Level 2 Warning, the warning will be removed. If a trainee completes Sea/Field Phase with a Level 3 Warning in place, then the ATA/AA AE RA will consider implementing the Phase 2 failure policy. If it is deemed that sufficient progress has been made, the Level 3 Warning will be removed, however if it is deemed that the shortcomings have not been met then the trainee will retain the Level 3 Warning to LETQC/LAETQC, where it will be reviewed after 3 months. Throughout this review period further shortcomings will not increase the warning but will be recorded. All evidence gathered will be used at the review date to either remove the warning, if appropriate, or implement the failure policy.

b. **Task Books.** Formal progress checks are to be conducted to ensure the AA trainees are progressing as expected. Failure to meet these expectations should attract professional training warnings.

7. Phase 3 Warnings Policy

MEGS, WEGS and AE AA trainees are on the UTS until the completion of their Qualifying Course and SRLC (MEGS / WEGS) or LRLC (AE). While UTS, all AA trainees remain subject to the standard Initial Training Warnings (ITW). In all other respects, they are to be managed in the same way as their S-T-P counterparts.

8. Phase 2 AND 3 Warning Reviews

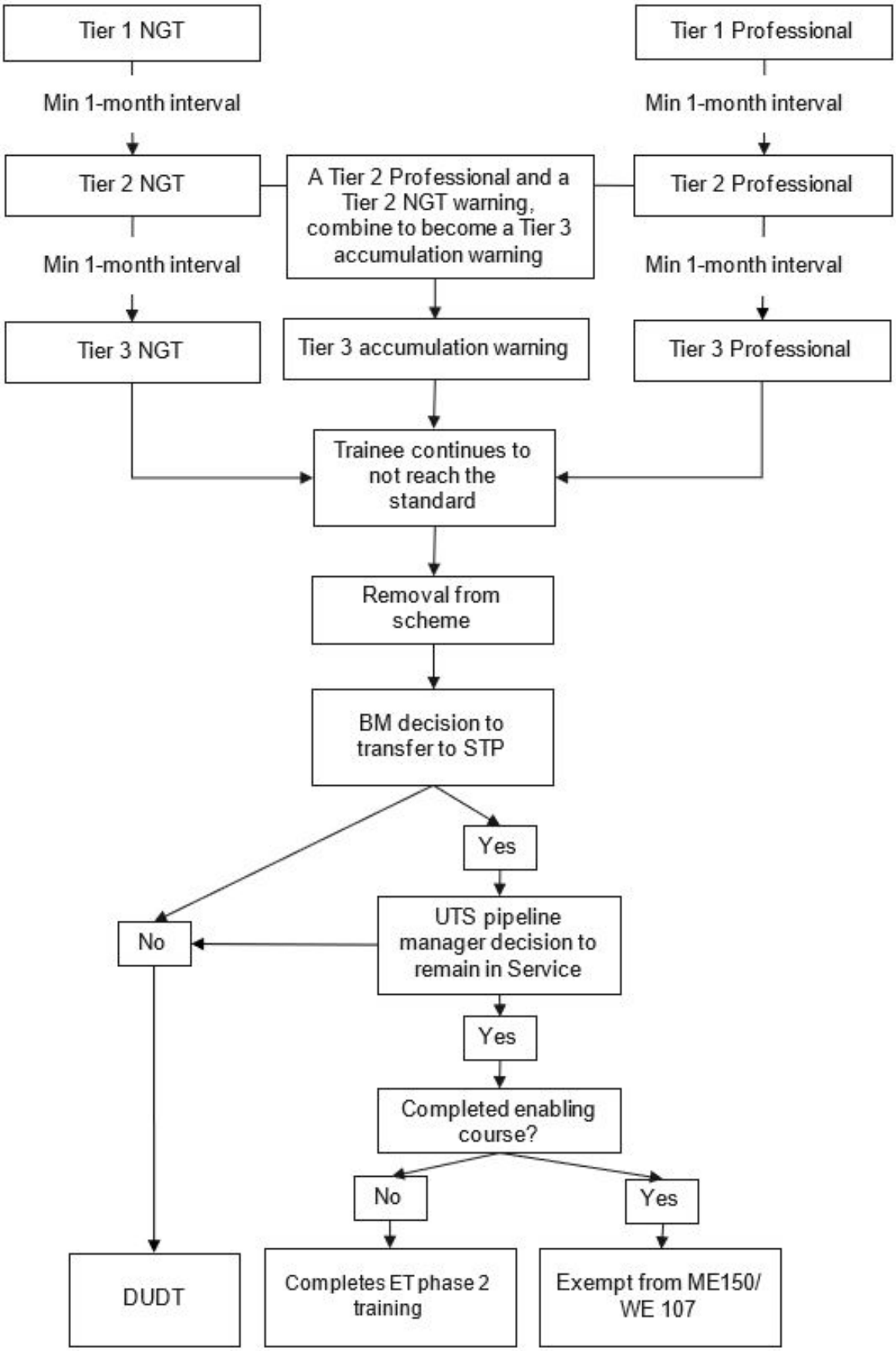
All warnings in Phases 2 and 3 should be reviewed every 1-3 months to ensure they remain valid. Despite this, additional warnings may accrue during the review period. There should, however, be a minimum interval of one month between issuing of warnings of the same type to ensure the trainee has time to address their failings. The reasons for issuing NGT and professional warnings are described in Para 3. The two warning types are discrete and used to address different failures in training. For that reason, at Tier 1, NGT and professional warnings are discrete and have no influence on each other however, in accordance with Chapter 57, if an AA trainee accrues a Tier 2 warning in both categories simultaneously, there is an automatic escalation to an accumulated Tier 3 warning.

9. Removal From AA Scheme Resulting From Warnings

If the AA trainee fails to maintain the required standard whilst on a Tier 3 warning, with authorisation from the Branch Manager (BM), they may be removed from the AA scheme and the actions followed in Para 26. In recognition of the need for timely action within the course, AA warnings do not require the raising of supporting appraisal reports. Instead, the AA/FT progress warning proforma[2] is completed.

[2] CH 68 Annex 68J.

Figure 68K-1. EGS AA Removal from Scheme (Warnings)



10. Removal From AA Scheme Resulting From Excessive Delay In Training

a. To minimise risk and allow the re-allocation of spaces on downstream courses, AA trainees may be removed from their associated scheme. If the trainee is unlikely to fulfil the necessary requirements within an additional 52 weeks of the standard scheme length, the removal may be authorised by the BM. If an AA or FT trainee is expected to meet their required training timeline by an excess of 52 weeks, outside of service reasons, they may be removed from scheme. If the 52-week delay is anticipated, the decision to remove a trainee from the scheme may be made before the 52-week limit has elapsed. The 52 weeks may be an accumulation of time over the training period and need not run consecutively.

b. The 52-week limit may include the inability of a trainee to undertake training due to an MND/MLD medical category or exceptional compassionate case. If the medical category is attributed to a service induced injury, the delay in training does not contribute towards the 52-week limit. For clarification, whether an issue is attributable to the Service, guidance should be sought from JSP 765[3]. The compassionate issue or medical category preventing training may be a combination of MND, MLD and compassionate leave and need not necessarily consist of 52 weeks of a singular type. Under the rules stipulated in JSP 760[4], pregnancy is a protected trait. Any periods of maternity/paternity leave do not count towards the 52 weeks accumulated total.

c. If an AA trainee is removed from the scheme, with authorisation from the BM, the individual may be offered a branch transfer to the Select, Train, Promote (STP) stream. The request is sent by the ATA to the NAVY TRG HQ-PM RATINGS MANAGER (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) for authorisation[5]. If the transfer is not authorised or the trainee declines the transfer, the result will be DUDT.

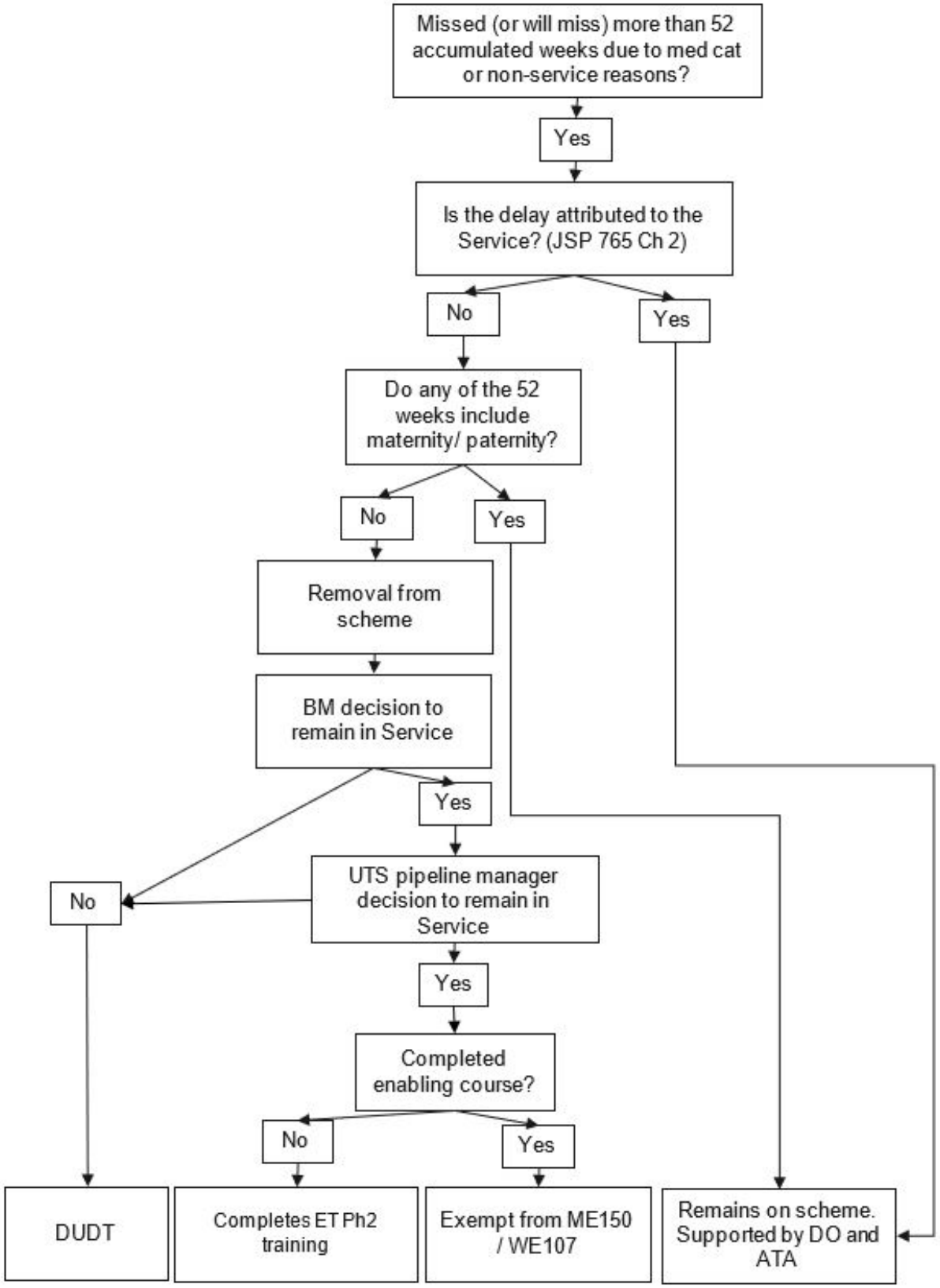
d. Should an AA trainee choose to transfer voluntarily to the STP stream, the standard authorisation process will be followed at Para 5116.

e. Individuals removed from the scheme will be awarded the rate of AB2 and paid at the level of OR-2-3, or LET and paid at the level of OR-4-3 to show consideration of their previous years' service. Any removal from the AA scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Removal from the AA scheme will prevent any future internal entry into the AA scheme.

f. For EGS: If the individual has successfully completed their AA enabling course, they are able to be employed as an AB2, according to the needs of the service. If a trainee has not completed the enabling course, they will be required to complete their respective Engineering Technician Initial Career Course. For ESM: The individual must have completed either ETICC or LETQC in order to be employed onboard as an AB2.

[3] JSP 765 Ch 2
[4] JSP 760 Ch 24.9
[5] BR3 Ch 5112

Figure 68K-2. EGS AA Removal from Scheme (Excessive Delay in Training) Flowchart



11. Phase 1 Failure Policy

a. AA trainees will be subject to the same failure policy during Phase 1 as all other trainees with the following options available following the recommendation from the Phase 1 staff:

(1) DUDT.

(2) Re-categorise to ET/AET at the BM's discretion.

(3) Branch transfer at the BM's discretion. Individuals have no automatic right to be offered a branch transfer when on the UTS and, although they can request a particular branch, availability will depend on the needs of the Service.

b. **Medical or Welfare Failure to Complete Training.** If, due to medical or welfare reasons, an AA trainee does not complete INT in time for the start of their Phase 2 Training, they are to be managed by the BM/ATA on a case-by-case basis. Options available include the following:

(1) DUDT with the option of re-applying if eligible.

(2) Continue INT when fit and do the full Phase 2 courses but remain AA.

(3) Holdover until the next AA entry.

12. Phase 2 Failure Policy

a. The options as a result of failure on the bespoke elements of the AA pipeline are as follows:

(1) **DUDT.** As all AA trainees will be on the UTS, due to MOD policy for Care of Trainees, administration of DUDT can only be undertaken by the CO or Head of a Training Establishment. As such, any AA trainee on Sea Phase recommended for DUDT must be reassigned back to the relevant Phase 2 Training Authority for DUDT action to be enacted.

(2) **Offer of Branch Transfer.** In the case of any AA facing DUDT, the relevant BM will consider whether the individual is suitable for another branch or specialisation. The trainee's DO must make a firm recommendation before a branch transfer is considered by the BM.

(3) **Offer of Re-Categorisation to AET/ET.** AA trainees do not have the option of being back-classed, owing to the infrequency of AA Enabling Courses (two per annum for GS/AE and four per annum for SM). The Phase 2 Training has been designed to be more condensed than the full Phase 2 Career Course, and as such is more challenging. The BM may therefore deem that an AA trainee who has failed the AA Enabling Course, may be successful on the normal Phase 2 Career Course, and therefore may offer the option to re-categorise as an ET in the relevant branch to complete the relevant AET/ET career courses.

(4) **Retained AA.** Retained by the BM and continue the AA pipeline on risk or offered an extension of their current phase - both options are by exception.

b. **EGS Sea Phase.** By exception, AA trainees may have an extension of the EGS Sea Phase.

c. **Failure due to Medical or Welfare Reasons.** If the AA is deemed capable of recovering the following options will be considered on a case-by-case basis:

(1) Holdover until the next AA entry.

(2) Continuance of training with bespoke management by the ATA/AA AE RA to compensate for lost training.

(3) Offer of Re-Categorise to AET/ET within the same Branch.

d. If, for medical reasons, an AA trainee cannot complete Phase 2 Training and is judged to be incapable of recovering to full medical fitness, the RNMBOS process will be enacted to remove that trainee from training under DUDT procedures.

e. **Able Rates Leadership Course (ARLC).** All AA trainees, with the exception of AA(SM)s, will need to complete ARLC during Phase 2 and in doing so will be subject to Royal Arthur Squadron's warning process. This is a standalone process and, as such, any warnings that may be received while on ARLC will not accumulate with existing training warnings from the AA training pipeline. If an AA trainee is unable to complete ARLC, however, due to either a compassionate or medical issue, this will be handled on a case by case basis, considering the point at which that individual was removed from course and their success up until that point. The AA Trainee's DO will be notified of any shortcomings via the end of course report. In the event of a complete ARLC failure, remedial action will be decided by the BM in conjunction with ARLC staff.

13. Phase 3 Failure Policy

a. If an AA trainee fails a Phase 3 Training course, following normal re-sit opportunities, the ATA/AA AE RA will liaise with the BM and the training establishment to determine a suitable course of action, on a case by case basis. As AA trainees are on the UTS they cannot be 'Returned to Unit' (RTU). The options in Para 19 remain extant but considerations should be made for back classing as these are standard S-T-P courses at the end of the pipeline and thus there is increased flexibility. This will be reviewed by the BM on a case by case basis.

b. If an AA trainee cannot proceed on their current LAET/LET/POETQC due to reasons beyond their control eg. medical downgrading, they are to be locally managed to facilitate the completion of the required modules in as timely a manner as possible. This may result in the trainee being back-classed into the next available Qualifying Course.

14. AA Failure At Leadership Course

a. Whilst attending leadership courses AA trainees are subject to Royal Arthur Squadron's warning process. This is a standalone process and, as such, any warnings that may be received whilst on leadership course will not accumulate with existing training warnings from the AA training pipeline. Time spent in a medical category rendering the trainee unable to attend leadership training, however, will count towards the 52 weeks training delay limit (Para 10).

b. If an AA trainee fails the written assessments and presentation elements of SRLC/LRLC, then further progress on the AA scheme will be at the discretion of the BM. If an AA fails SRLC/LRLC at the end of the final week they will continue with professional training on LAETQC/LET/POETQC but must also retake and re-sit the Week 4 assessment. The period at which that individual will be able to return and complete SRLC/LRLC will be managed by the AA AE RA/ATA, in consultation with RNLA and Phase 3 Qualifying Course lead school. Failure of AA trainees to complete SRLC/LRLC successfully at a 'second' attempt, not arising from medical grounds, will lead to DUDT. For AE, EGS and SM, the transfer of failed AA trainees to the STP stream may be applied, as detailed at Para 26.

15. Removal From AA Scheme

a. If an AA trainee is removed from the scheme, with authorisation from the BM, the individual may be offered a branch transfer into the Select, Train, Promote (STP) stream. The ATA is to send a request to the NAVY PEOPLE-TRG TMG HQ SO2 UTSPM for authorisation[6]. If the transfer is not authorised, or the trainee declines the transfer, the result will be DUDT.

b. Should an AA trainee choose to transfer voluntarily to the STP stream, the standard authorisation process in Para 5116 will be followed.

c. The individual will be awarded the rate of AB2 and paid at the level of OR-2-3 or LET and paid at the level of OR-4-3 , to show consideration of their previous years' service. Any removal from the AA scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Removal from the AA scheme will prevent any future internal entry into the AA scheme.

d. For EGS: If the individual has successfully completed their AA enabling course, they are able to be employed as an AB2, according to the needs of the service. If a trainee has not completed the enabling course, they will be required to complete their respective Engineering Technician Initial Career Course.

[6] Para 5112.

CHAPTER 69

RATINGS POLICY - GENERAL PROMOTION ISSUES

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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ANNEX

Annex 69A: Voluntary Withdrawal From PQC

CHAPTER 69

RATINGS POLICY - GENERAL PROMOTION ISSUES

SECTION 1

MANAGEMENT RESPONSIBILITIES

6901. Recommendations for Promotion, Advancement, Examination or Course

The rules for promotion and advancement indicate minimum requirements. The recommendation is an important part of the system and, before making recommendations, Line Managers are to satisfy themselves that:

a. **For Selective Promotion**, ratings have completed all the pre-requisite educational and provisional examinations for their current rate and are ready in all respects to be assigned to qualifying professional and leadership courses in the period prior to the appropriate Common Promotion Date (CPD).

b. **For Non-selective Promotion** (advancement), ratings have the educational and professional qualifications, experience, time served and personal attributes required, including the power to command subordinates appropriate to their rate.

c. **For Examination for Higher Rate**, ratings have made adequate preparation for the examination and that they have, or show promise of, attaining the qualities of command and personality required in the higher rate.

d. **For a Course for the Higher Rate**, ratings' professional knowledge is such as to justify further training and that they have, or show promise of, attaining the qualities of command and personality required in the higher rate.

6902. Commanding Officer's Responsibilities

a. **Responsibility for Submission of Appraisal Report Forms.** The Commanding Officer is responsible for ensuring that Appraisal Reports are completed in accordance with the guidance contained in JSP 757 and finalised on JPA within the prescribed timescale. Wherever possible, alignment should be conducted and the Subject's relative position in the order of merit given in the 2RO's section of the report. An indication of the size of the peer group concerned should also be given.

b. **Standard of Reporting on Ratings.** To ensure that only the right ratings are promoted or advanced to higher rates it is essential that, from the earliest stage in their career, the utmost care is taken when making a report or assessment. Each Commanding Officer is responsible for ensuring that a satisfactory standard of reporting is maintained. Heads of Department should assist in this task and personally check all reports and advise and instruct Divisional and other Reporting Officers as required. Inspecting Officers should always satisfy themselves that a proper standard of reporting is maintained in the units they inspect. The Ratings Promotion Section may advise when a special (or late) report may be more advantageous to a rating, particularly when reporting procedures may suffer through a period of short-term assignments.

c. **Backward Ratings.** Ratings in the categories shown below may be Discharged SHORE on grounds of inadequacy if they cannot be promoted or advanced within a reasonable period because of incompetence or for reasons within their own control. They are to be reported, with recommendations, to the appropriate authority with power to approve Discharge SHORE for consideration of their future. In this context, the length of a reasonable period should be determined by the Commanding Officer having regard to the system of promotion or advancement governing each specialisation, but reports should not normally be delayed beyond the following periods:

(1) **Legacy Artificers.** If not recommended for advancement, 6 months after becoming eligible to be advanced to PO or 12 months after becoming eligible to be advanced to CPO.

(2) **Medical Technicians.** After 2 years as a Leading Medical Technician (unless declined or failed the examination for POMA) or after 3 years as a PO Medical Technician rate (unless declined or failed the examination for CPOMA).

(3) **Medical Assistant (Submarine).** Ratings who fail to complete the MASM1 task book within 12 months post MASM1 course will be referred to MA(SM) Head of Cadre on potential grounds of inadequacy.

(4) **Engineering Technician and Non-technical Specialisations.** After 3 years served as an AB2. The manning situation in some branches and specialisations may require similar criteria for ratings above AB2. These are defined in the appropriate Chapters.

d. **Ratings Detached or Loaned.** Where ratings are detached and an Appraisal Report is due, the Commanding Officer of the parent unit remains responsible for ensuring that all necessary action is taken. This also applies to periods of loan temporary duty and passage. Similarly, action is also to be undertaken where a rating undergoes a short-term assignment within or at the end of a standard reporting period and is expected to return to the original parent unit. In all cases where the detachment is for a period of 2-6 months, a Detachment Insert Slip is to be provided. For periods in excess of six months, a full SJAR is required.

e. **Ratings Belonging to Commonwealth Navies.** Recommendations for Commonwealth ratings are to be rendered in the manner shown at Chapter 73.

6903. Erroneous Promotion or Advancement

a. If it is discovered that a rating has been wrongly promoted or advanced, e.g. because of insufficient qualifications, the following action is to be taken:

If the rating has not become fully qualified and due for promotion or advancement to the rate held by the time the error is discovered, the promotion/advancement is to be cancelled from the date of discovery and a signal sent to the Ratings Promotion Section for corrective action on JPA.

b. Errors that are discovered subsequent to ratings becoming fully qualified and due for promotion or advancement to the current rate are to be reported to the Ratings Promotion Section for corrective action.

c. Increases of pay paid for periods of erroneous promotion or advancement are recoverable in accordance with JSP 754. The Logistics Officer of the ship or establishment is to be consulted in all cases.

d. Time spent in a higher rate in consequence of erroneous promotion or advancement is allowed to count for pension purposes provided that the higher duties and responsibilities were assumed. It does not count towards seniority even when subsequently correctly promoted or advanced. In order, therefore, that the pension entitlement is clearly recorded, both the Ratings Promotion Section and Veterans UK are to be informed in writing.

SECTION 2

MANDATORY REQUIREMENTS FOR PROMOTION OR ADVANCEMENT

6904. Sea Service

a. Where shown as a qualification for promotion or advancement in the various specialisation flow diagrams; guidance on whether a position counts as Sea Service may be found at Para 5908.

b. Such service must be carried out in the actual rate i.e. the rating must have been carrying out the duties of that rate and wearing the appropriate uniform unless otherwise stated in the specialisation Chapter concerned. For information, this does not apply to sea service undertaken in the acting higher rate (on a local acting basis) which counts as sea service only in the lower rate e.g. sea service as an Acting Leading Seaman counts as sea service as an AB Seaman 1.

c. Sea service in any given rate is the sea service undertaken from the date of promotion or advancement to that rate within the current specialisation.

d. Sea service undertaken in the same rate/different specialisation will not normally count towards time in the new specialisation.

6905. Educational Qualifications

Refer to Chapter 96, Para 9615.

6906. Medical Fitness for Promotion - JMES Criteria

a. **Personnel with a MFD JMES.** All personnel with a JMES of MFD are medically fit for promotion.

b. **Personnel with a Permanent MLD JMES.**

(1) Individuals can be given specific[1] permanent MLD JMES gradings in Primary Care (GP/MO) or RN Occupational Health Service (RNOHS) only if they remain functionally deployable. These decisions will not require ratification by the RNMEB (as they should not impose risks to the individual's employment). These individuals should be medically fit for promotion.

(2) Permanent MLD JMES gradings can also be given by RNMBOS, whilst the individual might not always be functionally deployable, they will all have been ratified by the RNMEB. These individuals' fitness for promotion will depend upon their RNMEB outcome.

[1] RNTM 01-123/25.

c. **Personnel with a Permanent MND JMES.**

(1) Individuals with a permanent[2] MND JMES given in Primary Care (GP/MO) or RNOHS who are not referred for ratification at the MEB, will have the Medical Limitation (MedLim) 8201 ('graduated rehabilitation as directed by clinical lead') or 8202 ('graduated rehabilitation including supervised phased return to limited sea duties as directed by clinical lead'), these are often called GRADMO gradings. To be awarded a GRADMO grading, the MO should be satisfied that the individual will return to a functionally deployable JMES within the period of that JMES (usually 12 months). These individuals should be medically fit for promotion.

(2) Individuals with a permanent MND JMES given at RNMBOS must have been ratified by the RNMEB. These individuals' fitness for promotion will depend upon their RNMEB outcome.

d. **Personnel with any Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP[3].

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination.

(3) Where it is likely that the individual will need a permanent MLD JMES within the next 12 months and there is an expectation that they will be functionally deployable, the Medical Officer should deem the individual medically fit for promotion.

(4) Where it is likely that the individual will need a permanent MLD/MND JMES within the next 12 months, but the individual is unlikely to be functionally deployable, the individual will be deemed unfit for promotion subject to the subsequent RNMBOS/RNOHS and RNMEB recommendations. If the individual is subsequently given a permanent JMES by the RNMBOS or RNOHS and the RNMEB determines fitness for promotion, then seniority and pay will be backdated to the original date of intended promotion.

[2] Whilst labelled 'MND permanent' these will usually have a review date of 6 or 12 months and are therefore 'time limited permanent gradings'.
[3] If there is any clinical/occupational doubt about fitness for promotion or likely future deployability the MO should seek the advice of an Occupational Medicine Consultant via referral to the RNOHS or iATOM Clinic.

(5) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently limited JMES, she should be assessed as per her previous RNMEB determination. If made temporarily MLD or MND prior to the pregnancy then an assessment must be made of the anticipated outcome on return from maternity leave, as described at Para 6906 sub paras d (1-4) above.

(6) Any case where doubt exists is to be referred to the President RNMBOS or RNMEB as appropriate.

SECTION 3

LEADERSHIP TRAINING

6907. Introduction

a. There are currently two career leadership courses for RN ratings (see also Chapter 21 Section 6):

(1) **Leading Rates' Leadership Course (LRLC).** LRLC is a four week course, providing the basic building blocks of leadership training to assist personnel, selected for promotion to LH, in their development and to prepare them for their future roles as superior officers.

(2) **Senior Rates' Leadership Course (SRLC).** SRLC is a four week course, built and tailored for Naval use, which develops an individual's Command, Leadership and Management (CLM) experience, giving a thorough grounding in leadership techniques based on current theory models. These theories are exercised under stressful conditions throughout the course. The SRLC also includes an examinable 'divisional' module, recognising that all senior ratings are expected to play a full part in the divisional system of their unit.

b. Both courses are administered and conducted at the Royal Navy Leadership Academy (RNLA) in HMS COLLINGWOOD. They form part of the Navy's policy on through-career development, ensuring that those entrusted with leadership of our people are properly trained to exercise this responsibility. These skills are vital in contributing to the Moral Component of Operational Capability in the Royal Navy and supplement an individual's skills. As such, the LRLC and SRLC are mandatory requirements under selective promotion and form all or part of the training package for promotion to LH and PO respectively.

c. Under selective promotion, personnel are assigned to the appropriate leadership training by DDPD prior to the CPD (but with the timing of attendance on courses dictated by assignment priorities). Any rating who is unable to attend the first leadership course to which they are assigned is responsible for ensuring that they are re-booked on course and that they complete the training by the CPD. Failure to take this action will result in application of the rules set out at Para 6714 and Para 6802. Cancellation of a course within two months of its commencement for reasons other than operational or medical will be classed as a failure and the appropriate penalties imposed in accordance with Para 6719. If a rating, having been selected for promotion, is considered ready to attend a leadership course at short notice, DDPD should be informed of this fact. As DDPD is only able to assign ratings to courses from among those who become available between assignments, those remaining have to be spared from current assignments. Commanding Officers should note this and endeavour to spare ratings accordingly so that promotion is not affected. All personnel should be aware that it is considered a **joint responsibility of the individual and the Service to ensure timely attendance for leadership course training**.

The RNLA issues an annual RNTM providing detailed instructions covering personal pre-joining preparations, documentation required, joining instructions and an outline of the course content. All personnel attending a leadership course are to familiarise themselves with the content of the extant RNTM on the LRLC and SRLC issued by the RNLA.

d. **Re-entrants or Service Transfers.** Re-entrants, or personnel transferring from the Royal Marines, Army or RAF will have the Leadership training that they completed during their Service considered at the time of entry into the RN, and will be awarded credits as appropriate. Where a qualification is deemed to be a suitable alternative, and there would be little benefit to either the Service or the individual by their completing either LRLC or SRLC, then a waiver will be approved by Hd BM. Any waiver awarded is to be recorded on JPA by BM Coherence WO1.

e. **Attendance on LRLC - Special Rules.** As stated, the successful completion of LRLC is a mandatory pre-promotion requirement for promotion to LH in all specialisations, with the following exceptions:

(1) **Direct Entry Medical Technician/Naval Nurse/Dental Hygienists.** These ratings may be advanced to the Acting Leading Hand on completion of specialist training and be subsequently confirmed on completion of LRLC.

(2) **Sideways Entry Medical Technicians.** Ratings who have completed the LRLC may be advanced to the confirmed rate on completion of their specialist training. Ratings who have not completed LRLC may be advanced to Acting Leading Hand and subsequently be confirmed on completion of LRLC

(3) **Leading Hand Police Candidates.** The LRLC must be completed either prior to the RNPIC or within three months of completion of the RNPIC. A further extension of three months may be approved by the Branch Manager for service/medical/compassionate reasons, keeping PM(Navy) informed. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

(4) **Leading Physical Trainer Candidates.** The LRLC must be completed either prior to the LPTQC or within three months of completion of the LPTQC. A further extension of three months may be approved by the Branch Manager for service/medical/ compassionate reasons, keeping RNPTS informed. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

(5) **Leading Aircrewman/Leading (Photographer) Candidates.** The LRLC must be completed either prior to the LACMN/L (Phot) QC or within three months of completion of the LACMN/L (Phot) QC. A further extension of three months may be approved by the Branch Manager for service/medical/ compassionate reasons. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

6908. Legacy Rules - Promotion Without a Leadership Course

Prior to the introduction of selective promotion, ratings could achieve promotion or advancement to the acting higher rate (including Acting CPO) without having to complete leadership training beforehand. Completion of the appropriate course was only required for confirmation in the rate and subsequent consideration for promotion to higher rates. There are some senior ratings at PO level who have yet to complete the SRLC. With many individuals still to undertake the appropriate leadership training, ACOS(PCap) embarked on a programme to assign POs and Acting CPOs to SRLC and Acting LHs to LRLC as places become available. Individuals may assist and facilitate this process by advising ACOS(PCap) of their availability dates for leadership course training. While ratings in the acting higher rate may not be compelled to attend, **refusal to do so (if assigned) will result in their reversion**, although this will not be deemed to be a professional failure. Having been so reverted, however, ratings will then come under selective promotion rules and will have to be selected for promotion before becoming eligible for leadership training and promotion.

SECTION 4

EXAMINATIONS

6909. Types of Examination

a. **Professional Qualifying Examinations (PQEs).** PQEs are examinations taken by ratings to qualify professionally for promotion or advancement and may take the form of a written, practical or oral examination, or any combination of the three. They may be conducted by:

(1) Officers of the Professional School - by correspondence or as otherwise arranged.

(2) Officers or Warrant Officers (WOs) of the Fleet, Squadron or Ship.

(3) A Central Examining Authority.

b. **Provisional Examinations (PEs).** PEs are taken to assess ratings' suitability for promotion to the higher rate and also to determine that they have the potential to qualify on the Professional Qualifying Course (PQC), which is a pre-requisite for promotion. PEs may be written, practical or oral, or any combination of the three, and may be conducted by:

(1) Officers of the Professional School by correspondence, or as arranged.

(2) Officers of the Fleet, Squadron or Ship.

(3) A Central Examining Authority.

Promotion chapters for each specialisation show the point at which individuals are entitled to sit PEs.

c. **Invigilation of Written PQEs and PEs.** Invigilation of a written PQE or PE for the higher rate may be conducted by any officer or rating of CPO status or above as designated by the Examining Board. Under normal circumstances, the invigilator should be at least two rates above the highest level of rating taking the examination.

d. **Local Examinations.** When, due to the exigencies of the service, it is known that it will not be possible to convene an Examining Board as detailed in the appropriate Chapters, within 4 months of the rating's application for examination, a local examination is to be convened. The Board should be constituted from available officers and/or senior ratings, advice being sought from the Professional School if necessary. The period of 4 months is extended to 6 in those cases where examinations are held at 6-monthly intervals.

e. Should the candidates fail the local examination, they may not re-apply for examination earlier than 4 months from the date of failure, with the exception of EGS PE (see Para 6910 sub para k). Should the candidates pass the local examination, they are considered for promotion purposes to have provisionally passed the examination for which they applied and referred to as the 'Date of Passing'. Passing a local examination qualifies ratings for promotion to the next higher rate when otherwise eligible.

f. **Loss of Paperwork.** When candidates have applied for an examination before the last date specified for applications and the application has failed to reach the authorities, or the examination papers have failed to reach the candidates, or the worked papers fail to reach the examining authority in time, or if the candidates are prevented from taking the examination for reasons beyond their control, Lead Schools should apply to the Ratings Promotion Section to ante-date the 'Date of Passing' (providing candidates are successful in the immediately following examination) to the date of the examination which was missed. Where it subsequently proves that a rating has achieved a PE pass before attaining one year's seniority in their current rate, where applicable, the basic date of passing is to be adjusted to the later date. In these cases, the Ratings Promotion Section is to be advised when such action is taken.

g. **Ratings in Small Vessels and Outstations.** Ratings serving in small vessels and outstations should, subject to the exigencies of the Service, be transferred temporarily to their parent base or other large ship/unit in order to have facilities to work towards the necessary examinations to gain the professional qualifications required for the higher rate.

h. **Annual OPS Checks.** Details of branch specific OPS Check requirements are contained in Chapter 74 to Chapter 90. All personnel are expected to remain at OPS while building up experience towards promotion. Maintenance of OPS is to be monitored through an OPS Check process, success in which is a pre-requisite for promotion to LH and PO. Some ratings may not achieve or maintain OPS or, in some cases, not attempt to progress themselves thereafter for any number of reasons. Individual Branch Chapters are to be consulted to determine the action to be taken in these cases.

i. **Engineering Branch Operational Performance Statement Assessments.** Engineering Branch OPS Assessments are conducted in accordance with the timescale detailed in the individual Chapter 74, Chapter 75 and Chapter 76 and the relevant competence recorded on JPA.

6910. Failure of Examinations or OPS Assessments

a. **Outright Failure of PQEs Set by Schools or Examining Authority on a PQC.** Ratings will not be promoted to the higher rate or retain the higher rate (if promoted following completion of leadership training) if not successfully completing the mandated professional and/or leadership courses. Ratings who fail outright or who are removed from the relevant Course at the appropriate School are to suffer the following penalties:

(1) Deselection from the promotion signal.

(2) Reversion from the substantive rate or relinquishment of the acting higher rate (if held) - individuals are to be reverted or lose the acting higher rate from their date of failure.

(3) Removal of a PE pass, entailing a possible loss of pay - the pay Qualification Point will be reinserted.

(4) A requirement to spend a minimum of 12 months in the lower rate and the need to re-qualify, by way of a Commanding Officer's recommendation, for subsequent consideration for promotion to the higher rate.

b. The Commanding Officer of the Training Establishment may defer an individual's removal from course if considered appropriate, pending extra instruction and immediate re-examination within that establishment and subject to negotiation with the rating's parent establishment/ship.

c. Exceptionally, if the Commanding Officer of the Training Establishment considers that the degree of failure does not justify the course failure penalties in paragraph 1, but the rating cannot be retained for further training and immediate re-examination in accordance with Para 6910 sub para b, the following procedures are to be followed:

(1) The automatic penalties of course failure are not to be applied.

(2) The Ratings Promotion Section and the rating's Commanding Officer are to be informed of the additional training required.

(3) The rating is to be assigned back to the training establishment for re-examination at the earliest possible opportunity.

(4) The rating is to be formally warned that a second failure of a course will invoke full penalties.

d. Ratings who fail at this second attempt will be subject to the automatic penalties of course failure from the date of the second failure.

e. If, during the waiting period, the rating's Commanding Officer feels that the rating should no longer be recommended for further training, the penalties of course failure are to be applied from the date the Commanding Officer informs the rating of the decision. Ratings who no longer wish to return for a second attempt are to be treated as a course refusal in accordance with Para 6911.

f. If an individual wishes to withdraw from course they are to be interviewed by either their Divisional Officer prior to course start or Course Officer post course commencement, using the proforma at Annex A. They are also to be interviewed by their CM before final approval for de-selection by the appropriate CM SO2. The interview process is to ensure an individual understands the full impact that their decision has on their career and promotion eligibility, as well as seeking to identify options to encourage the promotion.

g. Any individual who withdraws from PQC will not be considered for promotion at the next board (or next two boards for those branches who convene more than one board per year). Exceptionally, application can be made by an individual's Commanding Officer/Course Officer if there are exceptional reasons for the individual removing themselves from course.

h. **Failure of PEs and PQEs set by Fleet, Squadron, Ship or Central Examining Authority.** Ratings who fail a PE or PQE set by the Officers of the Fleet, Squadron, Ship or Central Examining Authority may be examined at an interval of not less than 4 months or, for Engineering Branches or Logistics Branch Fleet Examinations, as specified by the President of the Board or Head of Navy Logistics Training (HoNLT) and Commanding Officer Food Services Training Wing (CO FSTW), DCLPA Worthy Down, at the time of failure. The earliest date for re-examination is to be noted on the rating's history sheet and on the Application for Examination forms. For EGS candidates, Line Managers and HoDs are encouraged to arrange another PE as soon as mutually appropriate, with a minimum period of one month between attempts. Applications should be made to the unit's CO and Flotilla SMEO/SWEO to resit PE after a minimum of one month has elapsed. The decision on whether or not to approve the request will be formulated depending on the nature of the previous failure and the proposed re-assessment time scales.

i. The reasons for judging ratings to have failed are to be noted on the Application for Examination form and also discussed with the candidates.

j. Ratings failing an examination are eligible for re-examination, as specified above, for the first three attempts. They must then wait one year before being allowed a fourth attempt; further cycles of three attempts are then permitted.

k. **Failure of an OPS Assessment Set by Fleet, Squadron, Ship or Central Examining Authority**. For Engineering Branches, ratings who fail an OPS Assessment set by the Officers of the Fleet, Squadron, Ship or Central Examining Authority may be re-examined at an interval no less than that either specified by the President of the Board at the time of failure or that specified by a Warning Officer, noting the recommended review timescales given in Chapter 57. An unsuccessful OPS check is considered a failure and the warning process for reversion to the appropriate rate should commence. Candidates then have two further attempts. On failure of the third attempt the candidate should be reverted to the previous rate.

6911. Refusal to Take a Professional Qualifying Course or Professional Qualifying Examination for Confirmation

a. Ratings who refuse to take a PQC or PQE required for promotion will be:

(1) Deselected from the promotion signal.

(2) Reverted from the confirmed rate or relinquish the acting higher rate (if held).

b. An individual's refusal, together with the date on which they become eligible again, is to be reported to the Ratings Promotion Section.

c. When there appear to be valid reasons for a refusal, the case is to be reported to the Ratings Promotion Section for a decision as to whether or not they are sufficiently strong to justify exemption from the above automatic penalties.

d. **Withdrawal from Course.** If, on receipt of instructions detailing ratings to attend a course (professional or leadership), a Commanding Officer considers that a rating can no longer be recommended in accordance with Para 6901, they are to be removed from the course and suffer the penalties listed in Para 6910.

e. If, whilst undergoing a course (professional or leadership), the Commodore of the Training Establishment considers that ratings do not merit retention on course they are to be removed and suffer the penalties listed in Para 6910.

f. Ratings removed from a course for misconduct may not be put on course for at least two years and, immediately preceding the second course, must satisfy the career check requirements for promotion and advancement. Withdrawals in accordance with this clause are to be reported by letter to the Ratings Promotion Section.

6912. Application for and Reporting of Examinations for Higher Rate

a. Applications for examination are to be made in duplicate on Forms S442 as required by the various specialisation regulations. Both copies of the relevant Form are to be forwarded to the Administrative Authority or Examining Authority, who will then arrange for the examination to be conducted in accordance with the appropriate specialisation regulations.

b. On successful completion of all parts of the examination, the Examining Authority will enter the results on Forms S442 and forward one copy to the candidate's unit where the required notations are to be made on the rating's Service Documents and the competences are to be added to JPA by unit HR personnel.

c. In the case of failures, the original of the form is to be completed and forwarded to the candidate's ship or establishment for retention with the rating's divisional documentation for future reference.

d. **Local Examination.** When it is known that a formal examination will not be available within four months of the candidate's application being made, application is to be made for a local examination using Forms S442 (in triplicate), as required by the various specialisation regulations. All of the application forms are to be clearly marked 'LOCAL EXAMINATION'. If the application is approved, the Commanding Officer is to convene a Local Examination Board.

e. On successful completion of the local examination, the results are to be entered on the forms and the original forwarded to the Advancement Authority. One copy is to be used for notation purposes in accordance with Para 6912 sub para b and then retained with the rating's Divisional Documents for use by the Board at the formal examination. The third copy is to be handed to the candidate.

f. In the case of failure of the local examination, one copy of the form is to be retained with the rating's divisional documents for future reference, clearly stating the reason for failure. The remaining copies are to be destroyed following the raising of Form C170.

g. **Special Rules.** Where any specialisation has special rules for applications for examination, these are shown in the various specialisation Chapters concerned.

SECTION 5

ACTING HIGHER RATE

6913. Use of the Acting Higher Rate

a. The acting higher rate may be used in the following situations:

(1) By anyone who, having been selected for promotion under Common Promotion Date (CPD) rules, is assigned to a position in the higher rate before the CPD in question and is fully qualified for promotion (including satisfying medical requirements), having completed all mandated training. Under the selective promotion system, ratings that have been selected for promotion will normally be promoted on a CPD. Those who subsequently qualify in all respects for the higher rate following selection, however, may be awarded the acting higher rate if assigned to and then carrying out the duties of a position, complemented for the higher rate, prior to the CPD. The individual may retain the acting higher rate until their CPD providing that they remain assigned to the position and continue to carry out the duties of the higher rate. If the individual ceases to remain assigned to the position or no longer carries out the duties of the higher rate, however, for whatever reason, they must lose the award of the acting higher rate immediately. Such awards are made subject to individuals satisfying all other relevant promotion criteria. With the exception of pregnancy, individuals who have assignments to pre-promotion training cancelled or delayed (e.g. due to operational requirements) will not be entitled to any retrospective promotion awards prior to the CPD for which selected.

(2) By non-artificer/technicians who were promoted to the higher rate before the introduction of selective promotion (however, such individuals are being assigned to leadership training where still outstanding - see Para 6908). There will remain a number of personnel who have been advanced under the previous B13 advancement system who have not yet completed the necessary professional or leadership course for confirmation in their current rate. These personnel will remain in the acting higher rate until such time as the necessary courses are completed. Individuals who, following assignment, fail or refuse to attend leadership course will lose the acting higher rate.

(3) By new entry and sideways entry Naval Nurses on completion of their specialist training. Due to the compressed nature of the training pipeline and the lack of employment as an Able Rating, Direct Entry Naval Nurses (who have not completed LRLC) may be granted the Leading Rate on an acting basis on completion of Phase 1 Training. Direct Entry Dental Hygienists may be advanced to the Acting Leading Rate in accordance with Para 8801. Confirmation in the higher rate will occur on completion of the LRLC.

(4) In exceptional cases, by branch transferees and those joining sideways entry specialisations.

(5) By artificer/technicians who are qualified by time for advancement to the higher rate but have been unable to complete the required professional or leadership training due to the exigencies of the Service.

(6) On a local acting basis (for those not selected for promotion) - see Para 6914.

(7) On an unpaid basis - see Para 6915.

b. Prior to the introduction of CPD, time in the acting higher rate counted towards any time qualification for the next higher rate. The use of the acting higher rate, however, is dependent upon a number of factors which are outside an individual's control. Consequently, to ensure that all individuals selected at the same time for the same CPD are treated in the same manner and are therefore not disadvantaged, only time spent in the confirmed rate will count for advancement/promotion purposes under the CPD scheme.

c. The following procedures for the award of the acting higher rate will apply for those individuals selected and qualified for promotion or those who are due promotion by time and/or qualification:

(1) The Career Manager (CM) or Career Management Cell (CMC) (for squadded ratings) identifies the rating who has been selected for promotion and has completed mandatory training. The CM/CMC will then assign the rating to a higher rate position and change their rank to the acting (paid) rank (as referred to in JPA).

(2) Once assigned and rank changed, the CM/CMC will note the status of the acting (paid) rank in the rank review field. This change in rank will trigger the JPAC who will then alter the pay, allowances and IBD to reflect the higher rank.

6914. Acting Higher Rate (on a Local Acting Basis)

a. The award of the acting higher rate on a local acting basis to ratings capable of performing the duties of a higher rate is a system designed to enable an individual to undertake the duties of a higher rate for a temporary period. Such advancement may be authorised (except to the rank of WO – see Para 6914 sub para o) to make good deficiencies in establishments when the higher rate allowed is:

(1) Not borne and the vacancy is not expected to be filled within 21 days.

(2) When a rating is absent from duty for Service reasons or for sickness and it is not expected that the vacancy will be filled within 21 days.

(3) When a rating is absent from a ship or establishment on compassionate leave which is expected to exceed 21 days.

(4) Not already covered by excess bearing in any higher rate in the same specialisation.



Note. *Where employment in the higher rate consists of general duties e.g. barrack guard, accommodation party etc. and it is considered that the 'same specialisation' rule need not apply, authority may be sought from DDPD to give the award to another rating, best suited to the post, provided that the overall establishment in that rate is not exceeded.*

b. A temporary manning standard does not affect the establishment for this purpose except for ships in which equipment has been placed in the state of care and maintenance. In these circumstances, a decision should be sought from DDPD (who in turn may seek higher authority) regarding the award of an acting higher rate on a local acting basis which is in excess of the temporary manning standard.

c. Careful discrimination is to be exercised in the selection of ratings for the acting higher rate on a local acting basis, particularly in the technical and medical branches. Commanding Officers are free to select any rating for an award of the acting higher rate on a local acting basis in the individual's own specialisation; however the following guidelines are to be adhered to:

(1) The individual must be capable of performing the higher duties as determined by the Commanding Officer.

(2) The individual should have been recommended for promotion 1 Rank Up (Yes, High or Excp) in their last SJAR. Where this is not the case, a SPEC SJAR should be raised recommending the individual for receipt of the Acting Higher Rate and future promotion.

(3) Although not mandatory, prior consideration should be given to ratings who have:

(a) Been selected for promotion.

(b) Passed (or are making good progress towards passing) a PE or alternative.

(c) Completed the relevant Leadership Course for the higher rate (see Para 6914.d sub para (3)) for mitigation where this is not the case). The individual should not have failed a Leadership Course within the last 12 months.

(4) The individual must be medically fit for promotion (see Para 6907).

(5) Commanding Officers have complete discretion as to the standard of conduct which should be required for the award of the acting higher rate on a local acting basis, except after being disrated (see Para 6914 sub para k).

d. **Award Process.** In order to fill a temporary vacancy:

(1) The unit is to identify the position that needs to be filled internally.

(2) The unit identifies a suitable individual who meets the promotion eligibility criteria.

(3) If no suitable Leadership Course qualified rating is available, Commanding Officers can (if required) select someone who has not completed a Leadership Course. In so doing, however, they must include planned action to mitigate the duty of care impact of employing a person at a higher rate who has not completed all the required training; both on behalf of the individual and those who they will lead. If the period of the award is to exceed six months, the award of the acting higher rate on a local acting basis should be reviewed at the six month point to ensure that the individual is performing well in the temporary vacancy. If the latter does not apply, or the individual is failing to lead successfully, consideration should be given to awarding the acting higher rate on a local acting basis to another individual, preferably one who has completed the relevant Leadership Course. Reporting the award of the acting higher rate on a local acting basis (and any change of individual at the six-month review) should be made in accordance with details at Para 6914 d sub para (4)).

(4) The unit raises an 'Acting Promotion Authorisation Request' by signal or electronically (to the CMC for squadded ABs and Leading Hands; the CM for all other ratings). In cases where ratings are awarded the acting higher rate on a local acting basis exceptionally, without having completed a Leadership Course, this must be made clear on the signal/e-mail.

(5) Having identified the gapped position on JPA, the CM/CMC assigns the individual to that position, changes the rank to acting rank and inserts a rank review date. This will ensure the individual has the requisite roles and responsibilities commensurate with the new rank on JPA and, additionally, will trigger the process for the JPAC to change the individual's pay, allowances and IBD to that of the new rank.

e. Awards of the acting higher on a local acting basis rate may be authorised only one step above the substantive rate held in all specialisations.

f. Ratings holding the acting higher rate on a local acting basis are not to be employed on duties of a rate higher than that appropriate to their new position.

g. Ratings holding the acting higher rate on a local acting basis will rank in command with, and have the status and privileges of, equivalent ratings (for further information, see BRd 2 QRRN (Command).

h. **Relinquishment of the Acting Rate.** Once the review date is reached (see Para 6914.d sub para (5)), the CM/CMC will assess the need to continue to fill the position on a temporary basis and, thereby, the retention of the 'acting paid rank' by the rating. It is a unit's responsibility to inform the CM/CMC if circumstances alter and justify a change in the individual's 'acting (paid) rank' status before the rank review date. Once informed by the unit, the CM/CMC will make the necessary adjustments to the rating's rank on JPA. It should be noted that, under JPA, ratings are not reverted when they complete the period of acting higher rate on a local acting basis but relinquish their acting rank (for reversion for unsuitability see Para 6915 sub para (i)). A rating is to relinquish the acting higher rate on a local acting basis as a result of any of the following events:

(1) If the vacancy ceases to exist.

(2) If promoted or advanced to the substantive rate.

(3) If moved to another position following routine unit position rotation, or following a 6 month review (see Para 6914.d sub para (3)).

(4) If reassigned, including leave prior to next assignment.

(5) If placed on a course (whether within the establishment or elsewhere), from which they are expected to return, involving an absence of more than 35 days from the duties for which the acting higher rate on a local acting basis was granted.

(6) If absent through sickness or injury for 28 days from the date of cessation of duty.

(7) If fails, refuses to attend or is withdrawn (unless due to medical or other Service reasons) from a Leadership Course to which they have been assigned.

i. Commanding Officers in the rank of OF3 or above may order reversion from the acting higher rate on a local acting basis for unsuitability at any time (as opposed to relinquishing the acting higher rate on a local acting basis as at Para 6914sub para h)). Commanding Officers below that rank are to obtain the approval of the Navy Command Headquarters Casework Cell.

j. For disciplinary purposes, ratings holding the acting higher rate on a local acting basis will be treated in the same manner as those holding the substantive rate. In particular, ratings may be disrated to their substantive rate or to an appropriate lower rate either by court-martial or summarily, subject to the regulations applicable to the substantive equivalent to the acting rate held. The same consequential effects will apply (see JSP 830 - Manual of Service Law).

k. A rating holding the acting higher rate on a local acting basis, who is disrated in accordance with Para 6914 sub para j, must attain a minimum of one year's Career Check free service before being again granted the acting higher rate on a local acting basis or before being promoted to a higher rate under the rules at Para 6720 and Para 7002. An individual disrated from a confirmed rate must also attain a minimum of one year's Career Check free service before being granted the acting higher rate on a local acting basis. If, exceptionally, there are special reasons for granting the acting rate to an individual in any of these three categories with less than one year's Career Check free service, application is to be made to the Navy Command Headquarters Casework Cell (copy to the Ratings Promotion Section).

l. **Petty Officer (Police) and Master-at-Arms (MAA).** Where a Petty Officer(Police) (PO(P)) is assigned by DDPD to fill a MAA position, the draftee may apply in their current ship/establishment for the granting of the award of Acting MAA rate on a local acting basis without a signalled prompt from the new unit. In recognition of their special policing powers, the individual may be awarded the rate with an effective date of joining the unit or date of taking passage (e.g. in an aircraft) if travelling with other Service personnel. The rating is entitled to wear the uniform of the higher rate from that date. The effective date of relinquishing the higher rate is the day after leaving the establishment position or the date of promotion to substantive MAA, whichever is the earlier. These provisions also apply to ratings that are awarded the rate of Acting PO (Police) on a local acting basis when filling a unit Senior Regulator position.

m. **CPO Coxswain (SM).** POs who are potential branch transferees from another specialisation and are selected and qualified for transfer to CPO Coxswain (SM) but not yet promoted, who are subsequently assigned to a CPO Coxswain (SM) position, may apply in their current unit for the granting of the award of the Acting CPO Coxswain (SM) rate on a local acting basis without a signalled prompt from the new unit. In recognition of their special policing powers, the individual may be awarded the rate on a local acting basis with an effective date of joining the submarine or the date of taking passage (e.g. in an aircraft) if travelling with other Service personnel. Ratings are entitled to wear the uniform of the higher rate from that date. The effective date of relinquishing the higher rate is the day after leaving the establishment position or the date of substantive promotion to CPO, whichever is earlier.

n. **Joint Service Establishments.** Acting rates or ranks under the same conditions as above may also be granted to RN, RAF and Army personnel serving in Joint Service Establishments.

o. **Warrant Officer Rank.** AHR on a local acting basis of WO2 and WO1 will only be considered in exceptional circumstances, where all other options have been exhausted, i.e. activation of reserve candidates and/or supplementary promotion board, or if it is not feasible to do this for operational reasons. Profession Managers must be consulted prior to the award of AHR (on a local acting basis) of WO2 and WO1. Hd CM must give final approval for the award of AHR (on a local acting basis) of WO2, and DDPD for the award of WO1.

6915. Acting Higher Rate (Unpaid) - Addressable Rank

a. Promotion to the acting higher rate (unpaid), commonly known as addressable rank (and referred to on JPA as acting unpaid rank), carries no entitlement to pay, allowances or pension rights of the higher rate and may be given in the following circumstances:

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

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

(3) Where it is necessary for prestige purposes, or to enable a rating to carry out their duties more effectively.

b. Applications should be submitted to the Career Manager for authorisation, who will make the necessary changes on JPA.

c. **Warrant Officer Rank.** AHR (Unpaid) WO2 and WO1 will only be considered in exceptional circumstances, where all other options have been exhausted. Profession Managers must be consulted prior to the award of AHR (Unpaid) WO2 and WO1. Hd CM must give final approval for the award of AHR (Unpaid) WO2, and DDPD for the award of WO1.

d. **Duties.** Ratings holding the acting higher rate (unpaid) will rank in command with, and have the status and privileges of equivalent ratings (for further information, see BRd 2 QRRN (Command) and BRd 3(1) Part 6 (Uniform Regulations)).

e. **Relinquishment.** The acting higher rate (unpaid) is to be relinquished when:

(1) The assignment for which the acting higher rate (unpaid) was granted is completed, including discharge to leave prior to next assignment.

(2) The course or duties for which the acting higher rate (unpaid) was granted are concluded. This includes removal from course for either professional or disciplinary reasons.

(3) The rating is promoted or advanced to either the substantive or paid acting higher rate.

(4) The rating is medically downgraded and assigned to the medical margin.

(5) The rating is remanded for trial by Court Martial or tried summarily with an offence under AFA 06 unless their Commanding Officer directs otherwise (under AFA 06, an individual is normally to be charged in their substantive rank).

SECTION 6

MISCELLANEOUS

6916. Transfer Between Specialisations - Counting of Time

See Chapter 51 for more information.

6917. Promotion of Senior Upper Yardmen

Details of the scheme for promotion of Senior Upper Yardmen (SUY) are found in Chapter 50. Accelerated advancement to PO or above is sometimes given to selected candidates to enable them to obtain the necessary experience for SUY.

6918. Promotion or Advancement of Recovered Deserters

a. The following qualifications for promotion or advancement, if gained prior to desertion, are not affected by desertion:

(1) Educational qualifications.

(2) Professional and specialist qualifications unless they have been made more stringent while in desertion.

b. **Counting of Former Service.** Time spent as a deserter, prior to re-entry on a ship's books, does not count for advancement, either for the service qualification or for sea service.

c. The period of desertion may not count for promotion or advancement purposes, but time awaiting trial and time in detention or cells imposed on conviction of desertion is allowed.

d. **Removal of 'R' Notation.** On removal of the 'R' notation, the usual conditions of promotion or advancement and re-promotion or re-advancement in the branch/specialisation and rate, to which the ratings concerned are to be reverted, apply. Time spent before desertion is allowed to count for further promotion or advancement or re-promotion or re-advancement but, as stated, the time spent actually in desertion will not be allowed to count. The date of seniority in the rate and the date of passing, if qualified for the higher rate before desertion, should be adjusted accordingly.

e. **Ratings Disrated on Recovery.** Ratings disrated on recovery will be eligible for re-promotion or re-advancement in accordance with Para 7002. After re-promotion or re-advancement, they will be eligible for further promotion or advancement under the normal rules except that their seniority and, if qualified professionally for the higher rate, their basic date of passing will be the date of recovery from desertion (i.e. the date of re-entry on a ship's books) adjusted for time spent in a lower rate, or rates, after recovery.

f. **Ratings not Disrated.** Ratings who are not disrated on recovery may be advanced or promoted under the normal rules for their specialisation. The seniority and, if qualified professionally for the higher rate, the Basic Date of passing will be the date of re-entry on ships' books.

g. **Able Rate.**

(1) Special reports on the fitness for advancement of all recovered deserters of the BD2 (or equivalent) are to be forwarded to the authorities named at Para 6918.g sub para (2) on the date the rating becomes eligible for advancement under the normal rules after deducting the period actually spent in desertion.

(2) Advancement of recovered deserters to BD1 may be authorised by Commander-in-Chief, Senior Officers of Squadrons, the Captain HMS NELSON and Commandant DCEME HMS SULTAN, without reference to the MOD(N).

(3) To be eligible for advancement on completion of the necessary period of qualifying service, a rating must also be considered fit for advancement and recommended for advancement in accordance with Para 6901. If the rating is not recommended, advancement is to be delayed until the Commanding Officer is able to make the required recommendations.

(4) The advancement of ratings who are recommended by their Commanding Officers later than the date on which they are qualified by service is to be made from the date of the recommendation.

(5) Ante-dating to the date on which a rating qualified for advancement by service, or to any other date, is not permitted unless it is clear that the advancement has been overlooked, or that necessary correspondence has been lost, and that it is known that the rating would have been recommended on the date to which it is proposed to ante-date them. If a rating was qualified for advancement before desertion but they were not advanced, through no fault of their own, they may be advanced from their original date of qualifying provided that their record at that time was such that they would have been recommended. Their date of advancement is then to be immediately adjusted to the date of their re-entry on a ship’s books after recovery from desertion. This date is to be re-adjusted in respect of any subsequent desertion.

(6) Any claim, which a recovered deserter may have had to any accelerated advancement, is to be regarded as forfeited by the desertion.

(7) Time in the same branch, prior to desertion, may count towards the service qualification, and where applicable towards the sea service qualification, but a rating who is transferred from one branch to another may, for this purpose, only count 5 weeks’ service in the previous branch.

6919. Advancement of Prisoners of War and Internees

a. **Advancement to AB1.**

(1) AB2s may be advanced to AB1 on the date due by service while prisoners of war or interned. Professional and specialist qualifications are to be waived if ratings have been unable to obtain them due to their capture or internment.

(2) This advancement will not be allowed where it is established that the rating would not have been advanced on due date because of some known inefficiency. In such cases, the rating's advancement is to remain in abeyance.

(3) The advancement of ratings taken prisoner or interned will not be permitted at a date earlier than would have been due previously.

(4) Ratings who were fully qualified for advancement on a date earlier than that on which they were taken prisoner or interned but who were actually advanced may be advanced while prisoners of war or interned with effect from their original date.

b. Internees may be advanced from BD2 to BD1 and have their professional and specialist qualifications waived if ratings have been unable to obtain them during the time of internment. They cannot be waived if it is established that there was some known inefficiency prior to internment.

c. **Advancement to PO (Artificers).** Artificers may be advanced to PO, while prisoners of war or interned, on the date due by service.

d. **Promotion above Able Rate (Non-artificer/Technician) and above PO (Artificer/Technician).**

(1) Promotion beyond the Able Rate (non-artificer/technician) and advancement beyond PO (artificer/technician) will not be permitted while a rating is a prisoner of war or interned, except as provided for in Para 6919.d sub para (8).

(2) Promotion or advancement may be authorised after liberation, in accordance with the following rules, provided that the rating is not discharged from the Service on termination of hospital treatment, or foreign service or prisoners of war leave and returned to normal duty with an unbroken record of service:

(a) All the required qualifications for promotion or advancement (e.g. conduct, service, sea service, professional, specialist and educational) must be fulfilled before the selective promotion or advancement is authorised.

(b) The period of time, since the date of return to duty, taken to complete the necessary qualifications is then to be added to the date of qualification.

(c) Sea going service performed before being taken prisoner or interned will count towards any sea service qualification required.

(3) Eligibility to take examinations for further promotion or advancement, following promotion or advancement achieved in accordance with Para 6919 sub para b, is to be determined as follows:

(a) The date of eligibility to take examinations for further promotion or advancement is to be calculated from the adjusted seniority in rate.

(b) The effective date of passing the examination is to be antedated as in Para 6919.d.(2) sub para (b).

(4) Where a rating was selected before internment, DDPD may authorise promotion to the higher rate. Time-based advancement (e.g. to PO or CPO) may be approved by COs provided that the rating concerned:

(a) Applied to take the examination(s) within a reasonable period of return to duty (excluding prisoner of war leave or foreign service leave).

(b) Passed the examination(s) at the first attempt.

(5) Where a rating is eligible for selective promotion, they will be considered by the first Selection Board, subject to normal selective promotion procedures. This Board may exceptionally recommend to DDPD, for confirmation by Second Sea Lord (2SL), any retrospective promotion that it may feel to be justified.

(6) In cases where no professional qualification is required, further promotion or advancement may be authorised with similar retrospective effect as in Para 6919 sub para a.

(7) **Acting Higher Rate.** The acting higher rate held at the time of capture or internment may be retained during captivity and for a period of 61 days after repatriation or of rejoining Ratings ships whichever is earlier. Ratings will then revert to their confirmed rate.

(8) **Ratings Reported Missing or who Die in Captivity.**

(a) Ratings who are reported missing, and of whom no more is heard, may be advanced from the due date on official presumption of death, provided that the advancement was due prior to the date on which the rating was reported missing.

(b) Ratings who are first reported missing and who are subsequently reported to be prisoners of war or interned will be dealt with in accordance with Para 6919sub paras a-d.

(c) Ratings who are reported missing, of whom it is discovered that they died at a later date, and prisoners of war and internees who die in captivity, will be dealt with as in Para 6919.d.(8) sub para (a), except that the period of service performed subsequent to the date on which they were reported missing, taken prisoner of war, or interned, will be taken into account. They will be promoted or advanced to any rate for which they would have been qualified by service alone prior to the known or calculated date of their death, it being assumed that they would have obtained the necessary professional qualifications within that period.

(d) Any rating who dies in captivity or is presumed to have died in captivity, whose record of service is such that they would have been selected for promotion, is to be considered by a Selection Board for promotion. This Board may recommend to DDPD, for confirmation by 2SL, any retrospective promotion that they may feel to be justified.

6920. Special Forces - Shadow Rank Assessment Board

Badged RN/RMSF ranks (either SBS/SAS) are only entitled to SF pension and Terminal Benefits on becoming Permanent Cadre (PC) at six years SF service. If a rank dies or leaves the service for medical reasons prior to achieving PC, their terminal benefits will be based on their assessed Shadow rank, which is the rank that they could have been expected to achieve had they remained in their previous SQ. The RM Branch Manager can advise on the SRAB procedures.

ANNEX 69A

VOLUNTARY WITHDRAWAL FROM PQC

1. This section is for personnel who voluntarily remove themselves from PQC.

2. The initial interview should be conducted by either the course instructor or the individual's line management. The purpose of the interview is to explore all options and if possible look to reverse the decision.

3. If the decision remains unchanged after the interview is complete, the individual should then be booked for a CM interview before the final decision on voluntary removal is made. Given the gravity of self-withdrawal from course, the final decision must be approved at SO2 level or above.

Name: ..... **Service No:** .....

1. What are your specific reasons for removing yourself from your PQC?

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

3. **Instructor/DO input:**

Instructor/DO Interview conducted on (date): .....

4. CM report (a brief description of the CI outcomes)

CM Name:..... **Signature:**..... **Date:** .....

Date report entered on to JPA: .....

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

CHAPTER 71

ROYAL NAVY EXECUTIVE SPECIALISATION

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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CHAPTER 71

ROYAL NAVY EXECUTIVE SPECIALISATION

7101. Introduction

Since the successful introduction of the position of Executive Warrant Officer in 2005, the quality of the people who have served in this key role and the operational and moral value of embedding them in units' Command Teams has cemented the view that the Executive function comprises a skill set of its own. However, the difficulty of managing a relatively small Common Appointments (CAPPS) scheme in the context of a significant population has resulted in opportunities being restricted for many Warrant Officers. A standalone cohort is the most effective way to develop this capability.

7102. Employment

Executive roles provide the opportunity for WO1s to develop their managerial, leadership and critical thinking skills within a wrapper of Executive responsibility. Assignments are predominantly encompassed within the afloat Executive Warrant Officer (EWO) and shore Base Warrant Officer (BWO) positions. It is to be expected that a role at sea as an EWO will be undertaken during the first two Exec assignments. Those WO1s with further reach and time to serve could have the opportunity to develop and grow into higher level Tri-Service positions and would compete strongly for the Senior Command Warrant Officer positions[1].

7103. Eligibility Criteria

a. Sideways Entry for existing WO1s:

Requirement	Notes
Substantive in the rank of WO1.	
Received personnel clearance.	IAW BRd 3 Para 5126.
Minimum of 30 months to serve on the point of transfer.	Those WO1 with less than 30 months should seek prior approval to apply from the Exec Specialisation WFPT WO1; if successful an Extension of Service (EoS) will be offered, dependent upon service need.
Medically Fully Deployable (MFD).	Those in a Medically Limited Deployable (MLD) MEDCAT will be considered on a case-by-case basis dependent on their restrictions.
Warrant Officer Staff Course	Management|Warrant Officers Staff Course (RNLA 111)|Navy|

[1] The positions of 2SLWO and FCWO have functional authority over BWO and FCWO / EWO positions respectively.

b. Sideways Entry and promotion for WO2s:

Requirement	Notes
Substantive in the rank of WO2 and recommended for promotion in their annual SJAR.	
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after 1 Apr of the year of the board and able to serve for at least 30 months (until at least 30 Sep, 2 years after the board sits) either on the current engagement or on further ES3.	Personnel will be eligible if they are age 60 years or under on 1 Oct, 2 years after the board sits. Where the current TX date is before 30 Sep, 2 years after the board sits, sideways entry and promotion will be subject to accepting the associated ES3 offer.
Medically Fully Deployable (MFD).	Those in a Medically Limited Deployable (MLD) MEDCAT will be considered on a case-by-case basis dependent on their restrictions.
Foreign and Commonwealth personnel with sole nationality are eligible to apply but must have approval for dual nationality confirmed before transferring to the Executive Specialisation.	
Warrant Officer Staff Course	Management|Warrant Officers Staff Course (RNLA 111)|Navy|

7104. Application Process

a. **WO1 Volunteers.** WO1 Volunteers are to apply through their Chain of Command for personnel clearance[2] from their existing specialisation in accordance with the extant process[3]. Eligible volunteers can apply at any time. Individuals who have previously been granted workforce clearance, but were not successful at the previous transfer board, do not need to re-apply if they are within the 2-year clearance window. However, they are required to email NAVY PEOPLE-WFPM Exec PT RNP PM to register their volunteer status to be considered again at this board.

b. **Royal Marine WO1s.** Royal Marine WO1s are also eligible to transfer into the Executive specialisation and should follow the same process at Para a. However, they must be cognisant that successful selection at the board will result in a transfer out of the mainstream Corps and their future employment and career structure will be determined by the requirements of the RN Executive specialisation and not the Royal Marines.[4]

c. **WO2s (Including RM) and CPOs Selected for WO2.** Eligible WO2s should register their volunteer status with the Exec CM: NAVY PEOPLE-CM OR EXEC WO1 by e-mail. WO2 candidates will also be presented to their own specialisation selection boards, if eligible. If selected at both boards, candidates will have a choice on which career stream (Executive or own specialisation) they would wish to take.

[2] IAW RNTM 01-045/26.
[3] IAW BRd 3 Para 5125.b(1).
[4] Including, but not limited to, all assignments, further Service (EoS & ES3) and eligibility for the WO1 Commissioning Scheme.

d. **Personal Summary.** Once personnel clearance has been approved or candidature registered, all individuals will be required to write a free text summary personal (up to 500 words) that reflects their motivation and interest in pursuing an executive employment career stream as a WO1. This summary will supplement their SJAR in the selection board and affords an opportunity for individuals to directly connect with board members. All personal summaries will be destroyed post board and will not be used for any other purpose. All individuals who have had personnel clearance approved are to submit their personal summaries to the Exec CM.

e. **Notification and Assignments.** Successful individuals will be informed by a Transfer Notification and placed in a pool to await assignment. Once assigned, they formally transferred to the Executive specialisation in JPA[5].

f. **Recommendations.** Individuals will need to be recommended for Exec career stream employment in the potential text in their latest SJAR. In order to assist the board with the selection process, it is important that SJARs be kept up to date with a relevant front page. SJARs should also reflect a broader outlook on the reporting year, capturing occasions where an individual has demonstrated Exec skills, significant drive, confident and clear communication or has responsibility for tasks outside their core trade role. An indication of potential for Senior Command Warrant Officer would also be helpful in identifying those WO1s with genuine reach for those roles.

7105. Notification, Assignment and Promotion

a. Successful individuals will be informed by a Transfer Notification signal and placed in a pool to await assignment. Once assigned, they will be formally transferred to the Executive Specialisation in JPA.

b. WO2– Personnel selected for sideways entry and promotion will be substantively promoted on the date that they are assigned into an OR9 Executive position, subject to fulfilling the following pre-promotion criteria:

Requirement	Notes
At least 6 months since last Career Check (if any) on promotion date	
In date PES or waiver obtained at promotion date	Annotated in JPA as Physical Education|RN Physical Employment Standard 9RNPES)|Navy|
Continue to be recommended for promotion	

c. Selectees for promotion to WO1 will be offered a tailored ES3 if required, to allow a minimum of 5 years' service on promotion or to age 60 (whichever is sooner). Where the current engagement expiry date is before 30 Sep, 2 years following the board, promotion will be subject to accepting the ES3 offer.

7106. Terms of Service

There is no Recruitment and Retention Pay (RRP) specifically aligned with the Executive specialisation, standfast a few roles that are SM specific and would attract

[5] Note that an individual's JPA Main Trade for Pay (MTFP) will remain as their source specialisation, but their JPA Sub Branch Cap Badge (SBCB) will change to Exec.

RRP(SM). Applicants should, therefore, ensure they have a thorough understand the regulations regarding Reserve Band payment of RRP when applying[6].

[6] Selection to transfer to Exec would be seen as a Service need and Reserve Band tapering would ordinarily apply where relevant.

CHAPTER 72

SPARE

CHAPTER 73

ENGINEERING SUBMARINE (ESM) ACCELERATED SCHEMES

(Sponsor: NAVY PEOPLE-WFPM ESM PM SO1)

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CHAPTER 73

ESM ACCELERATED SCHEMES

7301. Engineering Submarine Fast Track ET(ESM) to LET(ESM) Scheme

a. Workforce sustainability within the Engineering Technician (ET) branch structure requires the ability for individuals to progress through their early careers at a rate appropriate to their abilities. The Fast Track (FT) scheme fulfils this function, delivering the joint benefits of quicker delivery to Leading Hand and Petty Officer (Para 7302) of suitable individuals and recognition that these individuals have the ability to progress to demanding employment more quickly. The FT schemes are open ET(MESM)s and ET(WESM)s.

b. **Selection.** Selection for the ET to LET FT scheme will take place towards the end of the MESM or WESM ET specialist training pipeline. Suitable candidates will be identified either by course managers or as volunteers, this will normally be in the form of a FT Recommend during ETICC. Exceptionally, candidates may be selected from sea following a recommendation from their Head of Department (MEO / WEO).

Table 73-1. Key Selection Criteria Engineering Submarine Service

Engineering Submarine Service (MESM and WESM(TWS/SWS/CIS))	
Key Selection Criteria	**Applicability**
1. Educational Qualifications - GCSE Grade A* - C, (9 – 4 for summer examinations 2017 onwards), Functional Skills Level 2 or equivalent qualifications in English Language and mathematics. 2. Above average score or training school equivalent during Phase 2 module assessments, without failure of any module. Averages below 90% ME175, 3.08 LOD WE107 (equivalent for specialisation training) and 85% SMQ will not be considered. 3. Potential for Command, Leadership and Management in the next higher rate. 4. Recommended from Phase 2 Training to be a FT to LET. 5. Passed Fast Track Selection Board. 6. No NGT shortcomings including Minor Administrative Action	All ET2s who are identified or volunteer for FT during Phase 2 Training or identified at sea.

(1) **Selection During Specialist Training.** As required by the ATA(SM), Fast Track Selection Boards (FTSB) will take place whilst candidates are conducting their ET(WESM) or ET(MESM) training pipeline. Selection boards for ET(MESM)s will normally be towards the end ETICC at the Defence School of Marine Engineering (DSMarE) and RNSTC; selection boards for ET(WESM)s will normally be undertaken during the last part of the ET training pipeline as detailed below:

(a) For TWS/CIS: FTSBs will take place during SMQ Course.

(b) For SWS: FTSBs will take place during TTF ET Course.

(2) **Selection from Sea.** Divisional Officers who believe they have a candidate suitable for selection should contact the ATA(SM) at the earliest opportunity. Candidates will require an SJAR (annual or special circumstances) stating the reasons for their suitability for the FT Scheme and LET Training; this must have full endorsement from the platform MEO / WEO. Once received this report will be presented to the next FTSB and the ATA(SM) will arrange a discussion with the candidate and a decision on suitability for the ET-LET FT Scheme will be made. Candidates from sea will then be aligned against other FT candidates and a final decision on acceptance on to the scheme made by the ATA(SM).

(3) **Direct Entry Fast Track.** From January 2025 Direct Entry Fast Track (DEFT) has been introduced across all Engineering branches as a recruitment trial. DEFT personnel are to be managed to the same policy as the in-service Fast Track policy. Where FT is detailed without specifically referring to in-service or Direct Entry, it is considered applicable to both in-service and Direct Entry Fast Track members. Suitable recruits will follow the same career route as ET(ESM) personnel who are selected for the in-service FT scheme including the warning and failure policy. Removal from the DEFT scheme will result in reversion to selective promotion and pay scales as per ET (OR2) Engineering Profession seniority. Removal from DEFT will render an individual ineligible for the in-service FT scheme.

c. **Due Date and Eligibility for LETQC.** Individuals on the FT scheme will be subject to non-selective promotion. Whilst on a non-selective promotion scheme ratings are not presented to Select, Train, Promote selection boards.

(1) **Selection During Specialist Training.** Candidates selected during specialist training will be awarded the JPA competency ‘SM|Fast Track ET|Navy|’ at the end of their ET training pipeline, a candidates Due Date will be 24 months from this point. Fast Track ratings will be assigned to a platform for a 12 - 18-month period before being expected to be ready to proceed to LETQC.

(2) **Selection from Sea.** Candidates from sea will be awarded the JPA competency ‘SM|Fast Track ET|Navy’ upon selection on to the FT scheme, candidates Due Date will be 24 months from this point. Individuals will remain on their platform and expect to proceed to LETQC in approximately 6-9 months, noting that they would have already spent a period of time onboard prior to selection.

(3) **Direct Entry Fast Track (DEFT).** DEFT ratings will receive the Professional|Direct Entry Fast Track|Navy|No competency from completion of Phase 1 Training to clearly mark their membership to the DEFT scheme and trigger a higher rate of pay (OR2-6). The due date for advancement to ALET will be 24 months from Gains to Trained Strength (GTS) point. At GTS the ESM specific FT competency (SM|Fast Track ET|Navy|) will be added and managed by the ATA(SM), this marks the start of the FT delivery period. Advancement will occur 24 months from this point subject to all other advancement criteria. GTS point for ET(SM) personnel is defined as completion of the Phase 2 training pipeline.

(4) **Sea Assignment.** All ESM Fast Track ratings will be assigned to their initial sea assignment for a period of 18 months. During this time, they must fully qualify in accordance with Table 73-2 to Table 73-4 for MESM FT to LET and Tables 73-5 to Table 73-7 for WESM FT to LET to be enrolled onto LETQC. Any failures to meet the training requirements during the assignment will likely lead to extension beyond the LET due date, non-eligibility to claim any back-dated payment to the LET due date, or removal from the FT scheme.

(5) **Requirements prior to LETQC.** During their time onboard, and prior to becoming eligible to proceed to LETQC, ET to LET FT ratings are to complete the following:

(a) Receive HOD recommend for advancement to LET

(b) Achieve RPS for ET1.

(c) All ESM ETs are expected to complete the Level 2 Apprenticeship Portfolio and Apprenticeship End Point Assessment prior to LETQC.

(d) Achieve and hold all required competencies IAW Tables 73-2 to Table 73-4 for MESM FT to LET and Tables 73-5 to Table 73-7 for WESM FT to LET

d. **Fast Track Selection Board.**

(1) WESM & MESM Fast Track Selection Boards (FTSB) will consist of a minimum of two members and must have a minimum of a Lt / Warrant Officer as the Chair. The other member must be a minimum of Petty Officer ESM.

(2) The FTSB interview will seek to establish a candidate's ability, commitment, and suitability for the Fast Track Scheme. Candidates will be questioned on aspects of their training to date and previous experience to determine suitability based on maturity, communication skills, effective intelligence, potential for further training and leadership responsibility.

(3) The FTSB will be based on the criteria laid down in Annex 73B.

(4) **Successful Candidates.** Successful candidates will be informed by the FTSB Chair or the ATA(SM), this may be a later date and not necessarily at the end of the FTSB. JPA competency (SM|Fast Track ET|Navy|) and associated Due Date will be awarded as detailed in Para 7301c. A Selection Notification detailing Fast Track selections will be produced by the ATA(SM) and uploaded on to the RN Workforce Appraisals website. Individuals are responsible for checking the competency is entered into JPA. FTSB selection records will be held by the ATA SM for 3 Years. Those accepted on to the FT Scheme are required to complete Annex 73A Part A - Certificate of Understanding and return this to the ATA(SM).

e. **Transfer to Fast Track - Minimum Assignment Notice.** The FT scheme accelerates individuals through the advancement system and may require shorter than the minimum assignment notice[1]. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for courses and employment associated with their advancement. Successful candidates will acknowledge this when they sign the Part A of the Certificate of Understanding, accepting the terms of service of FT scheme, including waiving their rights to promotion under the selective promotion route. Should an individual be removed from the FT scheme then Part B of the Certificate of Understanding will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding can be found at Annex 73A, signed copies will be retained by both the ATA(SM) and the individual.

f. **Career Management.**

(1) Once selected for Fast Track candidates will be managed by the ATA(SM) and can be expected to be booked on to LETQC approximately 12 - 18 months from joining the platform for their first sea assignment, for those selected from sea this will be approximately 6-9 months. The ATA(SM) will consult with the individual's Departmental Coordinator to monitor progress and agree a suitable start date. Suggested timelines are subject to operational availability of personnel. ATA(SM) will ensure that individuals are assigned to LETQC at an appropriate time, noting the requirements of the Fast Track scheme.

(2) Upon selection to the ESM ET FT scheme, ETs are awarded a Due Date of 24 Months from award of the Fast Track competency. Providing promotion criteria is met, ETs on both the MESM and WESM FT scheme may be advanced to Acting LET on commencement of LETQC (see 6802c), if they are at, or have passed, their Due Date. This is subject to approval by the Accelerated Technician Authority Submarine (ATA(SM)) who will authorise the PAR once all criteria have been met. The acting higher rate may be removed or relinquished for professional, disciplinary or commitment (attitude / preparation) failings. Ratings will be advanced to substantive LET upon successful completion of their full LET training pipeline, including NPSC for MESMs and all specialist equipment courses for WESMs (notes 1, 2 & 3).

(3) ESM FT rating's careers will be managed by NAVY People-WFPT-ATA ESM, in conjunction with their Career Manager, for the period that they remain on a FT scheme.

g. **Streaming.** ET(WESM) TWS ratings will be streamed (Weapons / UnderWater Sensors / AboveWater Sensors) by the WESM Career Manager (CM) prior to or during LETQC. ET(MESM)s will be streamed Mechanical or Electrical by DSMarE course staff, in conjunction with the CM during LETQC. Individuals are to ensure their preference is annotated on JPA.

[1] Detailed in BRd 3(1) Ch 59 Para 5943c.

h. **Professional Development.**

(1) The professional development of MESMs and WESMs will differ due to the nature of the training required. Prior to attending LETQC Fast Track Ratings are to meet the requirements of Para 7301j.

(2) Should the platform training requirements be completed early there is an opportunity for the FT Ratings to be assigned to the SUBFLOT Engineering Support Group (ESG) to attain the remaining Level 2 Apprenticeship elements. The movement of these ratings will be at the discretion of the Accelerated Technician Authority Submarines (ATA(SM)) in consultation with the platform Workforce & Planning Coordinators, the ESG and Career Managers. In some cases, where a seagoing platform is available in Devonport, the same mechanism will be utilised, but the Submarine Support Group will offer the equivalent support to the ESG.

i. **SJAR Reporting Requirements.** Annual SJARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support any FT recommendations.

j. **Advancement Criteria.**

(1) Advancement from ET2 to ET1 will be iaw Table 73-2 (MESM) and 73-5 (WESM). Individuals must have met the criteria and have been advanced to ET1 prior to attending LETQC.

(2) Advancement from ET1 to Acting LET will be iaw Table 73-3 (MESM) and 73-6 (WESM).

(3) Advancement to Substantive LET will be iaw Table 73-4 (MESM) and 73-7 (WESM).

k. **Failure to Complete Professional and/or Leadership Course.** If the individual fails to complete QC and/or LRLC before the due date, or within 12 months of the due date because of Service reasons (out with own control) or non-service reasons (within own control) then BRd 3(1) Para 6802 will apply. There may be occasions where a FT individual is at their due date for advancement but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA(SM), an application for the Acting Higher Rate (AHR) will be considered against the 'Inability to Satisfy Criteria for Advancement' - see BRd 3(1) Para 6802 and Para 6803.

l. **Fast Track Failure Policy and De-Selection from Scheme.** FT ratings may be removed from the scheme at any time. Where necessary the warning proforma at Annex 73C is to be used. If removed from the scheme individuals will lose the right to any associated advancement and career progression will be in accordance with Para 7412 (MESM) and Para 7509 WESM). Non-selective promotion will cease, and

promotion will be by selection only. FT candidates that fail to meet the criteria below, or successfully complete the qualifying courses, will lose their FT status, remain on, or return to, a platform as an ET1/ET2. Future promotion will be by the normal selection process. Ratings may be removed from the Fast Track scheme under the following circumstances:

(1) FT recommendation is withdrawn by the Commanding Officer or Head of Department.

(2) FT candidate fails to progress as expected (failure to qualify in all required positions and achieve HOD's recommendation within 18 months of joining platform). The warning proforma at Annex 73C is to be used.

(3) FT candidate fails to meet the standard expected of a potential LET.

(4) FT candidate requests to be removed from the FT Scheme.

(5) FT candidate fails to successfully complete LET training pipeline.

(6) FT candidate submits application for Early Termination.

m. Once the ATA(SM) are informed of an individual who is not performing at the standard required they will consult with the individuals DEPCO to determine the appropriate course of action. The FT Progress Warning Proforma at Annex 73C should be used. Liaison between the employing unit and ATA(SM) should be started at the earliest opportunity.

n. Removal from the FT Scheme should not be interpreted as professional inadequacy since there may be many reasons why an individual is not able to sustain the required progress against the perceived potential assessed in the Training School. Removal from FT will lead to individuals returning to the Select, Train and Promote pipeline.

o. Where ratings are removed from the Fast Track scheme Annex 73A Part B will be completed by the individual and the ATA(SM); the candidate is then formally removed from the scheme. ATA(SM) will end-date the FT competency and inform the Career Manager.

p. **Fast Track Progress Warnings.** The process for warning an individual of removal from the FT Scheme, is discrete from the RN's standard formal warning routine for ratings on the trained strength since it relates solely to either:

(1) Failure to meet required training timelines for FT advancement.

(2) Failure to retain Command recommendation for advancement on the scheme.

q. Due to the compressed timescales necessitated by this scheme, the duration between warning review and possible escalation is equally compressed to typically no more than one month and comprises two tiers: Level 1 - DO's Warning and Level 2 - HOD's Warning. In all cases, units are recommended to consult with the ATA(SM) to ensure fleet-wide consistency for management of training risk within the scheme. Should an individual move assignment whilst on FT warning the despatching unit is to write to the new unit to hand over the warning.

r. Recognising the need for timely action within this scheme, the FT Warnings process does not require supporting appraisal reports, instead the proforma at BRd 3(1) Annex 73C is to be used.

ET to LET FAST TRACK ET(MESM) PROMOTION FLOWCHART

Table 73-2 - FAST TRACK ET(MESM)2 to ET(MESM)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Selected for the Fast Track Scheme.	SM|Fast Track ET|Navy|		
Completed Phase 2 Career Course (ETICC).	ME|Engineering Technician (MESM) Initial Career (ME175)|Navy|	Pass	
BSQ qualified	SM|Submarine Service|Navy|	Pass	
At least 6 months since last Career Check (if any) on date due advancement.			
Completed Task Book for ET(MESM)2 (MEMOC A and B).	Professional|Achieved MEMOC(SM) (Parts A and B) (DQ50)|Navy|'		5
Qualified MMSWK and SDWK or SCCWK and DFTWK	Professional|SM Main Machinery Space Watchkeeper (Cat D)|Navy **and** Professional|SM Shut Down Watchkeeper|Navy **or** Professional|SM Control Console Watchkeeper (Cat D)|Navy **and** Professional|SM Shut Down Duty Forward Technical Watchkeeper|Navy	Achieved	6
Recommended for advancement to ET(MESM)1 by HoD.			

Advanced to ET(MESM)1

Table 73-3 - Advancement to Acting LET(MESM)[2]

Requirement	Competence	Proficiency Level	Notes
Qualified MMSWK, SDWK, SCCWK and DFTWK	Professional|SM Main Machinery Space Watchkeeper (Cat D)|Navy **and** Professional|SM Shut Down Watchkeeper|Navy **and** Professional|SM Control Console Watchkeeper (Cat D)|Navy **and** Professional|SM Shut Down Duty Forward Technical Watchkeeper|Navy	Achieved	6
MEMOC C complete	Professional|Achieved MEMOC (Full) (DD44)|Navy	Achieved	7
Awarded RPS for ET1	Professional|OPS for ET(MESM)|Navy|		8
To be educationally qualified for promotion (EFP) iaw Para 9614.	Educational|RN/RM English Level 1|Navy **or** Educational|RN/RM English Level 2|Navy **or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **and** Educational|RN/RM Mathematics Proxy A*- C|Navy| **or** Educational|RN/RM Mathematics Level 1|Navy **or** Educational|RN/RM Mathematics Level 2|Navy	As achieved	
Recommended for advancement to LET by HoD.			
At or passed ET-LET Fast Track Due Date (JPA FT Competence date plus 2 years)	SM|Fast Track ET|Navy|		
Commenced LET(MESM)QC – ME176.			

Advanced to Acting LET(MESM)

[2] Where eligible and iaw Detailed in BRd 3(1) Ch 68 Para 6802

Table 73-4 - Advancement to Substantive LET(MESM)

Requirement	Competence	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) .	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	4
Completed LET(MESM)QC.	'ME|LET(MESM) Career (ME176)|Navy|'	Pass	2,4
Completed NPSC.	NPSC(V)- Nuclear Propulsion Systems Course (V Class) (ME301V) **or** NPSC(A)- Nuclear Propulsion Systems Course (A Class) (ME301A)	Pass	2,4
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Advanced to LET(MESM)

Thereafter promotion will be in accordance with ET(MESM) regulations at Para 7412.

ET to LET FAST TRACK ET(WESM) (TWS)(SWS)(CIS) FLOWCHART

Table 73-5 - FAST TRACK ET(WESM)2 to ET(WESM)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Selected for the Fast Track Scheme.	SM|Fast Track ET|Navy|		
Completed Phase 2 ET(WESM) Career Course. On completion ratings issued ET(WESM) taskbook.	'WE|ET(WE)/ET(WESM) Career (WE 107)|Navy|'	Pass	
Completed Part 2B ET(WESM) Career Course.	SM|ET(WESM)(TWS) Career (UW441AJN)|Navy| **Or** SM|ET(WESM)(CIS) Career (UP172QJN)|Navy| **Or 2 of the following;** SM|SWS (VAN) LCHRTECH Course Qualified|Navy|, SM|SWS (VAN) FCTECH Course Qualified|Navy|, SM|SWS (VAN) NAVTECH Course Qualified|Navy|	Pass	
BSQ qualified	SM|Submarine Service|Navy|	Pass	
At least 6 months since last Career Check (if any) on date due advancement.			
Completed taskbook Section 2A (including ET 2 Safety Check Assessment).		Pass	
Recommended for advancement to ET(WESM)1 by HoD.			

Advanced to ET(WESM)1

Table 73-6 - Advancement to Acting LET(WESM)[3]

Requirement	Competence	Proficiency Level	Notes
Awarded RPS for ET1.	'Professional|OPS for ET (WESM)|Navy'.		
To be educationally qualified for promotion (EFP) iaw Para 9614.	Educational|RN/RM English Level 1|Navy **or** Educational|RN/RM English Level 2|Navy **or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **and** Educational|RN/RM Mathematics Proxy A*- C|Navy| **or** Educational|RN/RM Mathematics Level 1|Navy **or** Educational|RN/RM Mathematics Level 2|Navy	As achieved	
Recommended for advancement to LET by HoD			
At or passed ET-LET Fast Track Due Date (JPA FT Competence date plus 2 years)	SM|Fast Track ET|Navy|		
Commenced LET(WESM)QC – WE214X			

Advanced to Acting LET(WESM)

Table 73-7 - Advancement to Substantive LET(WESM)

Requirement	Competence	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC).	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	4
Completed LET(WESM)QC.	'WE|LET(WESM)Career Course(WE214)|Navy|'	Pass	1,3,4
Completed Post LETQC Specialist training at RNSMS / ATF / TTF.			1,4
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Advanced to LET (WESM)

Thereafter promotion will be in accordance with ET(WESM) regulations at Para 7509.

[3] Where eligible and iaw Detailed in BRd 3(1) Ch 68 Para 6802.

Notes:

1. *WESMs on the ET-LET Fast Track scheme will be advanced to Substantive LET on completion of LETQC and TWS/CIS training package at RNSTC or SWS on completion of LET Supervisor Course at TTF.*

2. *MESMs on the ET-LET Fast Track scheme will be advanced to Substantive LET on successful completion of LETQC and NPSC.*

3. *For ratings on the ET-LET Fast Track scheme LETQC pipeline includes NPSC for MESM and TWS, CIS, SWS career courses for WESM.*



4. *Failure to Complete Professional and/or Leadership Course. Refer to BR3 6803 for rules on the impact on a rating's advancement if rating fails to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of Service reasons (out with own control) or non-service reasons (within own control).*

5. *The ET(MESM) Task Book (MEMOC) will be issued on completion of Part 2 training (ET(MESM) career course).*

6. *Ratings on the MESM ET-LET Fast Track scheme must fully qualify in all Cat D positions. Every effort by line management should be made to provide a balance of experience in both Fwd and Aft roles.*

7. *It is accepted that due to programme and time constraints not every element of the MEMOC C tasks may be achieved. The MEO must ensure that best endeavours have been made and every opportunity to achieve training is taken.*

8. *RPS may be conducted once qualified in all positions along with the EPA L2 or IAW BR2000(3) & BRd3(1) Chapter 74 (MESM). Whilst the RPS is not coupled to the L2 EPA, both must be completed prior to commencing LETQC.*

7302. Engineering Submarine Fast Track LET(ESM) to POET(ESM) Scheme

a. **Background.** The Engineering Submarines (ESM) Fast Track (FT) and Accelerated Apprentice (AA) schemes (AA) already offer an accelerated career path to LET. There remains a requirement to continue accelerating a portion of LETs in a shorter period to meet the ESM POET requirement. To enable the best candidates the opportunity to apply, all ESM LETs will be eligible for the LET – POET Fast Track scheme, regardless of their previous career path. This includes Select Train Promote (STP), ET-LET Fast Track & those on the AA(SM) scheme. Candidates will follow an accelerated pipeline from LET to POET, serving approximately 18 months in a sea role as an LET. Personnel will be managed by the ATA(SM).

b. **Career Details and Extraction Points.** Individuals on the scheme will be subject to non-selective promotion to PO through time and qualification, based on an advancement 'Due Date' calculated from when an individual joined the scheme. A selection process will be conducted prior to an individual being accepted for entry onto the scheme, this is detailed in the paragraphs below. Any ESM LET who demonstrates the necessary academic ability, technical understanding, and appropriate leadership skills to support an accelerated route to Petty Officer will be considered. The selection opportunity will be during Phase 3 Training[4] and any subsequent specialist courses[5]. A Sea Recommend will also be acceptable which will be considered alongside performance during LET training. An ET/LET selected in Phase 3 Training (LETQC or subsequent specialist training) will retain their seniority date as an LET, with a Due Date for advancement to POET of 24 months from their Fast Track Start Date; this will be recorded as the JPA competency 'Professional|Fast Track POET|Navy|'.

c. **Selection Criteria.** Selection onto the LET to POET FT scheme will be merit based, supported by the individual's ability to complete the academic elements successfully, while demonstrating the leadership skills and potential required to be an effective POET. The pre-selection process will be co-ordinated by the Accelerated Technician Authority SM (ATA(SM)) and will seek to establish a candidate's qualifications, technical ability, potential and suitability for FT. To determine suitability, the process will review an individual's training, academic progress, and experience, as well as their aspirations, maturity, communication skills, engineering acumen and their potential to cope with the training and employment necessary in the FT scheme's compressed timescale. Candidates who are deemed suitable will then be presented to the FT Selection Boards (FTSB) conducted at least termly, which will select individuals for the FT scheme.

Table 73-8 - Selection Criteria LET – POET ESM FT Scheme

MESM and WESM(TWS/SWS/CIS)		
Selection Point	**Selection Criteria**	**Applicability**
LETQC / Post LETQC Specialist Courses or At Sea post LETQC	1. Educational Qualifications - GCSE Grade A* - C, (9 – 4 for summer examinations 2017 onwards), Functional Skills Level 2 or equivalent qualifications in English Language and mathematics.[6] 2. Recommended from Phase 3 Training, or from Sea. 3. Potential for Command, Leadership and Management as a Petty Officer. 4. Passed Selection Assessment with Divisional Officer.	All those on, or have completed, LETQC (MESM or WESM).

[4] Leading Engineering Technician Qualifying Course (LETQC) for WESM and Nuclear Propulsion Systems Course (NPSC) for MESM
[5] LET courses at RNSMS, TTF, ACTS or DSMarE.
[6] See BRd 3(1) Ch96 Para 9614.

d. **Selection.** Selection for the LET to POET FT scheme will take place towards the end of the MESM or WESM LET specialist training pipeline. Suitable candidates will be identified either by course managers or as volunteers. Exceptionally, candidates may be selected from sea following a recommendation from their Head of Department.

(1) **Selection During Training.** FTSBs for WESMs will normally take place towards the end of specialist PJTs in RNSMS or TTF. FTSBs for MESMs will normally take place termly on completion of NPSC (ME301). The selection process will be managed by the ATA(SM).

(2) **Selection from Sea.** Divisional Officers who believe they have a candidate suitable for selection should contact the ATA(SM) at the earliest opportunity. Candidates will require an SJAR (annual or special circumstances depending upon the timing) stating the reasons for their suitability for the FT Scheme and POET Training; this must have full endorsement from the platform MEO / WEO who must take into consideration whether the individual has demonstrated suitable levels of competence during their employment and if their performance during any qualifying boards merits a recommendation as a potential FT POET candidate. Once received, this report, along with previous SJARs and course reports, will be presented to the next FTSB and a decision on suitability for the LET-POET FT Scheme will be made. SJARS should include reference to the following attributes:

(a) Engineering aptitude.

(b) Technical Competence.

(c) Work ethic and capacity to complete sea competency elements within compressed time scales.

(d) Professional effectiveness and initiative.

(e) Any demonstrated academic ability to cope with an accelerated career progression.

(f) Potential to be a senior rating: reliability; power of communication; potential for CLM in the POET rate.

(g) Confidence to take on additional challenges and the ability to think on a level above the peer group.

(h) Management aptitude.

e. **Due Date and Eligibility for POETQC.** Individuals on the FT scheme will be subject to non-selective promotion. Whilst on a non-selective promotion scheme ratings are not presented to Select, Train, Promote selection boards. This is acknowledged by FT Certificate of Understanding Annex 73A.

(1) **Candidates from Training.** Candidates selected during specialist training will be awarded the JPA competency 'Professional|Fast Track POET|Navy|' at the end of their LET training pipeline[7]. A candidates Due Date will be 24 months from this point. Fast Track ratings will be assigned to a platform for an 18-month period before being expected to be ready to proceed to POETQC. During their time onboard a platform, and prior to becoming eligible to proceed to POETQC, LET to POET FT ratings are to complete the requirements detailed in Table 73-9 (WESM) and 73-10 (MESM).

(2) **Candidates from Sea.** Candidates from sea will be awarded the JPA competency 'Professional|Fast Track POET|Navy|' upon selection on to the FT scheme, candidates Due Date will be 24 months from this point. Individuals will remain on their platform and expect to proceed to POETQC in approximately 9-15 months, noting that they would have already spent a period of time onboard prior to selection. During their time onboard a platform, and prior to becoming eligible to proceed to POETQC, LET to POET FT ratings are to complete the requirements detailed in Table 73-9 (WESM) and 73-10 (MESM).

f. **Fast Track (LET to PO) Selection Board.**

(1) Fast Track Selection Boards (FTSB) are convened by the ATA(SM). The FTSB will consist of three members and must have a Lt Cdr from the candidate's specialisation as the chair. The other members will be at least the rank of Lt and/or WO1/WO2 including one from the Branch Management Office. The FTSB for LET to POET will take the format of a STP selection board: candidates will not be present, and the board members will review recent SJARs alongside professional course examination results.

(2) **Successful Candidates.** Successful candidates will be informed by the FTSB Chair or the ATA(SM), the JPA competency 'Professional|Fast Track POET|Navy|' will be awarded by the ATA(SM). A Selection Notification detailing Fast Track selections will be produced by the ATA(SM) and uploaded on to the RN Workforce Appraisals website. Individuals are responsible for checking the competency is entered into JPA. FTSB selection records will be held by the ATA SM for 3 Years. Those accepted on to the FT Scheme are required to complete Annex 73A Part A - Certificate of Understanding and return this to the ATA(SM).

[7] LETQC, NPSC ME301 (MESMs only) and all required Specialist Equipment courses (WESMs only).

g. **Transfer to Fast Track - Minimum Assignment Notice.** The FT scheme accelerates individuals through the advancement system and may require shorter than the minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for courses and employment associated with their advancement. This will be acknowledged by successful candidates when they sign the Part A of the Certificate of Understanding, accepting the terms of service of FT scheme, including waiving their rights to promotion under the selective promotion route and to the full assignment notice period. Should an individual be removed from the FT scheme then Part B of the Certificate of Understanding will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding can be found at Annex 73A, signed copies will be retained by both the ATA(SM) and the individual.

h. **Career Management.** The planning and enrolling of individuals onto a Qualifying Course (QC) will be completed by the ATA(SM) in liaison with the relevant Career Manager (CM). In general, FT personnel will be provisionally allocated a future POETQC start date at, or shortly after completing their current LETQC, giving 18 months at sea. Attendance on a QC will be dependent upon the completion of all the relevant criteria detailed in Table 73-9 (WESM) or Table 73-10 (MESM). Frequent liaison between the employing submarine and the ATA(SM) will ensure that Training Schools, CMs and employing submarines can plan effective movement of FT personnel.

i. Where, during POETQC, FT candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from FT and the QC. SP will continue to serve in their current substantive rate and transfer back to Selective Promotion as the eligibility route for future promotion.

j. Individuals who refuse to undertake the QC will be deselected from FT, continue to serve in their current substantive rate, transferring back to Selective Promotion.

k. **Professional Development.**

(1) Those on the Fast Track LET – POET scheme will be assigned to a sea going platform for a nominal 18 months from completion of their LETQC and associated professional / equipment courses.

(2) During this time, they are to complete all the requirements of Table 73-9 (WESM) or Table 73-10 (MESM), prior to attending POETQC.

(3) All LETs, including those on the FT Schemes, are expected to complete the Level 3 Apprenticeship, including completion of the Apprenticeship Portfolio and End Point Assessment.

l. **SJAR Reporting Requirements.** Annual SJARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether an individual continues to maintain a recommendation for the FT scheme.

m. **Advancement Criteria.**

(1) Pre-POETQC requirements are detailed in Table 73-9 (WESM) and 73-10 (MESM).

(2) Advancement to Acting Petty Officer (where eligible) will be iaw Table 73-11.

(3) Advancement to Substantive Petty Officer will be iaw Table 73-12

n. **Failure to Complete Professional and/or Leadership Course.** If the individual fails to complete QC and/or SRLC before the due date, or within 12 months of the due date because of Service reasons (out with own control) or non-service reasons (within own control) then BRd 3(1) Para 6802 will apply. There may be occasions where a FT individual is at their due date for advancement but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA(SM), an application for the Acting Higher Rate (AHR) will be considered against the 'Inability to Satisfy Criteria for Advancement' - see BRd 3(1) Para 6802 and Para 6803.

o. **Fast Track Failure Policy and De-Selection from Scheme.** FT ratings may be removed from the scheme at any time. Where necessary the warning proforma at Annex 73C is to be used. If removed from the scheme individuals will lose the right to any associated advancement and career progression will be in accordance with Para 7412 (MESM) and Para 7509 WESM). Non-selective promotion will cease, and promotion will be by selection only. FT candidates that fail to meet the criteria and successfully complete the qualifying courses will lose their FT status and return to a submarine as an LET. Future promotion will be by the normal selection process. Ratings may be removed from the Fast Track scheme under the following circumstances:

(1) FT recommendation is removed by the Commanding Officer or Head of Department.

(2) FT candidate fails to progress as expected.

(3) FT candidate fails to meet the standard expected of a potential POET.

(4) FT candidate requests to return to the Select Train Promote population.

(5) FT candidate fails to successfully complete POET training pipeline[8].

(6) FT candidate submits application for Early Termination.

[8] POETQC pipeline includes NPOC for MESM and TWS, CIS, SWS career courses for WESM.

p. Once selected, an individual will remain on the LET-POET FT scheme unless their progress, performance or standards are deemed insufficient, or they voluntarily choose to remove themselves. Where an individual has not been able to maintain FT accelerated training progress, they will be de-selected from the FT scheme, revert to the standard selective promotion route, and continue training and employment as necessary to meet the Service requirement.

q. Once the ATA(SM) are informed of an individual who is not performing at the standard required they will consult with the individuals DEPCO to determine the appropriate course of action. The FT Progress Warning Proforma at Annex 73C should be used. Liaison between the employing unit and ATA(SM) should be started at the earliest opportunity.

r. Removal from the FT Scheme should not be interpreted as professional inadequacy since there may be many reasons why an individual is not able to sustain the required progress against the perceived potential assessed in the Training School. Removal from FT will lead to individuals being subject to the standard Select, Train, and Promote process.

s. Where Ratings are removed from the Fast Track scheme Annex 73A Part B will be completed by the individual and the ATA(SM); the candidate is then formally removed from the scheme, the ATA(SM) will end-date the FT competency and inform the Career Manager.

t. **Fast Track Progress Warnings.** The process for warning an individual of potential removal from the FT Scheme is discrete from the RN's standard formal warning routine for ratings on the trained strength since it relates solely to either:

(1) Failure to meet required training timelines for FT advancement.

(2) Failure to retain Command recommendation for advancement on the scheme.

u. Due to the compressed timescales necessitated by this scheme, the duration between warning review and possible escalation is equally compressed to typically no more than one month and comprises two tiers: Level 1 - DO's Warning and Level 2 - HOD's Warning. In all cases, units are recommended to consult with the ATA(SM) to ensure fleet-wide consistency for management of training risk within the scheme. Should an individual move assignment whilst on FT warning the despatching unit is to write to the new unit to hand over the warning.

v. Recognising the need for timely action within this scheme, the FT Warnings process does not require supporting appraisal reports, instead the proforma at BRd (3) Annex 73C is to be used.

w. **Scheme Completion and substantiation.** All FT LET to POs will substantiate as POs as detailed in Table 73-12. On achieving substantiation, personnel will be offered an additional 10 years ES3 engagement to align with all Engineering Profession ratings. They will have 30-days to opt-out of transfer to ES3 on substantiation, otherwise they will automatically be transferred to an ES3 engagement.

Table 73-9 - WESM Pre POETQC Requirements

Requirement	Competence	Proficiency Level	Notes
Completed LET(WESM) Taskbook			2
L3 Apprenticeship complete		As achieved	4
Awarded RPS for LET(WESM)	Professional|OPS for LET(WESM) DQ40|Navy.	As achieved	
SWS Ratings Passed Ship Qualification Board	SM|SWS(VAN) FCSUP Ship Board Qualified|Navy| **or** SM|SWS(VAN) LCHRSUP Ship Board Qualified|Navy| **or** SM|SWS(VAN) NAVSUP Ship Board Qualified|Navy|		
TWS Ratings Qualified as Duty Fwd Technical Supervisor / Duty TWS Supervisor and Qualified SCC Operator	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **and** SM|V/A Class Panel Qualified|Navy| **and** Professional|SM Control Console Operator|Navy|		
CIS Ratings Qualified as Duty Fwd Technical Supervisor and Planes **Operator (relevant to SM Class)**	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **and** SM|Astute Class Planesman Qualified|Navy **or** SM|V Class Aftplanes Qualified|SM		

Table 73-10 - MESM Pre POETQC Requirements

Requirement	Competence	Proficiency Level	Notes
Completed LET(MESM) Taskbook.			2
L3 Apprenticeship complete		As achieved	4
Awarded RPS for LET(MESM)	Professional|OPS for LET(MESM) DQ40|Navy	As achieved	
Qualified as a Category C Watchkeeper	Professional|SM Category 'C' Nuclear Watchkeeper|Navy|		3
Qualified as a Shutdown Supervisor	Professional|SM Shut Down Supervisor|Navy|		3
Qualified as Duty Fwd Technical Supervisor	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy|		3
Qualified SCC Operator	SM|V/T/A Class Panel Qualified|Navy| or Professional|SM Control Console Operator|Navy|		3

Table 73-11 - Acting POET(MESM/WESM) Advancement Criteria[9]

Requirement	Competence	Proficiency Level	Notes
Completed LET(MESM/WESM) Taskbook			2
Awarded OPS for LET(MESM/WESM)	Professional|OPS for LET(MESM/WESM) DQ40|Navy		
To be educationally qualified for promotion (EFP) iaw Para 9614.	Educational|RN/RM English Level 2|Navy **or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **and** Educational|RN/RM Mathematics Level 2|Navy **or** Educational|RN/RM Mathematics Proxy A*- C|Navy|	As achieved	
Recommended for advancement to POET by HOD.			
At or passed LET-POET Fast Track Due Date (competence date plus 2 years)	Professional|Fast Track POET|Navy|		
Commenced POET(MESM/WESM)QC.	POET(MESM)QC: ME264 **or** POET(WE)(W,S,SM,CIS) Career: WE316|Navy|		

Advanced to Acting POET(MESM) or (WESM)

[9] Where eligible and iaw Detailed in BRd 3(1) Ch 68 Para 6802

Table 73-12 - Substantive POET(MESM/WESM) Advancement Criteria

Requirement	Competence	Proficiency Level	Notes
Completed POET (WESM) or (MESM) Qualifying Course (QC)	WE|POET(WE) (W S SM CIS) Career (WE316)|Navy| **or** ME|POET(MESM) Qualifying Course (ME264)Navy|	Pass	1
(MESM Only) Completed Nuclear Propulsion Operators Course (ME304)	'ME|NPOC(V) - Nuclear Propulsion Operations Course (V Class) (ME304V)|Navy|' **or** 'ME|NPOC(A) - Nuclear Propulsion Operations Course (A Class) (ME304A)|Navy|'	As achieved	
Completed Senior Rates Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		1
Recommended for advancement to POET			
At least 6 months since last Career Check (if any) on date due advancement			
To be educationally qualified for promotion (EFP) in accordance with BR3 Para 9614 and recorded on JPA	Educational|RN/RM English Level 2|Navy| **or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **and** Educational|RN/RM Mathematics Level 2|Navy| **or** Educational|RN/RM Mathematics Proxy A*- C|Navy|		

Advanced to POET (MESM) or (WESM)

Notes:

1. *Failure to Complete Professional and/or Leadership Course. Refer to BRd (3) 6803 for rules on the impact on a rating's advancement if rating fails to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of Service reasons (out with own control) or non-service reasons (within own control).*



2. *The LET(MESM) (L) or (M) and LET(WESM) taskbook will be issued on completion of LETQC. For SWS, on completion of TTF PJTs*

3. *Ratings on the MESM LET-POET Fast Track scheme must fully qualify Fwd and Aft. Every effort by line management should be made to provide a balance of experience in both roles.*

4. *RPS is to be conducted once qualified in all positions. Whilst the RPS is not coupled to the L3 EPA, both must be completed prior to commencing POETQC.*

7303. Probationary Leading Hands

The rank of Probationary Leading Hand (P/LHs, commonly known as PLETs) is applicable to those recruited under the AA(SM) scheme and Royal Navy Under-Graduate Apprenticeship Scheme (UGAS) and the ESM Degree Top Up Scheme (DTS). Further details regarding the employment of P/LHs can be found in Ch 68 Para 6808.

7304. Accelerated Apprentice(Submarines) (AA(SM)) Scheme Overview

a. The AA scheme has been developed to appeal to the growing population of school leavers with Level 3 STEM qualifications (A-levels and vocational). It provides a route to exploit the potential of these individuals by expediting through-flow to LET by means of an approximately 2-year training programme. It will also add a route of entry which will be attractive to school leavers holding Engineering and Science Level 3 qualifications and is expected to contribute to the recruitment of improved talent to the RN engineering cadre. The scheme provides a bespoke training pipeline for AA personnel which accounts for their already achieved Level 3 qualifications. Once training is completed and the individual becomes a Gain to the Trained Strength (GTS), they leave the AA scheme and are treated as a standard LET.

b. On completion of the LETQC pipeline (LETQC and sub-specialisation training) once at GTS, the Minimum Time to Serve (MTS) will start, where AA(SM)s must deliver 30 months of service before they may submit their request for early termination[10] (42 months total). The RoS for LETQC (24 months) will commence at the same time and working out of the liability will run concurrently.

[10] Detailed in BRd 3(1) Ch 53 Para 5302.

c. The scheme is under DDPD governed via the NSEPB, chaired by DDPD. At Hd level, the scheme is owned by Hd BM, who delegates policy authority to the respective Branch Managers (EGS, ESM and AE). For the ESM cadre the scheme is managed by the Accelerated Technician Authority (ATA(SM)).

d. On joining HMS RALEIGH for New Entry Training, AA recruits will be Probationary Leading Hands (P/LH). They will remain P/LHs until completion of the AA pipeline (see Note 1). Guidance on management of P/LHs can be found at Ch 68 Para 6808.

e. **Selection.** Due to both the accelerated nature and limited places available on the AA scheme, the recruitment process is bespoke and selective. As of January 2025 AAs are recruited by profession, being streamed into a branch during week 7 of Phase 1 training. Recruitment of AA candidates is the responsibility of Recruit and Attract (RA). During this process, the performance of candidates will be collated and recorded by the RA Accelerated Engineer Coordinator (AEC).

f. **Branch Transfer to AA(SM).** AA(SM) remains a new-to-service scheme and positions should be filled with direct entry recruits. If this requirement cannot be fulfilled with new recruits and dependent on the needs of the service, Branch Managers may elect to accept branch transfer requests into the scheme. These branch transfers should be considered for an individual when there has been an oversight or missed opportunity at the recruitment stage and not to give a second chance at application to the scheme.

g. Potential branch transfers should be identified as early as possible during Phase 1 or Phase 2 training but must be accepted prior to the end of Phase 2 training.

h. Divisional staff of the recruit should check the schemes academic requirements are met[11]. Once content, or if further guidance is required, copies of education certificates should be sent to UTS Ratings Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ UTSPM RTG). Once confirmed academic requirements are met, an Untrained Strength (UTS) branch transfer request[12] should be made by the Divisional staff.

i. Upon receipt of branch transfer request, UTS Ratings Training Pipeline Manager will contact ATA(SM) to arrange a branch transfer interview. The purpose of this interview is to assess the candidate's suitability to the scheme. A flowchart to aid branch transfer process can be found at Annex 73Q.

j. The following criteria will be reviewed and assessed during branch transfer process / interview. An interview guide can be found at Annex 73Q:

(1) Course reports (if applicable)

(2) Academic and vocational achievements

[11] Liaison with R&A via ATA(SM).
[12] Detailed in BRd 3(1) Ch 51 Section 2

(3) Engineering acumen

(4) Knowledge of the scheme

(5) Leadership potential

k. Successful candidates will be informed by the ATA(SM), who will consult with UTS Rating Training Pipeline Manager to complete the transfer. The transfer will happen on the first day of joining the AA(SM) training pipeline. At this point, the recruit will assume the rate of Probationary Leading Engineering Technician (PLET) and contracts will be updated to reflect.

l. **Professional Development Phase (PDP).** The PDP organisation is part of the Submarine Support Group (SSG) located in HMNB Devonport. PDP commences on successful completion of Submarine Qualification (SMQ) Dry training and finishes when the AA(SM) cohort commence their specific LETQC. AA(SM) personnel are considered Phase 3 trainees on completion of SMQ(Dry). The nominal time spent in PDP is between three and six months.

m. Until an AA(SM) or DTS member achieves GTS, PLETs have limited experience as a Leading Hand, therefore the training and development pipeline considers the requirement to develop the CLM attributes of Probationary LETs as a priority before qualification as a Submariner. It is not appropriate for any AA(SM)s to complete the Basic Submarine Qualification whilst UTS (during SMQ, PDP or LETQC) and it must not be undertaken until assigned to a submarine for their first assignment as a GTS OR4.

n. PDP is designed to develop the AA(SM) to a position where they are ready to attend LETQC, noting a lack of experience. Practical training is undertaken on an opportunity basis, as platform programmes allow. PDP staff should endeavour to achieve the following.

(1) PDP staff will support AA(SM) personnel to engage with the SM community, via access to platforms in Devonport. This will aid integration whilst on LETQC.

(2) In addition to formalised engineering training whilst at PDP (ME180), students will be afforded the opportunity to engage with engineering tasks on platforms over a range of specialisations.

(3) Formalised Leadership training in the form of DLC will be delivered whilst at PDP. In addition, staff will mentor AA(SM) personnel in preparing for LRLC and their role of LET.

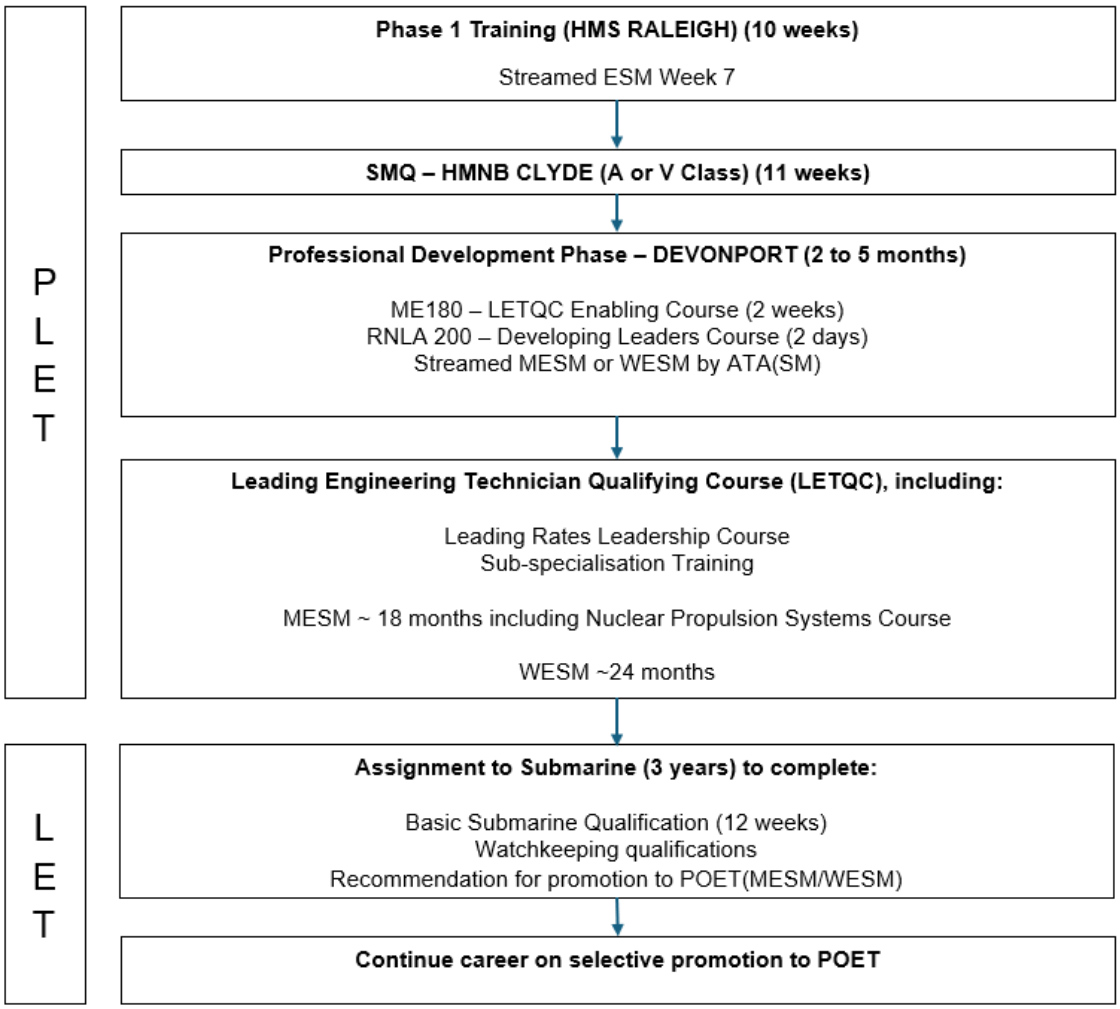
o. PDP will include the following courses.

(1) AA(SM) Enabling Course - ME 180

(2) Developing Leadership Course (DLC) – RNLA 200

p. Fig 73-1 displays the AA(SM) career on a page.

Figure 73-1



p. **Advancement Flowcharts.** The following rules apply to personnel recruited to the AA scheme.

AA(SM) Advancement Criteria

Entry to HMS RALEIGH (See Note 3)

PLET AA(SM) to LET(MESM) / (WESM)

Table 73-13 - Leading Engineer Technician AA (Submarine) Advancement Requirements

Requirement	Competence	Proficiency Level	Notes
Complete Phase 1 New Entry Training.			
Complete SMQ(Dry).			
Complete RNLA 200 Developing Leader Course.	'Miscellaneous|Developing Leadership (RNLA 200)|Navy|'		
Complete ME 180 Enabling Course.	'SM|SM Accelerated Apprentice Enabling Course (ME180)|Navy|'	Pass	
Passed LETQC.	'ME|LET(MESM) Career (ME176)|Navy|' **or** 'WE|LET(WESM) Career Course(WE214X)|Navy|' '	Pass	
Passed required LET specialist training courses.			6, 7
Complete Leading Rates' Leadership Course (LRLC).	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	
Recommended for advancement.			

Advanced to LET (WESM)/(MESM) (See note 5).

Notes:

1. *Details of branch specific pipelines can be found as Annexes to this chapter.*

2. *ESM candidates are streamed MESM or WESM following SMQ(Dry).*

3. *The eligibility criteria to be recruited as an AA include that they join educationally qualified for promotion (EFP) to LET in accordance with Para 9614. Appropriate competences should be recorded on JPA. At recruitment. A professional competency should be issued: Professional\|Advanced Apprenticeship\|Navy\|*

4. *On successful completion of the AA pipeline the individual will become a Gain to the Trained Strength and advanced to Leading Engineer Technician. They will then transfer to either the Selective Promotion Flowchart or, if selected, to the Fast Track POET Flowchart. Advanced Apprenticeship JPA competency should then be removed by CM to facilitate for Select/Train/Promote eligibility IAW para 5.*

5. *AA(SM) reach GTS as detailed in Para 7306. ATA(SM) will monitor as AA(SM) ratings reach their GTS point and will inform the UTS Pipeline Manager.*

6. *Common MESM specialist training ME301 Nuclear Propulsion Systems Course. MESM specialist courses for ME(L) streams are ME256 Propulsion Electrical Maintainer Course and ME 301 L modules. For ME(M) streams specialist courses are ME257 Propulsion Mechanical Maintainer Course and ME 258/259 M modules.*

7. *WESM specialist training courses include all equipment specific Pre-Joining Training Courses (PJTs) at RNSTC / TTF / ATF.*

7305. Undergraduate Apprenticeship Scheme (UGAS)

a. UGAS is an ESM specific scheme designed to accelerate recruits along the MESM or WESM career pipelines to POET. Details of the scheme can be found in Annex 73H and Annex 73I. UGAS ceased recruiting in 2021; however personnel remain in-service on the scheme.

b. On joining HMS RALEIGH for New Entry Training, UGAS recruits will be Probationary Leading Hands (P/LH). They advance to substantive LET and to POET at defined points in their training pipeline.

c. UGAS ratings will reach GTS as detailed in Para 7306.

d. CPOET Pre-Selection Requirements remain the same as for Select Train Promote ratings, however UGAS POETs must have achieved a minimum of 36 months in post as a substantive POET and are on ES2/FC before being eligible for selection to CPO.

e. UGAS personnel will be eligible for selection for transfer to ES2 at the point where an offer of an undergraduate place at the University of Portsmouth (UoP) is received. To be eligible for selection for ES2 personnel must have achieved the following

(1) At Role Performance Standard (RPS) for POET.

(2) Received an Overall Performance Grade (OPG) of B or higher on their most recent SJAR.

(3) Have a supporting comment in the 2RO recommendations for further service.

Personnel that have achieved these criteria but are still in their sea delivery phase (i.e. not yet due to commence their university phase) may request to transfer ES2 early to allow them to receive Retention Payment 1 (RP1) due to the associated Return of Service. Personnel wishing early transfer to ES2 should contact the ATA(SM)

7306. UGAS and AA(SM) Gains to Trained Strength (GTS) Point

The GTS point for each specific stream is on completion of the modules detailed below.

Table 73-14 - UGAS(MESM) and AA(SM) MESM GTS point

ME 'L'	ME 'M'
SMQ (Dry)	SMQ (Dry)
Leading Rates Leadership Course	Leading Rates Leadership Course
ME176 LET Qualifying Course	ME176 LET Qualifying Course
ME256 Propulsion Electrical Maintainer Course	ME257 Propulsion Mechanical Maintainer Course
Nuclear Propulsion Systems Course (NPSC 301) Common Modules	Nuclear Propulsion Systems Course (NPSC 301) Common Modules
ME301 L Class specific Modules	ME 258 / 259 M Class specific modules

Table 73-15 - UGAS(WESM) and AA(SM) WESM GTS point

WESM (Including WESM CIS)
SMQ (Dry)
Leading Rates Leadership Course
WE 214X LET Qualifying Course
LET Professional training based at the RNSMS/TTF

7307. Undergraduate Apprentice Scheme (UGAS) (WESM) - Promotion Regulations

a. The following rules apply to both 'In-Service' and 'New-to-Service' UGAS(WESM) ratings.

b. Further details of UGAS(WESM) are contained in the Annexes to this chapter:

Annex 73H - UGAS WESM Overview

Annex 73J - UGAS WESM CONOPS

Annex 73L - UGAS Example Tailored Career Agreement

Annex 73M - UGAS WESM & UGAS MESM Pipelines and UGAS University Degree Phase

c. New to Service UGAS(WESM) ratings join the Service as Probationary LETs, Para 7303 refers, and are advanced as detailed in Tables 73-16 to 73-18. In-Service UGAS(WESM) ratings entered the scheme at the appropriate point in their career and are advanced as detailed in Tables 73-17 and 73-18.

d. The UGAS scheme ceased recruiting personnel in 2021.

PLET(WESM) to LET(WESM)

Table 73-16. UGAS LET(WESM) Substantiation Criteria

Requirement	Competence	Proficiency Level	Notes
To be educationally qualified for promotion (EFP)[13].	'Educational|RN/RM English Level 1|Navy|' **or** 'Educational|RN/RM English Level 2|Navy|' **or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **and** 'Educational|RN/RM Mathematics Proxy A*-C|Navy|' **or** 'Educational|RN/RM Mathematics Level 1|Navy|' **or** 'Educational|RN/RM Mathematics Level 2|Navy|'		
Completed Leading Rates' Leadership Course (LRLC)	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		
Completed LET(WESM) QC	WE|LET(WESM) Career Course(WE214)|Navy|		1
At least six months since last Career Check (if any) on date due advancement			
Recommendation for advancement to LET(WESM).			

Advanced to LET (WESM)

[13] Detailed in BRd 3(1) Ch 96 Para 9614.

LET(WESM) to POET (WESM)

Table 73-17. Advancement to Acting POET (Note 2)

Requirement	Competence	Proficiency Level	Notes
Passed POET (WESM) Qualifying Course (QC)	WE|POET(WE) (W S SM CIS) Career (WE 316)|Navy|	Pass	1
Completed Senior Rates' Leadership Course (SRLC)	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		
At least six months since last Career Check (if any) on date due advancement			
Recommendation for advancement to Acting POET(WESM).			

Advanced to Acting POET (WESM)

Table 73-18. Advancement to Substantive POET(WESM)

Requirement	Competence	Proficiency Level	Notes
Passed POET (WESM) Qualifying Course (QC)	WE|POET(WE) (W S SM CIS) Career (WE 316)|Navy|	Pass	1
Completed Senior Rates' Leadership Course (SRLC)	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		1
Recommended for advancement to POET.			
Completed post QC specialist training			
At least 6 months since last Career Check (if any) on date due advancement.			
SWS Ratings Passed Ship Qualification Board	SM|(SW1201) SWS MCC Supervisor Ship Qualification Board|Navy| **or** SM|(SW1202) SWS MC Supervisor Ship Qualification Board|Navy| **or** SM|(SW1203) SWS Navigation Supervisor Ship Qualification Board|Navy|		
TWS Ratings **Qualified as Duty Fwd Technical Supervisor / Duty TWS Supervisor** **or** **Qualified SCC Operator**	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **or** SM|V/T/A Class Panel Qualified|Navy| **or** Professional|SM Control Console Operator|Navy|		
To be educationally qualified for promotion (EFP)[14].	'Educational|RN/RM English Level 2|Navy|' **or** Educational|RN/RM English Proxy A*- C|Navy|Navy|' **and** 'Education|RN/RM Mathematics Level 2|Navy|' **or** Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Advanced to POET (WESM)

[14] Detailed in BRd 3(1) Ch 96 Para 9614.

e. Thereafter promotion will be in accordance with ET(WESM) regulations at Para 7509 for those UGAS ratings who choose to remain as a rating.



Notes:

1. Failures and Removal. *Failure of any one of the UGAS (WESM) pipeline courses or training targets will be dealt with in accordance with the UGAS (WESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET (WESM) pipeline. They will then only be eligible for promotion to LET or POET on selection in accordance with Para 7509 and will have no further opportunity to be considered for UGAS (WESM).*

2. UGAS Advancement Regulations. *UGAS ratings are* ***only*** *eligible for advancement to Acting POET (i.e. are not entitled to substantive promotion) prior to qualifying as a POET watchkeeper. Where previously qualified, e.g. during LET training time, this qualification must be retaken/refreshed to the satisfaction of the HoD.*

7308. Undergraduate Apprentice Scheme (UGAS) (MESM) - Promotion Regulations

a. The following rules apply to In-Service and New-to-Service candidates who enter the Service under UGAS (MESM).

b. Further details of UGAS (MESM) are contained in the Annexes to this chapter:

Annex 73I - UGAS MESM Overview

Annex 73K - UGAS MESM CONOPS

Annex 73L - UGAS Example Tailored Career Agreement

Annex 73M - UGAS WESM, MESM & University Degree Phase Pipelines

c. New to Service UGAS(MESM) ratings join the Service as PLETs, Para 7303 refers, and are advanced as detailed in Tables 73-19 to 73-21. In-Service UGAS (MESM) ratings entered the scheme at the appropriate point in their career and are advanced as detailed in Tables 73-20 and 73-21.

d. The UGAS scheme ceased recruiting in 2021.

PLET(MESM) to LET(MESM)

Table 73-19. UGAS LET(MESM) Substantiation Criteria

Requirement	Competence	Proficiency Level	Notes
To be educationally qualified for promotion (EFP)[15].	'Educational|RN/RM English Level 1|Navy|' **or** 'Educational|RN/RM English Level 2|Navy|' **or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **and** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **or** 'Educational|RN/RM Mathematics Level 1|Navy|' **or** 'Educational|RN/RM Mathematics Level 2|Navy|'		
Completed Leading Rates' Leadership Course (LRLC).	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		
Completed LET(MESM) QC	ME|LET(MESM) Career (ME176)|Navy|		1
At least 6 months since last Career Check (if any) on date due advancement.			
Passed LET Propulsion Electrical Maintainer's Course or LET Propulsion Mechanical Maintainer's Course.	ME|LET(MESM) Propulsion Electrical Maintainer (ME256)|Navy| **or** ME|LET(MESM) Propulsion Mechanical Maintainer (ME257)|Navy|		1
Recommended for advancement to LET(MESM).			
Started ME301 Nuclear Propulsion Systems Course.			

Advanced to LET(MESM)

[15] Detailed in BRd 3(1) Ch 96 Para 9614.

LET(MESM) to POET (MESM)

Table 73-20. Advancement to Acting POET

Requirement	Competence	Proficiency Level	Notes
Passed POET (MESM) Qualifying Course (QC)	'ME|POET(MESM) Qualifying Course (ME264)|Navy|'	Pass	
Completed Senior Rates' Leadership Course (SRLC) [16]	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'	Pass	
Started Nuclear Propulsion Operator's Course (NPOC),			
At least 6 months since last Career Check (if any) on date due advancement.			
Recommended for advancement to Acting POET(MESM).			

Advanced to Acting POET (MESM)

[16] SRLC will normally be completed as part of POET(MESM) QC.

Table 73-21. Advancement to Substantive POET(MESM)

Requirement	Competence	Proficiency Level	Notes
Recommended for advancement to POET.			
Complete POET (MESM) Qualifying Course (QC)	'ME|POET(MESM) Qualifying Course (ME264)|Navy|'		
Completed Nuclear Propulsion Operator's Course (NPOC).	ME|NPOC(V) - Nuclear Propulsion Operator (V Class) (ME304Y(V))|Navy| or ME|NPOC(A) - Nuclear Propulsion Operator (A Class) (ME304Y(A))|Navy| or ME|NPOC(T) - Nuclear Propulsion Operator (T Class) (ME304Y(T))|Navy|		1
Completed Senior Rates' Leadership Course (SRLC)	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		
At least 6 months since last Career Check (if any) on date due advancement.			
Qualified and served at least 6 months as a Category C Watchkeeper.	Professional|SM Category 'C' Nuclear Watchkeeper|Navy|		3
Qualified and served at least 3 months as a Shutdown Supervisor.	Professional|SM Shut Down Supervisor|Navy|		3
Qualified Category B Watchkeeper.	Professional|SM Category 'B' Nuclear Watchkeeper|Navy|		
To be educationally qualified for promotion (EFP) in accordance with Para 9614.	'Educational|RN/RM English Level 2|Navy|' Or 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' & 'Educational|RN/RM Mathematics Level 2|Navy|' Or 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Advanced to POET (MESM)

e. Thereafter promotion will be in accordance with ET(MESM) regulations at Para 7412.

Note:

1. Failures and Removal. *Failure of any one of the UGAS(MESM) pipeline courses or training targets will be dealt with in accordance with the UGAS(MESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET(MESM) pipeline. They will then only be eligible for promotion to LET or POET on selection in accordance with Para 7412 and will have no further opportunity to be considered for UGAS(MESM).*



2. UGAS Advancement Regulations. UGAS personnel are **only** eligible for advancement to Acting POET (i.e. are not entitled to substantive promotion) prior to qualifying as a POET watchkeeper.

3. Watchkeeping Experience Requirement. NRPA 3-4 Section 2 details the minimum Category C watchkeeper and Shutdown Supervisor experience requirement prior to Category B watchkeeper qualification. Any outstanding experience days from full qualification as a Category C watchkeeper (including Live Plant Drills) or Shutdown Supervisor qualification (including successful MRT initial qualification assessment) must be achieved prior to permitting Category B watchkeeper qualification. ATA(SM) monitor the experienced days accrued and will advise receiving units of any outstanding requirement. Any RNUGAS members outstanding Live Plant Drills for their Category C watchkeeping position should be confirmed with SUBFLOT/NRPA prior to enabling Category B qualification and watchkeeping.

7309. ESM Degree Top Up Scheme (DTS) Overview

a. The Degree Top Up Scheme provides an ESM only career structure utilising the AA(SM) training pipeline with Engineering Profession delivery to develop ESM OR4s and retain them up to and beyond OR6 on ES1/ES2 engagements.

b. Candidates will apply specifically for the scheme, new-to service with specific entry requirements, in-service with sufficient recommendation and proven ability. All candidates will be required to complete a selection interview and board.

c. Successful new-to-service candidates will enter service as PLETs, successful in-service candidates will branch transfer onto the scheme (except AA(SM)) and advance to LET to commence training.

d. DTS provides non-selective advancement to POET(MESM/WESM) only. All scheme members must fully complete sea delivery and training phases to qualify for the University Degree Phase and subsequent award of the in-service BEng degree.

e. Full details of DTS are at Annex 73D DTS MESM CONOPS and Annex 73E DTS WESM CONOPS.

ANNEX 73A

CERTIFICATES OF UNDERSTANDING - TRANSFER TO, OR REMOVAL FROM THE ENGINEERING SUBMARINE SERVICE FAST TRACK SCHEME

PART A - TRANSFER TO THE ENGINEERING SUBMARINE SERVICE FAST TRACK SCHEME

Being subject to: Advancement by time (in accordance with BRd 3(1) Chapter 68) and possible changes in minimum notice for assignment to sea and shore.

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

Selection Point	Date of Selection	Fast Track Start Date/LET Seniority Date	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the ESM Fast Track scheme:

a. I will be subject to advancement by time as detailed in BRd 3(1) Para 7301/7302 rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[2]

The above-named rating has been transferred to the ESM Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Date Due Advancement
LET / POET*	

* Delete as appropriate

Signed: ..... Rate/Rank: .....

Name (in capitals): ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.
[2] The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

PART B - REMOVAL FROM THE ENGINEERING SUBMARINE SERVICE FAST TRACK SCHEME

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

The Above-Named Rating has been removed from the ESM Fast Track scheme and will no longer be subject to time-based advancement.

The following seniority date has been determined by the ATA(SM) and will be recorded in JPA:

Rate	Seniority Date

Part 2 - Individual's Declaration[3]

I understand that on removal from the Fast Track scheme I will:

a. Return to being subject to selective promotion as detailed in BRd 3(1) Chapter 67 and Chapter 74/75*.

b. Be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59 Section 11.

* Delete as appropriate

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[4]

The Above-Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

The following actions have been completed;

- the individual has been fully briefed on implications of removal from Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed.

- all Fast Track competences have been removed from JPA; and

- the Individual's Seniority Date has been agreed with the FTA and recorded in JPA.

Signed: ..... Rate/Rank: .....

Name: ..... Date: .....

ANNEX 73B

FAST TRACK (ESM) SELECTION INTERVIEW GUIDE

1. The Fast Track Selection Interview (FTSI) will take the following format:

a. **Board Introduction:** The FTSI president will introduce the board members and outline the requirements of the board.

b. **Self-Introduction:** Candidates will be asked to give a short brief on their personal history and career to date.

c. **Training and Career Development:** Candidates should be able to demonstrate outline knowledge of the LET/POET Qualifying Courses and an understanding of ET career stream development and promotional prospects. Candidates will also be expected to demonstrate awareness of the role of LET and POET.

d. **System and General Technical Knowledge:** Candidates will be expected to demonstrate a good knowledge of basic systems that are taught during Phase 2, using diagrams if appropriate. They must be able to demonstrate an aptitude and understanding of basic engineering principles in both mechanical and electrical disciplines.

f. **General Awareness:** Candidates will be expected to have an understanding of the organisational structure of MESM or WESM departments from ET through to command level. Additionally, they must have an appreciation of the Royal Navy in terms of current and future equipment, platforms and operations.

2. Examiners' Guidance

Hints and guidance given to FTSI examiners regarding the standards they should be delivering/expecting:

a. Guidance for all candidates.

b. Ability to communicate orally and in writing.

c. Able to discuss various issues in a clear and logical manner.

d. Good standard of mathematics, broadly equating to GCSE Grade C or above.

3. Questions should be based, where appropriate, around scenarios the individuals would be likely to encounter on board. Use of diagrammatic explanations is acceptable. Allowances should be made for Phase 2s who may lack on board experience and may not use the correct terminology.

4. WESM ET to LET Fast Track Interview Proforma

Name & Rate		**Course No**	
Official Number		**Date of Interview**	
Date Joined RN		**QEPO on JPA**	
Board President		**Board Member**	

1. Training & Career Development. *FT Candidates should be able to demonstrate/show:*

- Understanding of FT and non-FT promotion timelines and qualifications.
- What are the Leadership and Management differences between AB, LH and PO?
- What is in the FT taskbook?

Comments:	/5

2. General Technical Knowledge. *FT Candidates should be able to demonstrate/show:*

General systems overview, including basic knowledge of:

- SM Weapon systems and their Operational Capabilities.
- Knowledge of internal and external communications, their capabilities and primary uses.
- Combat System (i.e. how Sensors, Combat System and Weapon systems interact).
- *SWS System – General Overview.

Comments:	/5

3. General Submarine Knowledge. *FT Candidates should be able to demonstrate/show:*

- Types of S/M used by the RN and their primary roles.
- Future platforms.
- How does a S/M dive, surface and manoeuver?
- Your role on board alongside and at sea.

Describe your watchkeeping role and any other responsibilities:

- Alongside.
- At sea.

Comments:	/5

4. Weapon Engineering Department. *FT Candidates should be able to demonstrate/show:* • Basic knowledge of TWS / *SWS systems and sections. • WE Department Family Tree. • Where will they sit in the WE Department once Fast Tracked to LET?	
Comments:	/5
5. Motivation and Leadership. *FT Candidates should be able to communicate:* • Why do you want to be a Fast Track? • Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers? • What experience do you have of leadership / management / being in charge of others?	
Comments:	/5
6. Overall Performance on the Board: Using an online source ask 1 engineering logic or mechanical reasoning problem. Including (but not limited to): • Preparation, use of correct engineering terminology, effective communication skills, military bearing, general conduct, etc.	
Comments:	/5

Result: V STRONG / STRONG / SATISFACTORY / FAIL			/30
Comments:			
Board President	Name:	Signed:	Date:

Selected for FT Scheme	Yes / No
Date of FT Scheme Selection	

*SWS Personnel Only

5. MESM ET to LET Fast Track Interview Proforma

Name & Rate		**Course No**	
Official Number		**Date of Interview**	
Date Joined RN		**QEPO on JPA**	
Board President		**Board Member**	

1. Training & Career Development. *FT Candidates should be able to demonstrate/show:*

- Understanding of FT and non-FT promotion timelines and qualifications, including all Taskbooks required to progress.
- What are the Leadership and Management differences between AB, LH and PO, and where do they fit into the MESM department family tree?
- What is your role onboard alongside and at sea?

Comments:	/5

2. Technical Knowledge. *FT Candidates should be able to demonstrate/show:*
General systems overview, including <u>basic</u> knowledge of:

- SM Primary systems and their functions.
- SM Secondary and Propulsion systems and their functions.
- SM Ship systems and their functions.
- Basic Engineering theory – Fridge cycle / electrical theory / ICE / HPAC, etc.

Comments:	/5

3. General Submarine Knowledge. *FT Candidates should be able to demonstrate/show:*

- Types of S/M used by the RN and their primary roles.
- Future platforms.
- How does a S/M dive, surface and manoeuver?

Comments:	/5

4. Engineering Aptitude. Ask 1

Using an online source ask 1 engineering logic or mechanical reasoning problem.

Comments:	/5

5. Motivation and Leadership. *FT Candidates should be able to communicate:* What is the role of an LET(MESM)? • Why do you want to be a Fast Track? • Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers? • What experience do you have of leadership / management / being in charge of others?	
Comments:	/5
6. Overall Performance on the Board: Including (but not limited to): • Preparation, use of correct engineering terminology, effective communication skills, military bearing, general conduct, etc.	
Comments:	/5

Result: V STRONG / STRONG / SATISFACTORY / FAIL	/30

Comments:			
Board President	Name:	Signed:	Date:

Selected for FT Scheme	Yes / No
Date of FT Scheme Selection	

ANNEX 73C

FAST TRACK SCHEME (ESM) - TERMS OF SERVICE AND FAILURE POLICY

1. Fast Track Terms of Service

a. The FT affords significant opportunity in terms of career progression at an earlier stage and that FT personnel will perform at a higher-than-average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit's organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and, therefore, it will be expected that FT personnel will be appropriately supported. The individual will be placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact to the due date achievement. At all times a FT individual must maintain a positive recommend to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

c. Personnel selected FT during Phase 2 Training and Direct Entry FTs who remain on the scheme (subject to completing all eligibility criteria) will be advanced to LET. Further selection for FT to POET will be dependent upon both performances on the LETQC and recommendation to remain FT. The FT to POET scheme selection board will consider all those recommended from LETQC.

d. To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand that, whilst on the FT scheme, they will not be considered at Selective Promotion Boards and also there may be occasions where the minimum time for assignment to sea and shore may not be achieved. On removal from the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual reversing the process, with an individual returning to Selective Promotion and minimal notice for future assignments.

e. FT Ratings will incur the same Training Return of Service (TRoS) associated with LETQC and POETQC, see Para 5304 and Table 53C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS liability is incurred from the start of the course, the actual return of service will start on completion of LETQC or POETQC respectively. This will be the case for all FT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule, this period will be determined by the ESM PM SO2; taking into consideration the amount of course completed and any other mitigating factors.

2. FT Scheme Failure Policy

a. The failure policy is to be followed for all FT personnel and is aimed at ensuring individuals remain focussed on meeting the required of the FT scheme. Where it is evident that agreed targets will not be achieved, FT personnel are to be placed on warning in a timely manner to re-focus the individual and highlight to the ATA(SM) the potential delay in the individual's progression.

b. There may be extenuating circumstances, both Service and Non-Service reasons, (see Para 6802) which may prolong an individual's time within the training pipeline. Delays may influence the ability to meet progression to LET or POET within the expected time and in all circumstances the ATA(SM) should be informed at the earliest point.

c. Any FT personnel that, for reasons of misconduct, incompetence, or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA(SM) at the earliest opportunity with a HOD recommendation on whether to be retained or removed from the FT scheme. SM or Training School staff are to seek the advice of the ATA(SM) during any escalation of warnings preceding the individual's due date for advancement.

3. Automatic Removal from the FT Scheme

The following occasions will be considered as reason for automatic removal from FT:

a. Submission of early termination request.

b. Not recommended for advancement.

c. Failure of Leadership Course (LRLC or SRLC), see Para 7.

d. Discipline resulting in disrating or career check.

e. Career break.

f. Failure to achieve/maintain the academic or qualification requirements.

4. De-Selection from the FT Scheme

a. Once selected, an individual will remain on the FT scheme unless they:

(1) Submit formal request to be removed from the scheme to ATA(SM).

(2) Fail to complete professional qualifications/requirements within the prescribed timescales.

(3) Demonstrate professional and/or performance-related reasons for unsuitability.

(4) Are removed from the scheme following escalation of warnings for professional, CLM or NGT reasons.

(5) Extracted for the In-Service Commissioning Scheme (if reverted to former rate, acceptance back onto the FT scheme will be on a case-by-case basis as determined by the relevant ESM PM SO2).

b. On submission of a request for early termination an individual will be de-selected from the FT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA(SM) prior to accepting any request for early termination to ensure that the individual is fully briefed on all aspects associated with removal from FT and completing the mandated notice, such as TRoS and being employed at sea during the notice period.

c. When a FT rating is de-selected from the FT scheme ATA(SM) will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual is to be fully briefed on all aspects of removal and future promotion will be by Selection.

(2) FT Certificate of Understanding (Part B), to be completed by the individual and ATA(SM).

(3) ATA(SM) to end-date the JPA FT competence.

(4) Individual's seniority date to be agreed with CM and recorded on JPA.

5. Voluntary Removal from the FT Scheme

a. At any stage of the scheme an individual can volunteer to be removed from FT and revert to selective promotion. The process is detailed below, and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or CM.

b. The request by an individual for removal from the FT scheme is to be forwarded to the ATA(SM) in writing for review and consideration. The CM and ATA(SM) will provide career advice to the individual including any TRoS liability in relation to any training courses that have been commenced/completed. The process to be followed is indicated below.

(1) The FT Rating is to submit a formal request in writing detailing the reason they wish to be removed from the FT Scheme.

(2) If the request for removal is associated with submission of Early Termination, ATA(SM) will liaise with the CM to determine further employment within their notice period.

(3) Where a request for removal is not associated with an Early Termination but occurs on LETQC or POETQC, withdrawals will be reviewed on a case-by-case basis for rejection or approval by the ESM PM SO2.

c. Once individuals have been removed from the FT scheme, they will continue to be managed by their Career Manager and ATA(SM) will cease engagement.

6. Failure within Professional Qualifying Courses

a. FT personnel who fail during Phase 2, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All FT individuals are to be considered by the Training School for removal from the FT Scheme on achieving Tier 2 / Level 2 Warning during LETQC and POETQC. For those undertaking Phase 2 (ETICC and SMQ), failure to achieve and maintain the selection standard detailed in Table 73-1 will result in removal from the FT scheme by ATA(SM), with ESM PM SO2 approval.

b. Back class for FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual case will be reviewed by the Training School, ATA(SM) and CM to assess the impact to the individuals training. Where a FT individual is being back classed, ATA(SM) will review the circumstances and determine the individual's suitability to remain on the scheme.

c. Where FT personnel fail or miss course module(s), the Training School policy is to be followed with the recovery of missed modules. Where a module(s) has been missed ATA(SM) is to be notified in all cases. Whether an individual remains on the FT scheme will be reviewed on a case-by-case basis, with the final decision being made between the Training School, ATA(SM) and ESM PM SO2.

d. DEFT academic requirements fully align with the in-service FT pre-selection requirements (90% ME ETICC course average, 80% RNSTC, 3.08 LOD WE107, 85% SMQ course average, failure of any module, removal of FT recommend through NGT/MAA) as detailed in Table 73-1. If a DEFT fails to meet the standard of a prospective in-service FT candidate, they will be removed from the DEFT scheme and revert to selection promotion and the pay scale relevant to their current seniority.

7. Failure of Leadership Courses

a. It is expected that all FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rate for which they have been recommended.

b. Any FT personnel who fail to pass LRLC or SRLC will be removed from the FT scheme for failing to meet the required leadership standard. In exceptional circumstances where there is sufficient mitigation and with a recommendation to return to leadership course by Royal Navy Leadership Academy (RNLA), it may be in the interest to retain the FT member on the scheme. This will be reviewed on a case-by-case basis.

c. On removal from the FT scheme following failure at LRLC or SRLC the individual will be transferred to the selective promotion route at their current substantive rate (i.e. on failing LRLC the rating will remain as an ET1). The individual must then gain promotion by selection and will attend leadership only after further selection for the next higher rate.

8. Fast Track Scheme Rules Regarding Failure

Table 73C-1 provides all reasons for failure and the associated actions to be taken. All instances will be reviewed on a case-by-case basis by the ATA(SM). Where an individual is removed from the FT scheme, the ATA(SM) will complete all relevant actions for the removal of the individual from the FT scheme, with ESM PM SO2 approval.

Table 73C-1. Fast Track Scheme Rules Regarding Failure

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
Phase 2 Training	NGT Failure (See Para 5750) Over 90% ME175, 80% MESM RNSTC, LOD of 3.08 WE107, and 85% SMQ average score (or training school equivalent) during Phase 2 Module Assessments not achieved (Note 1) Back Classed (Note 2) Failure of any academic module(s) Minor Administrative Action where repeat failings are formally recorded.	Removal from FT scheme and transferred to selective promotion (Eng Prof) Continue in Phase 2 training (Note 3) Future assignment managed by CM.
Sea employment as ET2 and ET1	Competence as an ET1 not achieved within 12 months sea service. Removal of FT recommend by HOD (Note 9) Not complete MESM / WESM taskbook Failure to qualify in all mandated watchkeeping positions. Failure to complete RPS check and L2 Apprenticeship EPA.	Removal from FT scheme and transferred to selective promotion (Eng Prof) Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
LRLC	Failure of LRLC (See Para 6908)	Removal from FT scheme and transferred to selective promotion (Eng Prof) Removed from LETQC Assigned to sea as ET1 (Note 7)
Phase 3 Training LETQC	NGT Failure (See Chap 57) Below 75% average score, or training school equivalent during Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of FT Recommend (Note 9)	Removal from FT scheme and transferred to selective promotion (Eng Prof) Removed from LETQC Assigned to sea as ET1 (Note 8)
Sea employment as LET	Competence as a LET not achieved within 18 months sea service. Removal of FT Recommend (Note 9)	Removal from FT scheme and transferred to selective promotion (Eng Prof) Remain at sea as LET Warning levels to be adjusted (Note 4) Assigned by CM (Note 5)
SRLC	Failure on SRLC (See Para 6908) Pre course documentation in-complete for SRLC (Note 6)	Removal from FT scheme and transferred to selective promotion (Eng Prof) Removed from POETQC Assigned by CM as a LET (Note 7)

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
POETQC	NGT Failure (See Chap 57) Below 75% average score, or training school equivalent during Module Assessments (Note 1) Removal of FT Recommend (Note 9)	Removal from FT scheme and transferred to selective promotion (Eng Prof) Assigned by CM as a LET (Note 8)

Notes:

1. *FT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School, ATA and relevant CM on a case-by-case basis and may result in removal from the FT scheme but not necessarily from the qualifying course. The FT scheme requires a course academic average not below 90% throughout ME157 and RNSTC training for MESM and LOD score of 3.08 throughout WE107 for WESM. The SMQ course average must not be below 80% to avoid training school warning, however it is expected for FT personnel to achieve over 85% to maintain FT status.*

2. *Where it is deemed necessary, but only in exceptional circumstances, a FT may be back classed. When back classed the individual's seniority and due dates may be adjusted accordingly as directed by the relevant CM and ATA(SM).*

3. *An individual shall continue in Phase 2 Training following failure at the discretion of the Training Officer.*

4. *Where warning levels have been issued due to an individual failing to achieve their planned progress on the FT scheme these warnings are to be reviewed upon removal from the FT scheme and transfer to Selective promotion and removed as appropriate. Where a warning is deemed necessary within the selective promotion also then it is to remain. Full clarification from the relevant CM and ATA should be sought by units.*

5. *On removal from the FT scheme and transfer to Selective promotion whilst serving at sea the relevant CM is to ensure the individual remains in post unless the warning level dictates otherwise. The individual's seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.*

6. *Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual's control, the individual is to be removed from the FT scheme.*

(Continued)

Notes: (Continued):

7. *On failure at LRLC or SRLC and following removal from FT Scheme it is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by the relevant CM or CMC.*

8. *It is assumed that the failure occurs before any due date for advancement to NHR and by not completing QC the individual is therefore not eligible for advancement. All cases will be dealt with on an individual basis by the ATA and the relevant CM.9. Where an individual is selected for FT, but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC or QC), HOD (Employment) or Training Officer (LETQC, POETQC) may make a recommendation for the individual to be removed from the FT scheme to the ATA and relevant CM.*

10. *On failure and removal from FT scheme, ATA(SM) will complete all necessary actions and will also liaise with relevant CM regarding future employment and assignments. Where necessary the CMWO1 will advise on individual cases.*

11. *Direct Entry FT (DEFT) ratings are managed to the same failure and warning policy as in-service FT ratings. Should DEFTs fail to complete training and sea delivery within the set timescales due to professional shortcomings, they will be transferred to Engineering Profession ET on the pay scale relevant to their seniority, typically OR2-1 Yr 1/Yr 2.*

Table 73C-2. Fast Track warning proforma

Full Name	Service Number	Unit
DEPCO	**Divisional Officer**	**HOD**

Date Initial Warning Issued		**Review Date**	
Date Level 1 Divisional Officer's Warning Issued		**Review Date**	
Date Level 2 HOD's Warning Issued		**Review Date**	
Date Unit Recommendation for Removal from Fast Track Scheme sent to ATA(SM)			
OR			
Date of immediate removal from FT scheme			
Details of supporting evidence to ATA(SM) (email, course report, gradings, MAAs etc)			

Details of shortcomings or areas to improve			
Remedial actions required by next review			
DEPCO/DO/HOD/ATA(SM) Name		**Date**	
DEPCO/DO/HOD/ATA(SM) Signature			

FT Candidate Statement

Placement on warning

I acknowledge that I have been placed on warning for the shortcomings detailed above. I understand the remedial actions required by the above stated review date and that failure to achieve the required improvement may result in my removal from the Fast Track scheme.

Or

Removal from Fast Track Scheme

I acknowledge that I have been removed from the ESM Fast Track scheme for failing to achieve the required standards detailing in BRd3(1) Chap 73 Annex C. I have been provided with a copy of this warning and completed the Fast Track Certificate of Understanding Part B.

Signed:

Date:

ANNEX 73D

DEGREE TOP UP SCHEME (MESM) CONOPS

1. Introduction

The intent of the DTS(MESM) is to provide the MESM profession with an enduring cohort of engaged, effective technicians with a certainty of growth at OR4 to OR6. To ensure the recruitment and retention of DTS technicians, the scheme will offer a highly desirable career to new-to-service candidates with a high academic achievement, in addition to an enduring in-service element allowing personnel either mis-recruited or with a proven record of success in the early stages of their MESM career to transfer onto the scheme. DTS personnel (hereafter referred to as scheme members) will advance at a prescribed rate allowing experience and leadership acumen to be developed alongside the MESM ET career path in 6 distinct phases. All training times detailed are approximate and depend on course availability, operational requirements and an individuals' eligibility to progress.

2. Scheme Overview

a. DTS members will enter service on an ES1 engagement to generate a versatile ESM LET watchkeeper/maintainer approximately 2.5 years from entry. During this time, they will be streamed into MESM or WESM sub-specialisations according to preference, pipeline management and professions requirement. They will transfer to an ES2 engagement at GTS, on completion of the LETQC training pipeline (see Para 8). MESM Scheme members will be retained beyond POETQC and will complete a minimum of 36 months qualified service as a POET(MESM), requiring Category B and SCCOP[1] qualification and delivery. The duration of Sea Delivery Phase 2 is variable to ensure scheme members serve a minimum of 36 months qualified before commencement of the University Degree Phase, aligning with the academic year.

b. This scheme has not replaced the AA(SM) scheme, they will both recruit and run in parallel. DTS is an enduring structure designed to identify suitable new-to-service and in-service candidates to provide an alternative route to deliver suitably experienced watchkeepers at a OR4 – OR6 level, meeting the evolving requirements of the RN whilst providing suitable attraction for recruitment and reward for retention.

3. Engagement

a. **New To Service Candidates.** Scheme members are badged as Probationary LETs (PLET) from commencing INT(R). Submarine programmes, training delays and the exigencies of Service life may delay progress along the DTS(MESM) career pipeline. The ES1/ES2 career model allows sufficient time for candidates to complete Sea Delivery Phase 1 and 2 and align to the start of the University Degree Phase. The management and delivery of the scheme is a function of the ATA(SM) in conjunction with the Career Managers (CM).

[1] Including shutdown qualifications, Shutdown Supervisor and Duty Forward Tech Supervisor.

b. **In-Service Candidates.** In-service candidates will be volunteers from various ESM careers, both UTS and GTS to achieve a spread of suitable candidates. As the volume of new-to-service candidates increases, it is expected that the in-service contingent of the scheme will reduce. In-service candidates who have been selected onto the scheme will not require any changes to their engagement or EED due to the limited in-service selection window. If in-service scheme members transfer to DTS during their ES1 engagement, they will transfer to ES2 engagement at the GTS point for new-to-service DTS.

c. In-service transfers from UTS Eng Profession, including Fast Track must branch transfer to DTS. Existing AA(SM)s may directly transfer onto DTS without the need for branch transfer however the selection process will be required.

d. All scheme members will be awarded a competence marker **(Professional|ESM Degree Top Up Scheme|Navy)** on their JPA competency profile to denote their membership of the scheme.

e. The DTS competency will be used to remove scheme members from selective promotion sift for POET. Selective promotion to CPOET(MESM) will be available once the Annual SJAR in the final year of Sea Delivery Phase 2 recommends the scheme member for promotion to CPO. Eligibility criteria apply IAW BR3(1) Chap 74 Annex 74B.

4. Career Phases

a. **Initial Training Phase.** Successful new-to-service applicants will conduct Initial Naval Training at HMS Raleigh (INT(R)) as Probationary LET(ESM) (PLET ESM). DTS is a submarine specific career, therefore the scheme members will not be streamed EGS or ESM in INT(R), they will remain ESM (unstreamed MESM or WESM) from joining until the Professional Development Phase, where they will then be streamed MESM or WESM specialisations. Following INT(R), they will be assigned to the Submarine Qualification (SMQ) Organisation to complete SMQ(Dry). On successful completion of SMQ(Dry) (including Firefighting and SMERAS) the scheme members will be designated as Phase 3 trainees although they will remain on the Untrained Strength (UTS).

Following SMERAS, they will attend Professional Development Phase (PDP) including AA(SM)/DTS enabling course at HMS Sultan (ME 180) and a Developing Leadership Course (DLC) at HMS Collingwood. This initial training phase will take approximately 10 months in total.

Summary of Initial Training Phase:

(1) INT(R) at HMS Raleigh as Probationary Leading Hand. (10 weeks).

(2) SMQ organisation (HMNB(C)) for SMQ(Dry) (A/V/D) (11 weeks).

(3) Initial SM firefighting and SMERAS (Linwood and HMNB(C)).

(4) Professional Development Phase (PDP) to conduct:

(a) ME 180 Enabling Course (HMS Sultan).

(b) RNLA 200 Developing Leadership Course (RNLA, HMS Collingwood).

b. **Shore Training Phase 1.**

(1) On completion of the Initial Training Phase, scheme members are then assigned to HMS Sultan to attend LETQC and associated specialist courses. Each scheme member will be streamed to electrical and mechanical sub-specialisations during ME176. Summary of Shore Training Phase 1:

(a) ME176 Leading Engineering Technician's (LET) Qualification Course for MESMs (LETQC(MESM)).

(b) ME256 LET Propulsion Electrical Maintainer Course or ME257 LET Propulsion Mechanical Maintainer Course depending on streamed sub-specialisation.

(c) RNLA102 Leading Rates' Leadership Course (LRLC).

(d) ME301 Nuclear Propulsion Systems Course (NPSC).

(e) Appropriate craft/Adqual courses[2]/ACTs courses.

(2) This phase of training will take approximately 15 months. Subject to satisfying service and eligibility criteria, candidates will be substantiated as Leading Engineering Technician (MESM) on completion of the LETQC pipeline, prior to joining their first submarine. At this point, they will become Gains to Trained Strength (GTS) and transfer to an ES2 engagement. The 3.5-year Minimum Time to Serve (MTS) will commence from achieving GTS.

c. **Sea Delivery Phase 1**

(1) Scheme members will be assigned to a Fleet time submarine for a statutory period of 36 months to achieve their Basic Submarine Qualification (BSQ) and complete delivery as an LET(MESM). During this time, they must qualify as:

(a) Category D: MMSWK/SDWK

(b) Category C: EPO/SCPO/MMSS

(c) Manoeuvring Room Shutdown Supervisor.

(d) SCCOP/DFTS[3].

[2] E.g. ME258 or ME259 Mechanical Craft courses or ME301L Electrical maintainer training. May also include ACTS training.
[3] Consideration for the requirement of qualification in subordinate watchkeeping positions should be made by the MEO.

(e) LET(MESM) RPS[4]

(f) L3 Apprenticeship

(2) Following successful completion BSQ (Full), they will be eligible for RRP(SM). On successful completion of their initial Category D watchkeeping position, they will be eligible for Nuclear Skills Pay (NSP). All scheme members will be managed to conduct maintenance and repair tasks under supervision, gaining experience in operations, maintenance, section management and repair in line with their Eng Prof (STP) counterparts.

(3) During the first 12 months of Sea Delivery Phase 1, scheme members may be employed as ET(MESM) watchkeepers to consolidate the foundation knowledge within their specific submarine environment, building their effectiveness as Category C watchkeepers/maintainers. Scheme members are required to complete LET RPS prior to commencement of Shore Training Phase 2 and achieve a recommendation for advancement to POET in their EoT/Annual SJAR. Scheme members will be assigned to a POETQC after 36 months onboard a Fleet time submarine[5].

d. **Shore Training Phase 2**

(1) On completion of Sea Delivery Phase 1, candidates will join HMS Sultan to attend POETQC and additional training elements for approximately 15 months. Shore Training Phase 2 consists of:

(a) ME264 Petty Officer Engineering Technician Qualifying Course (POET(MESM)QC).

(b) ME265 POET Advanced Propulsion Electrical Maintainer Course or ME266 POET Advanced Propulsion Mechanical Maintainer Course.

(c) ME304 Nuclear Propulsion Operators Course (NPOC).

(d) RNLA 103 Senior Rates Leadership Course (SRLC).

(e) ME303 series Specialist Maintainer Courses [6].

(2) During this phase, scheme members will complete the Engineering Foundation Degree which is required for enrolment to the University Degree Phase of the scheme. Scheme members will become eligible for advancement to Acting POET detailed in the advancement tables at Para 14.

[4] Full RPS requirements are detailed in BRd 3(1) Ch 74 Annex 74B.
[5] Where assignment to a Fleet time submarine is not possible, MEOs are to ensure their DTS members are available for deployment to sea on other units.
[6] E.g. ME303 courses – Diesel Maintainer, Primary Instrumentation Maintainer, Refrigeration and ACP Maintainer.

e. **Sea Delivery Phase 2.**

(1) Scheme members will be assigned to a Fleet time submarine for Sea Delivery Phase 2 as a POET(MESM) to complete the following qualifications.

(a) Category B: RPO/MCDO/METOW

(b) Manoeuvring Room Shutdown Supervisor.

(c) SCCOP and DFTS.

(d) Category B dual qualification and RPS for POET(MESM)

(2) Upon qualification as a POET(MESM) watchkeeper, and subject to the promotion eligibility criteria within Para 14, they will be advanced to substantive POET. This phase of their career will last approximately 42 months[7] but must include a minimum of 36 months substantive POET service during which they must achieve RPS[8] following completion of all MESM OR6 qualification requirements.

f. **University Degree Phase**

(1) The exact timing of the end of the sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET(MESM)[9]; any leave outstanding and the pre-requisites[10] required before candidates start[11] the 3rd year of the BEng Engineering degree. Throughout the University Degree Phase, candidates will remain as serving members of the RN. Liability for a 24-month Training Return of Service applies on enrolment to university and work out of the TRoS will commence from the date the providing university posts the degree results. In the January prior to starting at the participating university, scheme members will be required to indicate to the ATA(SM) which of the paths detailed at Para 4.g they will choose.

[7] BR3(1) Chap 59 – The duration of Sea Delivery Phase 2 depends on the scheme members time as a PO(ESM) trainee. By accepting the terms of DTS, scheme members are volunteering to extend their Sea Delivery Period 2 beyond 36 months. Any withdrawal of voluntary assignment extension may result in an additional sea assignment being required after MTA to complete the mandated 36 months sea delivery as a qualified PO(ESM)
[8] Annex 74B provides specific guidance for the RPS requirements (must be achieved within 30 months sea-service).
[9] 36 months qualified may commence on completion of Category B watchkeeper qualification or SCCOP and DFTS re-qualification.
[10] Bridging modules are a pre-requisite for the DTS degree scheme and typically start in July.
[11] Academic year starts in September.

(2) During the University Degree Phase, Reporting Officers do not have sufficient knowledge of any DTS members to appropriately support new applications for In-service Commissioning (ISC). DTS members applying for an ISC career are strongly advised to complete their application and administration, including the Admiralty Interview Board, during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation. Any ISC applications made too early in the Sea Delivery Phase may result in FSB selection/extraction during the Sea Delivery Phase which will risk eligibility to enrol onto the DTS in-service degree. Any applications made during the University Degree Phase may be deferred until the applicant returns to a role where sponsors have sufficient professional knowledge to support the ISC application. All ISC applicants are advised to engage with their DO, sponsor and the Recording Authority for further guidance.

g. **Completion of the Scheme.** On completion of the University Degree Phase, scheme members (new-to service and in-service) will have the following 2 career options:

(1) Continue on the standard ET(MESM) career pipeline where further progression will be subject to selective promotion.

(2) If an AIB pass has been achieved and they have been selected, join BRNC as a prospective MESM Engineer Officer[12].

h. **Return of Service.** In line with JSP 750 Pt 1 Annex C, the following Training Return of Service (TRoS) applies. Liability for TRoS is applied on commencement of the qualifying course and will start to be worked out from completion of the final module of sub-specialisation training and the formal posting of BEng degree results for the University Degree Phase.

(1) Leading Engineering Technician (Marine Engineering Submariner) Qualifying Course (Mechanical or Electrical) – **24 months.**

(2) Petty Officer Engineering Technician (Marine Engineering Submariner) Qualifying Course (Mechanical or Electrical) – **36 months.**

(3) 12-month In-service BEng degree top up (DTS) – **24 months.**

[12] It is recommended that all reporting requirements for selection to ISC are completed prior to assignment from Sea Delivery phase. RNTM-01-039-26 refers to ISC scheme.

5. Recruitment

a. The scheme targets recruitment from a demographic of proven academic ability. Potential candidates will be drawn from civilian personnel who already hold a minimum of Level 3 STEM qualifications (e.g. A Levels, BTech, HNC/D or Level 3 equivalent. On joining HMS Raleigh for INT(R), DTS members will be Probationary Leading Engineering Technicians (PLET) on an ES1 engagement. They will remain PLETs until Gains to Trained Strength (GTS) defined at Para 8, where they will be transferred to an ES2 engagement. Guidance on management of P/LHs can be found at BRd 3(1) Ch 73 Para 7303. Scheme members are managed by the ATA(SM) in conjunction with the ESM CMs.

b. The following premise underpins the scheme. Suitable candidates[13] are recruited on an ES1 engagement with the offer of paid training and education that delivers an in-service Batchelors of Engineering degree (BEng) on completion of the scheme. DTS should not be considered as an option to rapidly fix any one pinch point, but a format to grow and retain flexible, talented engineers required by the SM service and wider submarine/nuclear enterprise.

c. The candidate's remuneration and rewards rise rapidly throughout the pipeline. As well as a basic pay structure increasing with advancement, MESM ratings will attract both SM and Nuclear Skills Pay dependent on qualification. Additionally, the candidate will become eligible for Retention Payment 1[14] (RP1) after approximately 6 years qualified as a submariner. During the scheme, members may be suitable to attend an AIB and transfer to the Officer Corps, widening the available options for retention. Any scheme members that transfers to the Officer Corp prior to completion of the scheme will not be eligible for the DTS in-service degree. ISC candidates will continue on the ISC career pipeline, including the UY (Engineer) - University of Portsmouth (UoP) degree course.

d. On full completion of both Sea Delivery Phases, the scheme member will be eligible to attend the University Degree Phase of the DTS. Successful application to the providing university for enrolment onto the final year of the BEng degree, requires full completion of the in-service FdEng.[15]

e. **New-to-Service Entry Requirements**. DTS(MESM) entry requirements are as follows:

(1) Age on entry of 17 – 39 years.

(2) Be a British citizen, those holding dual nationality may be considered[16].

(3) Score 70 or more on the DAA Filter Index Score[17].

[13] Aged 17-39, 3 A levels (Maths, science, other) inc other equivalent L3 STEM qualification, DAA score >70.
[14] RNTM 01-095/24
[15] LETQC and POETQC pipeline provides 240 Credit Accumulation and Transfer Scheme (CATS) points.
[16] RNTM 03-059/25 – Nationality considerations for employment in HM Submarines
[17] Individual minimum requirements apply for each stanine

(4) Hold the following qualifications (equivalent qualifications are acceptable and DTS(MESM) applications can be made before exam results are known):

(a) Five GCSEs/Nat 5 at grade 4 (C) or better, including Maths, English language and at least one STEM subject.

(b) 64 UCAS points gained from Level 3 STEM qualifications (BTEC, A/A2/AS, T-Level or equivalents) in an engineering discipline, or maths and at least one in physical science, or computing subject.

Successful completion of DTS admission interview. Conducted by ATA(SM) or delegated representative.

f. **Exit Points.** Scheme members may exit the Service early, on completion of Minimum Time to Serve[18] (MTS) and any Return of Service[19] (RoS) attracted by professional courses and/or retention payments (defined at Para 4.h). With exception of the Statutory Discharge available within the first 6 months of entry, scheme members will be required to serve a minimum of 5 years and 6 months. This is calculated as 2 years to achieve GTS[20], followed by 3 years and 6 months MTS.

g. **In-Service selection.** The enduring element of in-selection to the scheme will apply as follows:

(1) UTS In-service candidates must meet the new-to-service DTS entry requirements to transfer to the scheme. Any UTS candidates with the exception of AA(SM) must follow the UTS branch transfer process.

(2) GTS In-service candidates may apply for DTS. Individuals must be recommended by their Chain of Command in an SJAR, be able to demonstrate suitability and capacity to complete the scheme, successfully pass the DTS Selection Interview and be approved for branch transfer. Candidates will then be presented to the DTS Selection Board for final consideration.

(3) Candidates will be considered from the ESM cohort of OR2 with the recommendation for DTS on their most recent SJAR. HODs or delegated representatives are to contact ATA(SM) with the detail of those applying for in-service selection.

(4) Candidates will undertake a DTS Selection Interview with ATA(SM) to determine their suitability for the scheme. The interview will form the final part of the selection process and will last approximately 45 minutes. Candidates will be informed of the decision on completion of the interview where successful applicants will be presented at the DTS Selection Board.

[18] BRd 3(1) Ch 53 Para 5302.
[19] BRd 3(1) Ch 53 Para 5303.
[20] GTS point relies on course completion, award of the specific course competencies and assumes no delays in training delivery.

(5) Candidates will be selected on merit at an annual DTS selection board, with PM ESM SO1 as chair, ATA(SM) WO1 and one other OF2 or OR9 from the ESM profession.

(6) DTS candidates will be selected considering the Maximum Authorised Number (MAuN). This will be set by ESM PM SO1 and reviewed by the ESM PM SO2s periodically.

(7) Successful candidates will be formally notified via DTS Selection Notification published on the RN Appraisals and Career Progression homepage following the board. The successful candidates HODs and DEPCOs will be informed immediately prior to publishing, by the ATA(SM).

6. Scheme Completion and Medical Fitness

a. **Temporary Downgrading.** If an individual becomes temporarily medically downgraded (M3/M4/M5 and/or TMU SM) such that they are not operationally deployable and are assigned to the MA7 medical margin, their time in the margin will not count towards the 36 months sea delivery time required in Sea Delivery Phase 1 and 2. ATA(SM), the MESM PM SO2 will review on a case-by-case basis and will endorse or apply an extension to the delivery time to account for the period the individual is non-deployable due to medical downgrade. For extended periods away from a seagoing unit, to allow time for full re-qualification on return, scheme members may be required to restart their Sea Delivery Phase 1 or 2 entirely, depending on their progression at the time of downgrade.

b. **Permanent Downgrading.** Scheme members who, prior to completion of Sea Delivery Phase 2, are declared permanently downgraded M3, M4 or M5 or assessed as ‘Permanently Medically Unsuitable for Submarines’ (PMU SM) will be assessed on a case-by-case basis, however those without completion of both delivery phases may not qualify for enrolment onto the University Degree Phase. UTS scheme members recruited onto the ESM specific career that have been deemed PMU SM will be referred to RNMBOS/MEB for consideration for discharge.

c. **Compassionate/Welfare Assignment.** If an individual becomes non-deployable due to major welfare issues (e.g. through Compassionate Area Restriction) or is assigned away from a unit for compassionate reasons, then the time that they are non-deployable will not count towards the 36 months sea delivery time required in Sea Delivery Phase 1 and 2. In these circumstances ATA(SM) and ESM PM SO2 will review on a case-by-case basis and will endorse or apply an extension to the delivery time to account for the period the individual is non-deployable. This condition does not apply to Compassionate Leave or short-term compassionate issues, not extending beyond 30 days where the individual may be managed appropriately within their current assignment.

d. Personnel that are unable to complete the DTS pipeline for reasons out with their control will be considered on a case-by-case basis by ATA(SM) and ESM PM SO2 as to whether on they remain on the scheme. For those unable to complete the scheme within prescribed timelines for operational reasons, the timeline may be extended to allow completion of the pipeline and University Degree Phase. If Sea Delivery Phases 1 and 2 are not completed to the satisfaction of ATA(SM) or ESM PM SO2, the right to attend the University Degree Phase may be forfeited.

e. Scheme members requesting Shared Parental Leave (ShPL) may be eligible IAW BRd 3(1) Ch 35 and JSP 760 Ch 27. During ShPL and the subsequent pause in the pipeline at any given stage, their time on ShPL during delivery periods will not count and any delays to training will be considered. Any extension to the pipeline to allow for the completion of training courses and sea delivery phases to enable enrolment onto the University Degree Phase will be considered on a case-by-case basis by ATA(SM) and ESM PM SO2.

f. Scheme members retain their entitlement to Maternity Leave IAW JSP 760 Ch 24, however any time on maternity leave will not contribute towards the 36-month Sea Delivery requirement. Scheme members will be afforded the opportunity following the maternity period, when fit to re-commence the Sea Delivery Phases to allow qualification for and the completion of the University Degree Phase. Scheme members must complete all training and delivery phases to commence the University Degree Phase.

g. Scheme members are entitled to request a Career Intermission (CI) whilst on the DTS(MESM) career. If the CI is approved, any time away from delivery during CI will not be contribute to the 36 months mandated delivery during either Sea Delivery Phases. The CI may impact the enrolment onto mandated qualifying courses, which will defer sea delivery and entitlement to enrol onto the University Degree Phase. Extended Career Intermissions may impact the requirement for operating currency and qualification.

7. Training

a. DTS utilises the existing AA(SM) pipeline and POETQC, avoiding the need to develop new courses or re-sequence the existing training plan.

b. SMQ will be completed to develop the understanding of the scheme member before commencing specialist shore training and education. It is a de-risking activity that gives candidates a first exposure to submarines before the Service invests significant elements of training in the individual.

c. Until the scheme member achieves GTS, PLETs have limited experience as a Leading Hand, therefore the training and development pipeline considers the requirement to develop the CLM attributes of Probationary LETs before qualification as a Submariner. It is not appropriate for any scheme members to complete the Basic Submarine Qualification whilst UTS which must not be undertaken until assigned to a submarine for Sea Delivery Phase 1.

d. DTS does not fit the traditional model of Phase 2 and 3 training status. To provide the most suitable level of care and oversight, as well as noting the seniority as PLETs the follow phase definitions will apply.

(1) Phase 1 – From entry in service until successful completion of INT(R) at HMS Raleigh.

(2) Phase 2 – From completion of Initial Naval Training until successful completion of SMQ(Dry).

(3) Phase 3 – From completion of SMQ(Dry) onwards.

e. All scheme members are enrolled onto a L3 Diploma (Maritime Mechanical Fitter) on commencement of LETQC. The Development Knowledge certificate is achieved during LETQC and the Development Competency certificate is achieved during Sea Delivery Phase 1. All scheme members must complete their apprenticeship during Sea Delivery Phase 1, by achieving a Pass following End Point Assessment. Apprenticeship end dates do not align with typical training timelines onboard, therefore continual progress with practical elements must be conducted before the apprenticeship planned end date regardless of time served.

8. DTS MESM Gains to Trained Strength (GTS) point

The GTS point for DTS MESM is defined as completion of the following modules:

a. SMQ (Dry)

b. DTS Enabling Course (ME 180).

c. Developing Leaders Course (RNLA 200).

d. Leading Rates Leadership Course (RNLA 102).

e. ME176 LET Qualifying Course.

f. ME301 Nuclear Propulsion Systems Course (NPSC).

g. LET specialist training.

(1) ME256 LET Propulsion Electrical Maintainer Course – Electrical.

(2) ME257 LET Propulsion Mechanical Maintainer Course – Mechanical.

(3) ME301L (Electrical maintainer), ME258 or ME259 (Mechanical Craft).

9. Warning Policy and Failures

a. Scheme members will be subject to the DTS/UGAS/AA(SM) warning policy detailed in BRd 3(1) Annex 73G. This policy is utilised to supplement BRd 3(1) Chapter 57 – Appraisals and Warnings, however with Probationary LETs phased training and GTS points differing to Engineering Profession (STP) MESM ratings, the following references apply (see Para 9c).

b. Scheme members have been recruited in line with elevated academic requirements, therefore, to continually demonstrate suitability for non-selective advancement and enrolment onto the in-service degree, they are expected to pass each stage of their training and qualification. Training failures will be managed in accordance with each training establishments failure policies, with oversight from the ATA(SM) to determine the scheme members suitability to continue. NGT/discipline warnings, including CLM shortfalls will also be recorded.

c. The failure policy for Untrained Strength (UTS) and Gains to Trained Strength (GTS) will apply as detailed below utilising the ATA(SM) DTS, UGAS and AA(SM) warning proforma at Annex 73P:

(1) UTS Phase 2 – Failures whilst UTS will be subject to the DTS warning policy, in line with BRd 3(1) Chapter 57 Section 7.

(2) UTS Phase 3 – Failures following SMQ (Dry) will be subject to the DTS warning policy, in line with BRd 3(1) Chapter 57 Section 7.

(3) GTS – Failures from the GTS point will be subject to the DTS warning policy, in line with BRd 3(1) Chapter 57 Section 8.

d. Voluntary withdrawals during training are required to complete any MTS/RoS incurred during training and individuals will be offered progression along the Engineering Profession ET route.

(1) Those failing whilst UTS will typically not be held to MTS/RoS when discharged from the RN via DUDT.

(2) New-to-service scheme members that withdraw from the scheme or fail after GTS but before qualification as a LET(MESM) Watchkeeper (Para 4C.1) will be considered on an individual basis how serve their MTS as an ET(MESM). Without prior attendance on ETICC, they may be required to complete ETICC prior to employment as an ET(MESM). It may be in the interests of the Service to waive the RoS requirement and allow them to leave the Royal Navy.

(3) In-service scheme members who withdraw from the scheme or removed from the scheme following failure will lose their entitlement to the in-service degree, will revert to the Engineering Profession (STP) terms and will be subject to merit based selective promotion.

e. Substantive DTS LETs that have withdrawn from the scheme will not be considered at the next annual promotion selection board, as exists for refusal of promotion for selective promotion (BRd 3(1) Ch 67 Para 6711). Those individuals may be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria (as per BRd 3(1) Ch 74).

f. The warning processes will apply to all scheme members. Training Providers, Divisional Officers, DEPCOs and HODs are to inform ATA(SM) when issuing warnings, either in line with training establishment processes or according to the BRd 3(1) Chapter 57 warning system. ATA(SM) will issue warnings IAW the DTS warning policy (Annex 73P) once suitable evidence is provided by the scheme members management chain, including warnings, MPARs, SJARs, course reports and HOD/Training Officer recommendations.

g. Failure of the BEng degree, resulting in the failure to award any grade will still constitute completion of the scheme. Scheme members have no right to re-attend the University Degree Phase at the expense of the scheme and any subsequent resit costs will be incurred by the individual.

10. Sea Service Employment

a. Sea Delivery Phase 1 - Despite having received maintainer education and training, DTS(MESM) experience levels will be low when they join a platform as an LET. CMs in conjunction with gaining platform DEPCOs may utilise personnel commencing Sea Delivery Phase 1 to undertake either Category D or Category C roles (during the first 12 months of Sea Delivery Phase 1, scheme members may be employed as Category D watchkeepers), although every opportunity should be afforded to the scheme member to qualify Category C to attract the Nuclear Skills Pay for that level, in line with their Eng Profession counterparts.

b. Sea Delivery Phase 2 – Platforms will gain scheme members from POETQC to conduct Sea Delivery Phase 2. These personnel will have completed all Cat C / MRSDS minimum watchkeeping requirements[21]. In addition, all personnel will have achieved SCCOP, DFTS and LET(MESM) RPS, therefore should be considered an experienced watchkeeper and maintainer in parity with Eng Profession personnel having recently completed POETQC. There is no requirement to manage their numbers onboard due to a concern of lack of experience or declare full maintainer/Section Head status.

c. During Sea Delivery Phase 2, the 36-month delivery will commence when full Category B qualification or SCCOP and DFTS re-qualification is achieved.

[21] MESM Nuclear watchkeeping requirements detailed in NRPA3-4

11. Management of the Scheme

a. The DTS Scheme Manager function is undertaken by the ATA(SM). Administration includes:

(1) Liaison and communication with RA staff, Career Managers, SUBFLOT and training providers, to ensure efficient flow along the career pipeline.

(2) The ATA(SM) is required to carry out the following functions:

(a) Mentor scheme members throughout career.

(b) Liaise with line management, training providers and CM to manage the progress of scheme members.

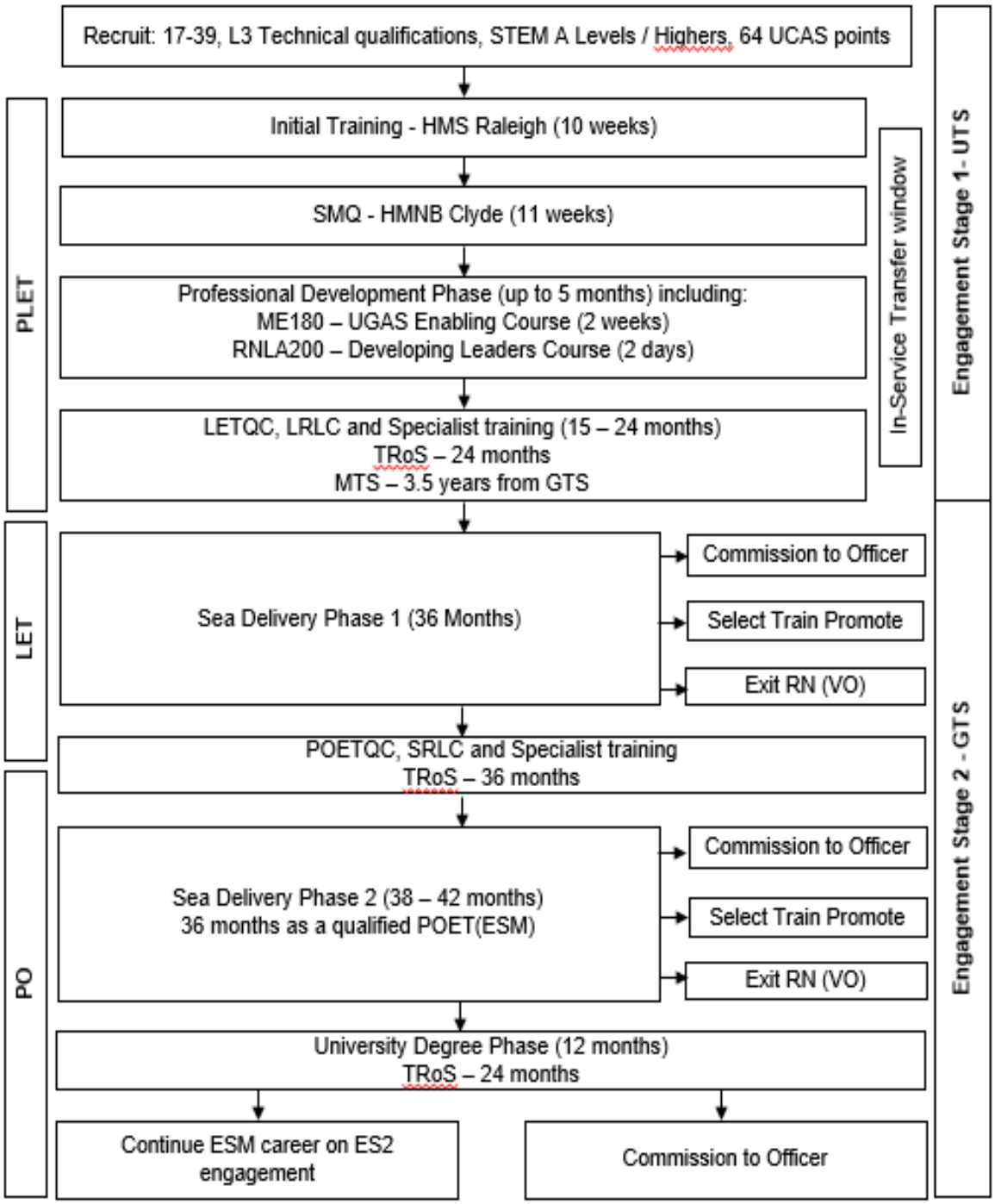
(c) Liaise with CM to ensure appropriate Sea Delivery Phase 1 assignments, with an aspiration of providing a distinct training opportunity in an appropriate SM environment.

(d) Monitor the scheme members progress throughout each phase, to ensure training and delivery satisfies the criteria for commencing the University Degree Phase.

(3) The Foundation Degree (FD) awarded during POETQC needs to be protected from reviews and any aspirations to steer training towards a higher apprenticeship that would see the FD negated.

b. **Interviews.** DTS candidates will undergo an interview to determine suitability for the scheme, which will be conducted by the ATA(SM) or delegated representative.

Fig 73D-1: DTS Career on a Page



13. Advancement Tables

PLET(MESM) to LET(MESM)
DTS LET(MESM) SUBSTANTIATION CRITERIA

Requirement	Competence	Proficiency Level	Notes
To be educationally qualified for promotion (EFP)[1]	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy|' Or 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*-C|Navy|' or 'Educational|RN/RM Mathematics Level 1|Navy|' or 'Educational|RN/RM Mathematics Level 2|Navy|'		
Complete Phase 1 New Entry Training			
Complete SMQ(Dry)	SM|Astute SMQ(D) Work Around (ACTS41)|Navy| or SM|Vanguard SMQ(D) (SMQ 002)|Navy|	Pass	
Complete RNLA 200 Developing Leader Course	'Miscellaneous|Developing Leadership (RNLA 200)|Navy|'	Attend	
Complete ME 180 Enabling Course	'SM|SM Accelerated Apprentice Enabling Course (ME180)|Navy|'	Pass	
Passed LETQC	ME|LET(MESM) Career (ME176)|Navy|	Pass	
Passed required LET specialist training courses			1
Complete Leading Rates' Leadership Course (LRLC)	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	2
Recommended for advancement to LET			

ADVANCED TO LET(MESM)

DTS(MESM) PRE-POETQC REQUIREMENTS

Requirement	Competence	Proficiency Level	Notes
Complete BSQ (Full)	SM|Basic Submarine Qualification - Astute Class|Navy| or SM|Basic Submarine Qualification - Trident|Navy|	Pass	
FWD LET(MESM) SCCOP and DFTS	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **&** Professional|SM Control Console Operator|Navy|	Pass	3
Category C Watchkeeper	Professional|SM Category 'C' Nuclear Watchkeeper|Navy| **&** Professional|SM Main Machinery Space Supervisor (Cat C)|Navy| or Professional|SM Electrical Panel Operator/Secondary Control Panel Operator (Cat C)|Navy|	Pass	4
Qualified Shutdown Supervisor (SDS)	Professional|SM Shut Down Supervisor|Navy|	Pass	5
Completed LET(MESM) Taskbook			
L3 Apprenticeship Complete		Pass	
LET(MESM) RPS complete	Professional|OPS for LET(MESM) DQ40|Navy|	Complete	
Completed 36 months Sea Service as a LET(MESM). (Sea Delivery Phase 1)			
Recommended for advancement to POET(MESM)			6

COMMENCE POETQC

LET/ACTING PO(UNPAID) TO ACTING PO(PAID) ADVANCEMENT CRITERIA

Requirement	Competence	Proficiency Level	Notes
Passed POET (MESM) Qualifying Course (QC)	ME|POET(MESM) Qualifying Course (ME264)|Navy|	Pass	
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'	Pass	
Commenced Nuclear Propulsion Operator's Course (NPOC)			
At least six months since last Career Check (if any) on date due advancement			
Recommendation for advancement to Acting POET(MESM)			7

ADVANCED TO ACTING PO (MESM)

DTS PO(MESM) SUBSTANTIATION CRITERIA

Requirement	Competence	Proficiency Level	Notes
Passed POET (MESM) Qualifying Course (QC)	ME|POET(MESM) Qualifying Course (ME264)|Navy|	Pass	1
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy		2
Recommended for advancement to POET			7
Completed POET(MESM) specialist training			1
NNPPO POET(MESM) Category B Watchkeeper qualified or FWD POET(MESM) Qualified Duty Fwd Technical Supervisor & Qualified SCC Operator	Professional|SM Category 'B' Nuclear Watchkeeper|Navy| and Professional|SM Reactor Panel Operator/Main Control Desk Operator (Cat B)|Navy| or Professional|SM Marine Engineering Technician of the Watch (Cat B)|Navy|		
	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **&** Professional|SM Control Console Operator|Navy		8,9
To be educationally qualified for promotion (EFP)	Educational|RN/RM English Level 2|Navy|' or Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Education|RN/RM Mathematics Level 2|Navy|' or Educational|RN/RM Mathematics Proxy A*- C|Navy		

ADVANCED TO SUBSTANTIVE PO(MESM)

UNIVERSITY DEGREE PHASE QUALIFICATION CRITERIA

Requirement	Competence	Proficiency Level	Notes
Completed 36 months Sea Service as a POET(MESM).(Sea Delivery Phase 2)			
Passed POET (MESM) RPS Assessment	Professional|OPS for POET(MESM) DQ31|Navy|		
NNPPO POET(MESM) Dual Category B Watchkeeper qualified	Professional|SM Category 'B' Nuclear Watchkeeper|Navy| **&** Professional|SM Reactor Panel Operator/Main Control Desk Operator (Cat B)|Navy| **&** Professional|SM Marine Engineering Technician of the Watch (Cat B)|Navy|		
Qualified Duty Fwd Technical Supervisor & Qualified SCC Operator	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **&** Professional|SM Control Console Operator|Navy		9
Qualified Shutdown Supervisor (SDS)	Professional|SM Shut Down Supervisor|Navy|		10

Notes:

1. *Substantiation will not take place until all modules for specialist and sub-specialist training have been completed and the relevant competency awarded on JPA. Seniority may be maintained if missed module is for service reasons/out of the scheme members control.*

2. *Failure to Complete Professional and/or Leadership Course. Refer to BR3 6803 for rules on the impact on a rating's advancement if rating fails to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of Service reasons (out with own control) or non-service reasons (within own control).*

3. *Qualification requires subordinate watchkeeping position qualification (DFTWK and SCCWK), taskbook completion, oral board, walkround and a CBRNDCQ led DC evolution, in harbour (DFTS) and at sea (SCCOP).*

4. *Including subordinate watchkeeping positions SDWK and MMSWK*

(Continued)

Notes: (Continued)

5. *Competency to be awarded on successful completion of MRT Initial SDS assessment, not the SDS oral board.*

6. *Recommend for attendance on POETQC should be present on the Annual/EoT SJAR for the scheme member.*

7. *For Substantive advancement to POET recommend gained during Sea Delivery Phase 1 is assumed valid unless withdrawn.*

9. *Full re-qualification as DFTS and SCCOP is required to commence 36- month sea delivery during Sea Delivery Phase 2.*

10. *New competency dates are to be recorded on JPA.*



11. *Full re-qualification as SDS is required during Sea Delivery Phase 2. New competency dates are to be recorded on JPA.*

12. ***Failures and Removal.*** *Failure of any one of the DTS(ESM) pipeline courses or training targets will be dealt with in accordance with the DTS(ESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET(ESM) pipeline if authorised by ESM PM SO1. They will then only be eligible for promotion to LET or POET on selection in accordance with BRd3(1) Ch 67 Para 6711 & BRd3(1) Ch 74. They will have no further opportunity to be considered for DTS(ESM).*

13. ***DTS Advancement Regulations.*** *DTS personnel are* ***only*** *eligible for advancement to Acting POET (i.e. are not entitled to substantive promotion) prior to qualifying as a POET watchkeeper.*

14. ***NRPA 3-4 Requirements.*** *Personnel must complete NRPA 3-4 Section 2 Para 0202 requirements prior to Cat B qualification.*

ANNEX 73E

DEGREE TOP UP SCHEME (WESM) CONOPS

1. Introduction

a. The intent of the DTS(WESM) is to provide the WESM profession with an enduring cohort of engaged, effective technicians with a certainty of growth at OR4 to OR6. To ensure the recruitment and retention of DTS technicians, the scheme will offer a highly desirable career to new-to-service candidates with a high academic achievement, in addition to an enduring in-service element allowing personnel either mis-recruited or with a proven record of success in the early stages of their WESM career to transfer onto the scheme. DTS personnel (hereafter referred to as scheme members) will advance at a prescribed rate allowing experience and leadership acumen to be developed alongside the WESM ET career path in 6 distinct phases. All training times detailed are approximate and depend on course availability, operational requirements and an individual's eligibility to progress.

2. Scheme Overview

a. DTS members will enter service on an ES1 engagement to generate a versatile ESM LET watchkeeper/maintainer approximately 2.5 years from entry. During this time, they will be streamed into MESM or WESM sub-specialisations according to preference, pipeline management and professions requirement. They will transfer to an ES2 engagement at GTS, on completion of the LETQC training pipeline (see Para 8). Scheme members will be retained beyond POETQC and will complete a minimum of 36 months qualified service as a POET(WESM). The duration of Sea Delivery Phase 2 is variable to ensure scheme members serve a minimum of 36 months qualified service before commencement of the University Degree Phase, aligning with the academic year.

b. This scheme has not replaced the AA(SM) scheme, they will both recruit and run in parallel. DTS is an enduring structure designed to identify suitable new-to-service and in-service candidates to provide an alternative route to deliver suitably experienced watchkeepers at a OR4 – OR6, meeting the evolving requirements of the RN whilst providing suitable attraction for recruitment and reward for retention.

3. Engagement

a. **New To Service Candidates.** Scheme members are badged as Probationary LETs (PLET) from commencing INT(R). Submarine programmes, training delays and the exigencies of Service life may delay progress along the DTS(WESM) career pipeline. The ES1/ES2 career model allows sufficient time for candidates to complete Sea Delivery Phase 1 and 2 and align to the start of the University Degree Phase. The management and delivery of the scheme is a function of the ATA(SM) in conjunction with the Career Managers (CM).

b. **In-Service Candidates.** In-service candidates will be volunteers from various ESM careers, both UTS and GTS to achieve a spread of suitable candidates. As the volume of new-to-service candidates increases, it is expected that the in-service contingent of the scheme will reduce. In-service candidates who have been selected onto the scheme will not require any changes to their engagement or EED due to the limited in-service selection window. If in-service scheme members transfer to DTS during their ES1 engagement, they will transfer to ES2 engagement at the GTS point for new-to-service scheme members.

c. In-service transfers from UTS Eng Profession, including Fast Track must branch transfer to DTS. Existing AA(SM)s may directly transfer onto DTS without the need for branch transfer, however the selection process will be required.

d. All scheme members will be awarded a competence marker **(Professional|ESM Degree Top Up Scheme|Navy)** on their JPA competency profile to denote their membership of the scheme.

e. The DTS competency will be used to remove scheme members from selective promotion sift for POET. Selective promotion to CPOET(WESM) will be available once the Annual SJAR in the final year of Sea Delivery Phase 2 recommends the scheme member for promotion to CPO. Eligibility criteria apply IAW BRd 3(1) Chap 75 Annex 75I.

4. Career Phases

a. **Initial Training Phase.** Successful new-to-service applicants will conduct Initial Naval Training at HMS Raleigh (INT(R)) as Probationary LET(ESM) (PLET ESM). DTS is a submarine specific career, therefore the scheme members will not be streamed EGS, AE or ESM in INT(R), they will remain ESM (unstreamed MESM or WESM) from joining until the Professional Development Phase, where they will then be streamed MESM or WESM specialisations. Following INT(R), they will be assigned to the Submarine Qualification (SMQ) Organisation to complete SMQ(Dry). On successful completion of SMQ(Dry) (including Firefighting and SMERAS) the scheme members will be designated as Phase 3 trainees although they will remain on the Untrained Strength (UTS).

(1) Following SMERAS, they will attend Professional Development Phase (PDP) including AA(SM)/DTS enabling course at HMS Sultan (ME 180) and a Developing Leadership Course (DLC) at HMS Collingwood. This initial training phase will take approximately 10 months in total. Summary of Initial Training Phase:

(a) INT(R) at HMS Raleigh as Probationary Leading Hand (10 weeks)

(b) SMQ organisation (HMNB(C)) for SMQ(Dry) (A/V/D) (11 weeks)

(c) Initial SM firefighting and SMERAS (Linwood and HMNB(C))

(d) Professional Development Phase (PDP) to conduct:

i. ME 180 Enabling Course (HMS Sultan)

ii. RNLA 200 Developing Leadership Course (RLNA, HMS Collingwood)

b. **Shore Training Phase 1.**

(1) On completion of the Initial Training Phase, scheme members will be assigned to HMS Collingwood to attend LETQC and associated specialist courses. Scheme members will be streamed to TWS, SWS or CIS specialisations during WE 214X.

(a) Due to CIS ratings becoming dual trained, (operating and maintaining) they will conduct ET2 CIS training to allow them to be fully dual trained when they attend POETQC.

(b) Summary of Shore Training Phase 1:

i. WE214X Common Leading Engineering Technician's (LET) Qualification Course for WESMs (LETQC(WESM)).

ii. RNLA102 Leading Rates' Leadership Course (LRLC).

(c) TWS streamed scheme members.

i. Weapons will conduct specialist training at RNSTC and ATF

ii. Sensors will conduct specialist training at RNSTC and ATF

(d) SWS streamed scheme members will conduct specialist training at TTF

(e) CIS streamed scheme members.

i. CIS will conduct CIS equipment specialist training at RNSTC and ATF and UP172.

ii. After 12 months of sea service and at RPS for ET CIS, they will return and conduct UP174 whist in Sea Delivery Phase 1.

(f) This phase of training will take approximately 24 months. Subject to satisfying service and eligibility criteria, candidates will be substantiated as Leading Engineering Technician (WESM) on completion of the LETQC pipeline, prior to joining their first submarine. At this point, they will become Gains to Trained Strength (GTS) and transfer to an ES2 engagement. The 3.5-year Minimum Time to Serve (MTS) will commence from achieving GTS.

c. **Sea Delivery Phase 1.**

(1) Scheme members will be assigned to a Fleet time submarine for a statutory period of 36 months to achieve their Basic Submarine Qualification (BSQ) and complete delivery as an LET(WESM). During this time, they must qualify as:

(a) WE Watchkeeping Supervisor (Duty Forward Technical Supervisor) (SSN)/Duty TWS Supervisor (SSBN) for TWS and CIS

(b) SCCOP for TWS and CIS

(c) Duty SWS Supervisor For SWS

(d) LET(WESM) RPS[1]

(e) L3 Apprenticeship

(2) Following successful completion BSQ (Full), they will be eligible for RRP(SM). On successful completion of their relevant subordinate ET(WESM) watchkeeping position, they will be eligible for Nuclear Skills Pay (NSP). All scheme members will be managed to conduct maintenance and repair tasks under supervision, gaining experience in operations, maintenance, section management and repair in line with their Eng Prof (STP) counterparts.

(3) During the first 12 months of Sea Delivery Phase 1, scheme members may be employed as ET(WESM) watchkeepers to consolidate the foundation knowledge within their specific submarine environment, building their effectiveness as LET(WESM) watchkeepers/maintainers. Scheme members are required to complete LET RPS prior to commencement of Shore Training Phase 2 and achieve a recommendation for advancement to POET in their EoT/Annual SJAR. Scheme members will be assigned to a POETQC after 36 months sea service within a Fleet time submarine[2].

d. **Shore Training Phase 2.**

(1) On completion of Sea Delivery Phase 1, candidates will join HMS Collingwood to attend POETQC and additional training elements for approximately 8 months. Shore Training Phase 2 consists of:

(a) WE316 Petty Officer Engineering Technician Qualifying Course (POET(WESM)QC).

(b) RNLA 103 Senior Rates Leadership Course (SRLC).

(c) Specialist training as required[3].

[1] Full RPS requirements are detailed in BRd 3(1) Ch 75.
[2] Where assignment to a Fleet time submarine is not possible, WEOs are to ensure their DTS members are available for deployment to sea on other units.
[3] Only UP175 for CIS currently.

(2) During this phase, scheme members will complete the Engineering Foundation Degree which is required for enrolment to the University Degree Phase of the scheme. Scheme members will become eligible for advancement to Acting POET detailed in the advancement tables at Para 14.

e. **Sea Delivery Phase 2.**

(1) Scheme members will be assigned to a Fleet time submarine for Sea Delivery Phase 2 as a POET(WESM) to complete the following qualifications.

(a) WE Watchkeeping Supervisor (Duty Forward Technical Supervisor) (SSN)/Duty TWS Supervisor (SSBN) for TWS and CIS

(b) SCCOP for TWS and CIS

(c) Duty SWS Supervisor For SWS

(d) RPS for POET(WESM)

(2) Upon qualification as a POET(WESM) watchkeeper, and subject to the promotion eligibility criteria within Para 14, they will be advanced to substantive POET. This phase of their career will last approximately 42 months[4] but must include a minimum of 36 months substantive POET sea service during which they must achieve RPS[5] following completion of all WESM OR6 qualification requirements.

f. **University Degree Phase.**

(1) The exact timing of the end of the sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET(WESM)[6]; any leave outstanding and the pre-requisites[7] required before candidates start[8] the 3rd year of the BEng Engineering degree. Throughout the University Degree Phase, candidates will remain as serving members of the RN. Liability for a 24-month Training Return of Service applies on enrolment to university and will the work out of the TRoS will commence from the date the providing university posts the degree results. In the January prior to starting at the participating university, scheme members will be required to indicate to the ATA(SM) which of the paths detailed at Para 4.g they will choose.

[4] BRd 3(1) Chap 59 – The duration of Sea delivery Phase 2 depends on the scheme members time as a PO(ESM) trainee. By accepting the terms of DTS, scheme members are volunteering to extend their Sea Delivery Period 2 beyond 36 months. Any withdrawal of voluntary assignment extension may result in an additional sea assignment being required after MTA to complete the mandated 36 months sea delivery as a qualified PO(ESM)
[5] BRd 3(1) Ch 75 provides specific guidance for the RPS requirements (must be achieved within 30 months sea-service).
[6] 36 months qualified may commence on completion of Category B watchkeeper qualification or SCCOP and DFTS re-qualification.
[7] Bridging modules are a pre-requisite for the DTS degree scheme and typically start in July.
[8] Academic year starts in September.

(2) During the University Degree Phase, Reporting Officers do not have sufficient knowledge of any DTS members to appropriately support new applications for In-Service Commissioning (ISC). DTS members applying for a ISC career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation. Any ISC applications made too early in the Sea Delivery Phase may result in FSB selection/extraction during the Sea Delivery Phase which will risk eligibility to enrol onto the DTS in-service degree. Any applications made during the University Degree Phase may be deferred until the applicant returns to a role where sponsors have sufficient professional knowledge to support the ISC application. All ISC applicants are advised to engage with their DO, sponsor and the Recording Authority for further guidance.

g. **Completion of the Scheme.** On completion of the University Degree Phase, scheme members (new-to-service and in-service) will have the following 2 career options:

(1) Continue on the standard ET(WESM) career pipeline where further progression will be subject to selective promotion.

(2) If an AIB pass has been achieved and they have been selected, join BRNC as a prospective WESM Engineer Officer[9].

h. **Return of Service.** In line with JSP 750 Pt 1 Annex C, the following Training Return of Service (TRoS) applies. Liability for TRoS is applied on commencement of the qualifying course and will start to be worked out from completion of the final module of sub-specialisation training and the formal posting of BEng degree results for the University Degree Phase.

(1) Leading Engineering Technician (Weapon Engineering Submariner) Qualifying Course (CIS, SWS, Weapons or Sensors) – **24 months.**

(2) Petty Officer Engineering Technician (Weapon Engineering Submariner) Qualifying Course (CIS, SWS, Weapons or Sensors) – **36 months.**

(3) 12-month In-service BEng degree top up (DTS) – **24 months.**

[9] It is recommended that all reporting requirements for selection to ISC are completed prior to assignment from Sea Delivery phase. RNTM-01-039-26 refers to ISC scheme

5. Recruitment

a. The scheme targets recruitment from a demographic of proven academic ability. Potential candidates will be drawn from civilian personnel who already hold a minimum of Level 3 STEM qualifications (e.g. A Levels, BTech, HNC/D or Level 3 equivalent. On joining HMS Raleigh for INT(R), DTS recruits will be Probationary Leading Engineering Technicians (PLET) on an ES1 engagement. They will remain PLETs until Gains to Trained Strength (GTS) defined at Para 8, where they will be transferred to an ES2 engagement. Guidance on management of P/LHs can be found at BRd 3(1) Ch 73 Para 7303. Scheme members are managed by the ATA(SM) in conjunction with the ESM CMs.

b. The following premise underpins the scheme. Suitable candidates[10] are recruited on an ES1 engagement with the offer of paid training and education that delivers an in-service Batchelors of Engineering degree (BEng) on completion of the scheme. DTS should not be considered as an option to rapidly fix any one pinch point, but a format to grow and retain flexible, talented engineers required by the SM service and wider submarine Enterprise.

c. The candidate's remuneration and rewards rise rapidly throughout the pipeline. As well as a basic pay structure increasing with advancement, WESM ratings will attract both SM and Nuclear Skills Pay dependent on qualification. Additionally, the candidate will become eligible for Retention Payment 1[11] (RP1) after approximately 6 years qualified as a submariner. During the scheme, members may be suitable to attend an AIB and transfer to the Officer Corps, widening the available options for retention. Any scheme members that transfer to the Officer Corp prior to completion of the scheme will not be eligible for the DTS in-service degree. ISC candidates will continue on the ISC career pipeline, including the UY (Engineer) - University of Portsmouth (UoP) degree course.

d. On full completion of both Sea Delivery Phases, the scheme member will be eligible to attend the University Degree Phase of the DTS. Successful application to university for enrolment onto the final year of the BEng degree, requires full completion of the in-service FdEng.[12]

e. **New-to-Service Entry Requirements.** DTS(WESM) entry requirements are as follows:

(1) Age on entry of 17– 39 years.

(2) Be a British citizen, those holding dual nationality may be considered[13].

(3) Score 70 or more on the DAA Filter Index Score[14].

[10] Aged 17-39, 3 A levels (Maths, science, other), other equivalent L3 STEM qualification, DAA Filter Index Score >70.
[11] RNTM 01-095/24
[12] LETQC and POETQC pipeline provides 240 Credit Accumulation and Transfer Scheme (CATS) points.
[13] RNTM 03-059/25 – Nationality considerations for employment in HM Submarines.
[14] Individual minimum requirements apply for each stanine.

(4) Hold the following qualifications (equivalent qualifications are acceptable and DTS applications can be made before exam results are known):

(a) Five GCSEs/Nat 5 at grade 4(C) or above, including Maths, English language and at least one STEM subject.

(b) 64 UCAS points gained from Level 3 STEM qualifications (BTEC, A/A2/AS or equivalents) in an engineering discipline, or maths and at least one in physical science, engineering, or computing subject.

(5) Successful completion of DTS admission interview. Conducted by ATA(SM) or delegated representative.

f. **Exit Points.** Scheme members may exit the Service early, on completion of Minimum Time to Serve[15] (MTS) and any Return of Service[16] (RoS) attracted by professional courses and/or retention payments (defined at Para 4.h). With exception of the Statutory Discharge available within the first 6 months of entry, scheme members will be required to serve a minimum of 5 years and 6 months. This is calculated as 2 years to achieve GTS[17], followed by 3 years and 6 months MTS.

g. **In-Service selection.** The enduring element of the in-service selection for DTS will apply as follows:

(1) UTS In-service candidates must meet the new to service DTS entry requirements to transfer to the scheme. Any UTS candidates with the exception of AA(SM) must follow the UTS branch transfer process.

(2) GTS In-service candidates may apply for DTS. Individuals must be recommended by their Chain of Command in an SJAR, be able to demonstrate suitability and capacity to complete the scheme, successfully pass the DTS Selection Interview and be approved for branch transfer. Candidates will then be presented to the DTS Selection Board for final consideration.

(3) Candidates will be considered from the ESM cohort of OR2 with the recommendation for DTS on their most recent SJAR. HODs or delegated representatives are to contact ATA(SM) with the detail of those applying for in-service selection.

(4) Candidates will undertake a DTS Selection Interview with ATA(SM) to determine their suitability for the scheme. The interview will form the final part of the selection process and will last approximately 45 minutes. Candidates will be informed of the decision on completion of the interview where successful applicants will be presented at the DTS Selection Board.

[15] BRd 3(1) Ch 53 Para 5302.
[16] BRd 3(1) Ch 53 Para 5303.
[17] GTS point relies on course completion, award of the specific course competencies and assumes no delays in training delivery.

(5) Candidates will be selected on merit at an annual DTS Selection Board, with PM ESM SO1 as chair, ATA(SM) WO1 and one other OF2 or OR9 from the ESM profession.

(6) DTS candidates will be selected considering the Maximum Authorised Number (MAuN). This will be set by ESM PM SO1 and reviewed by the ESM PM SO2s periodically.

(7) Successful candidates will be formally notified via DTS Selection Notification published on the RN Appraisals and Career Progression homepage following the board. The successful candidates HODs and DEPCOs will be informed immediately prior to publishing, by the ATA(SM).

6. Scheme Completion and Medical Fitness

a. **Temporary Downgrading.** If an individual becomes temporarily medically downgraded (M3/M4/M5 and/or TMU SM) such that they are not operationally deployable and are assigned to the MA7 medical margin, their time in the margin will not count towards the 36 months sea delivery time required in Sea Delivery Phase 1 and 2. ATA(SM), the MESM PM SO2 will review on a case-by-case basis and will endorse or apply an extension to the delivery time to account for the period the individual is non-deployable due to medical downgrade. For extended periods away from a seagoing unit, to allow time for full re-qualification on return, scheme members may be required to restart their Sea Delivery Phase 1 or 2 entirely, depending on their progression at the time of downgrade.

b. **Permanent Downgrading.** Scheme members who, prior to completion of Sea Delivery Phase 2, are declared permanently downgraded M3, M4 or M5 or assessed as ‘Permanently Medically Unsuitable for Submarines’ (PMU SM) will be assessed on a case-by-case basis, however those without completion of both delivery phases may not qualify for enrolment onto the University Degree Phase. UTS scheme members recruited onto the ESM specific career that have been deemed PMU SM will be referred to RNMBOS/MEB for consideration for discharge.

c. **Compassionate/Welfare Assignment.** If an individual becomes non-deployable due to major welfare issues (e.g. through Compassionate Area Restriction) or is assigned away from a unit for compassionate reasons, then the time that they are non-deployable will not count towards the 36 months sea delivery time required in Sea Delivery Phase 1 and 2. In these circumstances ATA(SM) and ESM PM SO2 will review on a case-by-case basis and will endorse or apply an extension to the delivery time to account for the period the individual is non-deployable. This condition does not apply to Compassionate Leave or short-term compassionate issues, not extending beyond 30 days where the individual may be managed appropriately within their current assignment.

d. Personnel that are unable to complete the DTS pipeline for reasons out with their control will be considered on a case-by-case basis by ATA(SM) and ESM PM SO2 as to whether on the remain on the scheme. For those unable to complete the scheme within prescribed timelines for operational reasons, the timeline may be extended to allow completion of the pipeline and University Degree Phase. If Sea Delivery Phases 1 and 2 are not completed to the satisfaction of ATA(SM) or ESM PM SO2, the right to attend the University Degree Phase may be forfeited.

e. Scheme members requesting Shared Parental Leave (ShPL) may be eligible IAW BRd 3(1) Ch 35 and JSP 760 Ch 27. During ShPL and the subsequent pause in the pipeline at any given stage, their time on ShPL during delivery periods will not count and any delays to training will be considered. Any extension to the pipeline to allow for the completion of training courses and sea delivery phases to enable enrolment onto the University Degree Phase will be considered on a case-by-case basis by ATA(SM) and ESM PM SO2.

f. Scheme members retain their entitlement to Maternity Leave IAW JSP 760 Ch 24, however any time on maternity leave will not contribute towards the 36-month Sea Delivery requirement. Scheme members will be afforded the opportunity following the maternity period, when fit to re-commence the Sea Delivery Phases to allow qualification for and the completion of the University Degree Phase. Scheme members must complete all training and delivery phases to commence the University Degree Phase.

g. Scheme members are entitled to request a Career Intermission (CI) whilst on the DTS(WESM) career. If the CI is approved, any time away from delivery during CI will not be contribute to the 36 months mandated delivery during either Sea Delivery Phases. The CI may impact the enrolment onto mandated qualifying courses, which will defer sea delivery and entitlement to enrol onto the University Degree Phase. Extended Career Intermissions may impact the requirement for operating currency and qualification.

7. Training

a. DTS utilises the existing AA(SM) pipeline and POETQC, avoiding the need to develop new courses or re-sequence the existing training plan.

b. SMQ will be completed to develop the understanding of the scheme member before commencing specialist shore training and education. It is a de-risking activity that gives candidates a first exposure to submarines before the Service invests significant elements of training in the individual.

c. Until the scheme member achieves GTS, PLETs have limited experience as a Leading Hand, therefore the training and development pipeline considers the requirement to develop the CLM attributes of Probationary LETs before qualification as a Submariner. It is not appropriate for any scheme members to complete the Basic Submarine Qualification whilst UTS and must not to be undertaken until assigned to a submarine for Sea Delivery Phase 1.

d. DTS does not fit the traditional model of Phase 2 and 3 training status. To provide the most suitable level of care and oversight, as well as noting the seniority as PLETs the follow phase definitions will apply.

(1) Phase 1 – From entry in service until successful completion of INT(R) at HMS Raleigh.

(2) Phase 2 – From completion of Initial Naval Training until successful completion of SMQ(Dry).

(3) Phase 3 – From completion of SMQ(Dry) onwards.

e. All scheme members are enrolled onto a L3 Diploma (Maritime Electrical Fitter) on commencement of LETQC. The Development Knowledge certificate is achieved during LETQC and the Development Competency certificate is achieved during Sea Delivery Phase 1. All scheme members must complete their apprenticeship during Sea Delivery Phase 1, by achieving a Pass following End Point Assessment. Apprenticeship end dates do not align with typical training timelines onboard, therefore continual progress with practical elements must be conducted before the apprenticeship planned end date regardless of time served.

8. DTS WESM Gains to Trained Strength (GTS) point

a. The GTS point for DTS WESM is defined as completion of the following modules:

(1) SMQ (Dry)

(2) DTS Enabling Course (ME 180)

(3) Developing Leadership Course (RNLA 200)

(4) Leading Rates Leadership Course (RNLA 102)

(5) WE 214X LET Qualifying Course

(6) LET specialist training based in RNSTC/TTF

(a) Officer of the Quarter (UW104) – Weapons

(b) SSN/SSBN Generic Guider Course (UW494) – Sensors

(c) SWS Supervisor Course (SWS 203 / 204) – SWS

(d) ET(WESM) CIS Course (UP172) – CIS

9. Warning Policy and Failures

a. Scheme members will be subject to the DTS/UGAS/AA(SM) warning policy detailed in BRd 3(1) Annex 73G. This policy is utilised to supplement BRd 3(1) Chapter 57 – Appraisals and Warnings, however with Probationary LETs phased training and GTS points differing to Engineering Profession (STP) MESM ratings, the following references apply.

b. Scheme members have been recruited in line with elevated academic requirements, therefore, to continually demonstrate suitability for non-selective advancement and enrolment onto the in-service degree, they are expected to pass each stage of their training and qualification. Training failures will be managed in accordance with each training establishments failure policies, with oversight from the ATA(SM) to determine the scheme members suitability to continue. NGT/discipline warnings, including CLM shortfalls will also be recorded.

c. The failure policy for Untrained Strength (UTS) and Gains to Trained Strength (GTS) will apply as detailed below utilising the ATA(SM) DTS, UGAS and AA(SM) warning proforma at Annex 73P:

(1) UTS Phase 2 – Failures whilst UTS will be subject to the DTS warning policy, in line with BRd 3(1) Chapter 57 Section 7.

(2) UTS Phase 3 – Failures following SMQ (Dry) will be subject to the DTS warning policy, in line with BRd 3(1) Chapter 57 Section 7.

(3) GTS – Failures from the GTS point will be subject to the DTS warning policy, in line with BRd 3(1) Chapter 57 Section 8.

d. Voluntary withdrawals during training are required to complete any MTS/RoS incurred during training and individuals will be offered progression along the Engineering Profession ET route.

(1) Those failing whilst UTS will typically not be held to MTS/RoS when discharged from the RN via DUDT.

(2) New-to-service scheme members that withdraw from the scheme or fail after GTS but before qualification as a LET(WESM) Watchkeeper (Para 4C.1) will be considered on an individual basis how serve their MTS as an ET(WESM). Without prior attendance on ETICC, they may be required to complete ETICC prior to employment as an ET(WESM). It may be in the interests of the Service to waive the RoS requirement and allow them to leave the Royal Navy.

(3) In-service scheme members who withdraw from the scheme, or removed from the scheme following failure will lose their entitlement to the in-service degree, will revert to the Engineering Profession (STP) terms and will be subject to merit based selective promotion.

e. Substantive DTS LETs that have withdrawn from the scheme will not be considered at the next annual promotion selection board, as exists for refusal of promotion for selective promotion (BRd 3(1) Ch 67 Para 6711). Those individuals may be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria (as per BRd 3(1) Ch 75).

f. The warning process will apply to all scheme members. Training Providers, Divisional Officers, DEPCOs and HODs are to inform ATA(SM) when issuing warnings, either in line with training establishment processes or according to the BRd 3(1) Chapter 57 warning system. ATA(SM) will issue warnings IAW the DTS warning policy (Annex 73P) once suitable evidence is provided by the scheme members management chain, including warnings, MPARs, SJARs, course reports and HOD/Training Officer recommendations.

g. Failure of the BEng degree, resulting in the failure to award any grade will still constitute completion of the scheme. Scheme members have no right to re-attend the University Degree Phase at the expense of the scheme and any subsequent resit costs will be incurred by the individual. Re-attendance on completion of the scheme will be at the discretion of the Career Manager.

10. Sea Service Employment

a. Sea Delivery Phase 1 - Despite having received maintainer education and training, DTS(WESM) experience levels will be low when they join a platform as an LET. CMs in conjunction with gaining platform DEPCOs may utilise personnel commencing Sea Delivery Phase 1 to undertake either ET(WESM) or LET(WESM) roles (during the first 12 months of Sea Delivery Phase 1, scheme members may be employed as ET(WESM) Watchkeepers), although every opportunity should be afforded to the scheme member to qualify LET to attract the Nuclear Skills Pay for that level, in line with their Eng Profession counterparts.

b. Sea Delivery Phase 2 – Platforms will gain scheme members from POETQC to conduct Sea Delivery Phase 2. These personnel will have previously completed SCCOP, DFTS and LET(WESM) RPS, therefore should be considered as experienced watchkeepers and maintainers in parity with Eng Profession personnel having recently completed POETQC.[18] There is no requirement to manage their numbers onboard due to a concern of lack of experience or declare full maintainer/Section Head status.

a. During Sea Delivery Phase 2, the 36-month delivery will commence when full SCCOP and DFTS for TWS and CIS or SWS Supervisor for SWS re-qualification is achieved.

[18] Scheme member must requalify SCCOP and DFTS in Sea Delivery Phase 2 to commence 36-month sea delivery requirement.

11. Management of the Scheme

a. The DTS Scheme Manager function is undertaken by the ATA(SM). Administration includes:

(1) Liaison and communication with RA staff, Career Managers, SUBFLOT and training providers, to ensure efficient flow along the career pipeline.

(2) The ATA(SM) is required to carry out the following functions:

(a) Mentor scheme members throughout career.

(b) Liaise with line management, training providers and CM to manage the progress of scheme members.

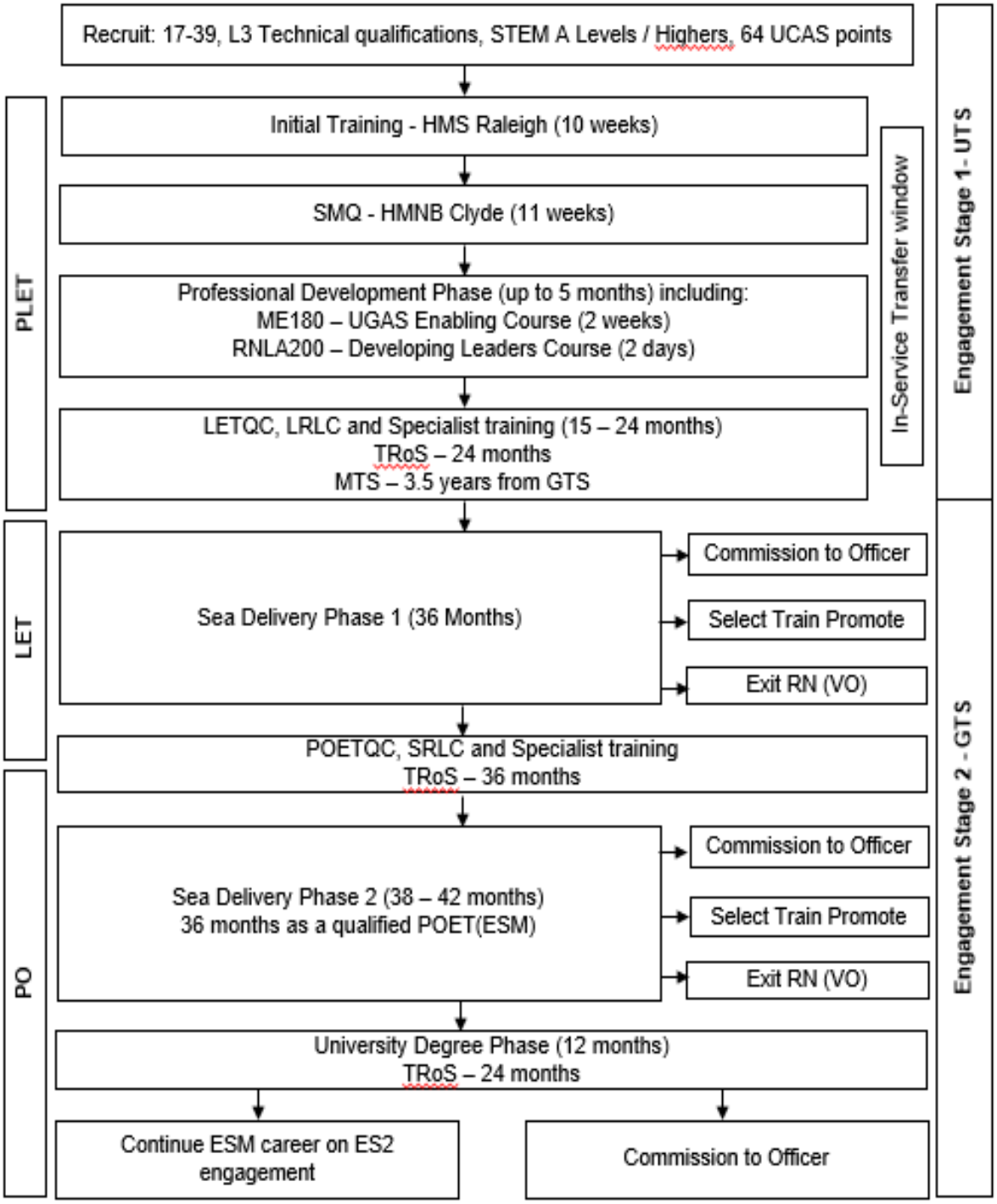
(c) Liaise with CM to ensure appropriate Sea Delivery Phase 1 assignments, with an aspiration of providing a distinct training opportunity in an appropriate SM environment.

(d) Monitor the scheme members progress throughout each phase, to ensure training and delivery satisfies the criteria for commencing the University Degree Phase.

(3) The Foundation Degree (FdEng) awarded during POETQC needs to be protected from removal and any aspirations to steer training towards a higher apprenticeship that would see the FdEng negated or removed should not progress owing to the precursor requirement for the DTS in-service BEng course.

b. **Interviews.** DTS candidates will undergo an interview to determine suitability for the scheme, which will be conducted by the ATA(SM) or delegated representative.

12. DTS Career on a Page



13. Advancement Tables

PLET(WESM) to LET(WESM)
DTS LET(WESM) SUBSTANTIATION CRITERIA

Requirement	Competence	Proficiency Level	Notes
To be educationally qualified for promotion (EFP)[1]	'Educational|RN/RM English Level 1|Navy|' or 'Educational|RN/RM English Level 2|Navy|' or 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*-C|Navy|' or 'Educational|RN/RM Mathematics Level 1|Navy|' or 'Educational|RN/RM Mathematics Level 2|Navy|'		
Complete Phase 1 New Entry Training			
Complete SMQ(Dry)	SM|Astute SMQ(D) Work Around (ACTS41)|Navy| or SM|Vanguard SMQ(D) (SMQ 002)|Navy|	Pass	
Complete RNLA 200 Developing Leader Course.	'Miscellaneous|Developing Leadership (RNLA 200)|Navy|'	Attend	
Complete ME 180 Enabling Course	'SM|SM Accelerated Apprentice Enabling Course (ME180)|Navy|'	Pass	
Passed LETQC	'WE|LET(WESM) Career Course(WE214X)|Navy|'	Pass	
Passed required LET specialist training courses			1
Complete Leading Rates' Leadership Course (LRLC)	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	2
Recommended for advancement to LET			

ADVANCED TO LET(WESM)

DTS(WESM) PRE-POETQC REQUIREMENTS

Requirement	Competence	Proficiency Level	Notes
Complete BSQ (Full)	SM|Basic Submarine Qualification - Astute Class|Navy| or SM|Basic Submarine Qualification - Trident|Navy|	Pass	
TWS and CIS Ratings Complete WE Watchkeeping Supervisor Qualification & Complete SCCOP qualification	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **&** SM|V/T/A Class Panel Qualified|Navy| or Professional|SM Control Console Operator|Navy|	Pass	3
SWS Ratings Passed Ship Qualification Board	SM|(SW1201) SWS MCC Supervisor Ship Qualification Board|Navy| or SM|(SW1202) SWS MC Supervisor Ship Qualification Board|Navy| or SM|(SW1203) SWS Navigation Supervisor Ship Qualification Board|Navy	Pass	4
Completed LET(WESM) Taskbook			
L3 Apprenticeship Complete		Pass	
LET(WESM) RPS complete	Professional|OPS for LET(WESM) DQ40|Navy.	Complete	
Completed 36 months Sea Service as a LET(WESM). (Sea Delivery Phase 1)			
Recommended for advancement to POET(WESM)			5

COMMENCE POETQC

LET/ACTING PO(UNPAID) TO ACTING PO(PAID) ADVANCEMENT CRITERIA

Requirement	Competence	Proficiency Level	Notes
Passed POET (WESM) Qualifying Course (QC)	WE|POET(WE) (W S SM CIS) Career (WE 316)|Navy	Pass	1
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'	Pass	2
At least six months since last Career Check (if any) on date due advancement			
Recommendation for advancement to Acting POET(WESM)			6

ADVANCED TO ACTING PO (WESM)

DTS PO(WESM) SUBSTANTIATION CRITERIA

Requirement	Competence	Proficiency Level	Notes
Passed POET (WESM) Qualifying Course (QC)	WE|POET(WE) (W S SM CIS) Career (WE 316)|Navy	Pass	1
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy	Pass	2
Recommended for advancement to POET.			6
Completed post QC specialist training			
TWS Ratings Qualified as Duty Fwd Technical Supervisor / Duty TWS Supervisor & Qualified SCC Operator	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **&** SM|V/T/A Class Panel Qualified|Navy| or Professional|SM Control Console Operator|Navy		7,9
SWS Ratings Passed Ship Qualification Board	SM|(SW1201) SWS MCC Supervisor Ship Qualification Board|Navy| or SM|(SW1202) SWS MC Supervisor Ship Qualification Board|Navy| or SM|(SW1203) SWS Navigation Supervisor Ship Qualification Board|Navy|		8,9
To be educationally qualified for promotion (EFP)	Educational|RN/RM English Level 2|Navy|' or Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Education|RN/RM Mathematics Level 2|Navy|' or Educational|RN/RM Mathematics Proxy A*- C|Navy		

ADVANCED TO SUBSTANTIVE PO(WESM)

UNIVERSITY DEGREE PHASE QUALIFICATION CRITERIA

Requirement	Competence	Proficiency Level	Notes
Completed 36 months Sea Service as a POET(WESM).(Sea Delivery Phase 2)			
Passed POET (WESM) RPS Assessment	Professional|OPS for POET(WESM)|Navy|		
TWS and CIS Ratings Passed Tactical Weapons System Qualification (TWSQ) appropriate to their specialisation and assigned role	SM|Tactical Weapon System Qualifcation (xxx) - CAT x|NAVY|		
SWS Ratings Passed SWS Section Head Ship- Board for their specialisation and assigned role	To be created		

Notes:

1. *Substantiation will not take place until all modules for specialist and sub-specialist training have been completed, and the relevant competency awarded on JPA. Seniority may be maintained if missed module is for service reasons/out of the scheme member's control.*

2. *Failure to Complete Professional and/or Leadership Course. Refer to BRd 3(1) 6803 for rules on the impact on a rating's advancement if rating fails to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of Service reasons (out with own control) or non-service reasons (within own control)*



3. *Qualification requires subordinate watchkeeping position qualification (DFTWK and SCCWK), taskbook completion, oral board, walkround and a CBRNDCQ led DC evolution, in harbour (DFTS) and at sea (SCCOP).*

4. *Qualification requires subordinate watchkeeping position qualification (SWS Technician Ship-Board Qualification) mandatory tasks and watchkeeping board.*

5. *Recommend for attendance on POETQC should be present on the Annual/EoT SJAR for the scheme member.*

6. *For Substantive advancement to POET recommend gained during Sea Delivery Phase 1 is assumed valid unless withdrawn.*

7. *Full re-qualification as DFTS and SCCOP is required to commence 36- month sea delivery during Sea Delivery Phase 2.*

(Continued)

Notes: (Continued)

8. *Full re-qualification of ship watchkeeping board is required to commence 36- month sea delivery during Sea Delivery Phase 2.*

9. *New competency dates are to be recorded on JPA.*

10. ***Failures and Removal.*** *Failure of any one of the DTS(ESM) pipeline courses or training targets will be dealt with in accordance with the DTS(ESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET(ESM) pipeline if authorised by ESM PM SO1. They will then only be eligible for promotion to LET or POET on selection in accordance with BRd 3(1) Ch 67 Para 6711 & BRd 3(1) Ch 74. They will have no further opportunity to be considered for DTS(ESM).*

11. ***DTS Advancement Regulations.*** *DTS personnel are* ***only*** *eligible for advancement to Acting POET (i.e. are not entitled to substantive promotion) prior to qualifying as a POET watchkeeper.*

12. *Prior to Substantive advancement all requirements for advancement to Acting POET must be satisfied.*

ANNEX 73F

Annex intentionally blank, to be used at a later date.

FT Warning Proforma incorporated into Annex 73C.

ANNEX 73G

ACCELERATED APPRENTICE (SM) AND DEGREE TOP UP SCHEME (DTS) WARNINGS AND FAILURE POLICY

INTRODUCTION

1. The AA(SM) and DTS procedures will follow Initial Training Warnings (ITW) (see Paras 5747-5751) and supplement standard warning policies in place for the Phase/Lead School. Where variations to the general population of trainees exist, they will do so due to the following:

a. The bespoke courses on the AA(SM)/DTS pipeline.

b. There are limited opportunities to back-class AA(SM) and DTS members due to the space available within PDP and the limited number of seats available on LETQC. This means that failure often holds a more serious implication than it would for an ET and this should be taken into consideration. To monitor this, the ATA(SM) are to be informed at the earliest opportunity of warnings issued for either professional performance or Naval General Training (NGT).

c. Conducting Phase 3 courses whilst still on the Untrained Strength (UTS).

2. Throughout this document AA(SM) trainees will be classified in the following way:

a. Phase 1 until completion of Initial Naval Training (INT).

b. AA(SM) and DTS members are Phase 2 trainees until completion of SMQ, then Phase 3 from commencing the Professional Development Phase including ME180, RNLA 200 and LETQC. They are classed as Phase 3 trainees until they have completed the full LETQC training pipeline.

3. For AA(SM)/DTS trainees, both professional and NGT warnings[1] may be used in the following circumstances:

a. Professional warnings may be issued if a trainee fails to progress as expected. Reasons may include, but are not limited to:

(1) Failure to meet the academic standards.

(2) Failure to meet expected progress.

(3) Failure to comply with safety or instructional rules.

b. NGT warning may be issued if the trainee fails to meet the standards expected of a probationary LET. These may include, but are not limited to, the following:

(1) Failure to demonstrate the correct attitude of an LET.

[1] Para 5747.

(2) Disruptive, disobedient or inappropriate behaviour.

(3) Poor punctuality.

(4) Any discipline issues including Minor Administrative Action with repeated shortcomings.

4. Phase 1 Warnings Policy

AA(SM) and DTS trainees will fall under the same warnings policy as all recruits during INT. It should be noted that the back classing of AA(SM) and DTS members will be driven by INT(R), informing ATA(SM) as an early indication of delays to the training pipeline.

5. Phase 2 Warnings Policy

For the duration of this phase the AA(SM) and DTS trainees are to be managed as per the Lead Schools' warnings policy with the inclusion of the following considerations:

a. **Transfer of Warnings.** Additional considerations are to be made on the following courses:

(1) **SMQ and Professional Development Phase NGT Warnings.** ATA(SM) will review NGT warnings and reduce them to zero if the trainee has displayed the correct attitude and gained no further warnings related to NGT throughout SMQ and PDP – this reduction is at the discretion of the ATA(SM). If not enacted, the trainee will carry the NGT warning to the next phase for review after a minimum of one month and a maximum of 3 months.

(2) **SMQ and Professional Development Phase Professional Warnings.** In case of an AA(SM) or DTS trainee completing SMQ and PDP with a Level 1 or Level 2 Professional Warning, the warning may be rescinded prior to commencement of LETQC (Shore Training Phase 1 for DTS). If a trainee successfully completes SMQ and PDP with a Level 3 Warning in place, ATA(SM) will consider implementing the Phase 3 failure policy with warning received prior as supporting evidence. If it is deemed that sufficient progress has been made, the Level 3 Warning will be removed, however if it is deemed that the shortcomings have not been rectified then the trainee will retain the Level 3 Warning to LETQC, where it will be reviewed after 3 months. Throughout this review period further shortcomings will not increase the warning but will be recorded. All evidence gathered will be used at the review date to either remove the warning, if appropriate, or implement the failure policy.

b. Formal progress checks are to be conducted to ensure the AA(SM) trainees are progressing as expected. Failure to meet these expectations should attract professional training warnings.

6. Phase 3 Warnings Policy

AA(SM) and DTS trainees are UTS until completion of their specialist maintainer courses, following LETQC and LRLC (whereas their Engineering Profession (Eng Prof) counterparts are GTS). While UTS, all AA(SM) and DTS trainees remain subject to the standard Initial Training Warnings (ITW). In all other respects, they are to be managed in the same way as their Eng Prof counterparts.

7. Phase 2 and 3 Warning Reviews

All warnings in Phases 2 and 3 should be reviewed every 1-3 months to ensure they remain valid. Despite this, additional warnings may accrue during the review period. There should, however, be a minimum interval of one month between issuing of warnings of the same type to ensure the trainee has time to address their failings. The reasons for issuing NGT and professional warnings are described in Para 3. The two warning types are discrete and used to address different failures in training. For that reason, at Tier 1, NGT and professional warnings are discrete and have no influence on each other however, in accordance with Chapter 57, if an AA(SM) or DTS trainee accrues a Tier 2 warning in both categories simultaneously, there is an automatic escalation to an accumulated Tier 3 warning. For AA(SM)s and DTS trainees, for each warning issued or escalated the ATA(SM) is to be notified. The warning proforma in BRd3(1) Chap 57 Annex D is to be used; this will be backed up by the ATA(SM) using the warning proforma at Annex 73P.

8. Removal From AA(SM) Scheme Resulting from Warnings

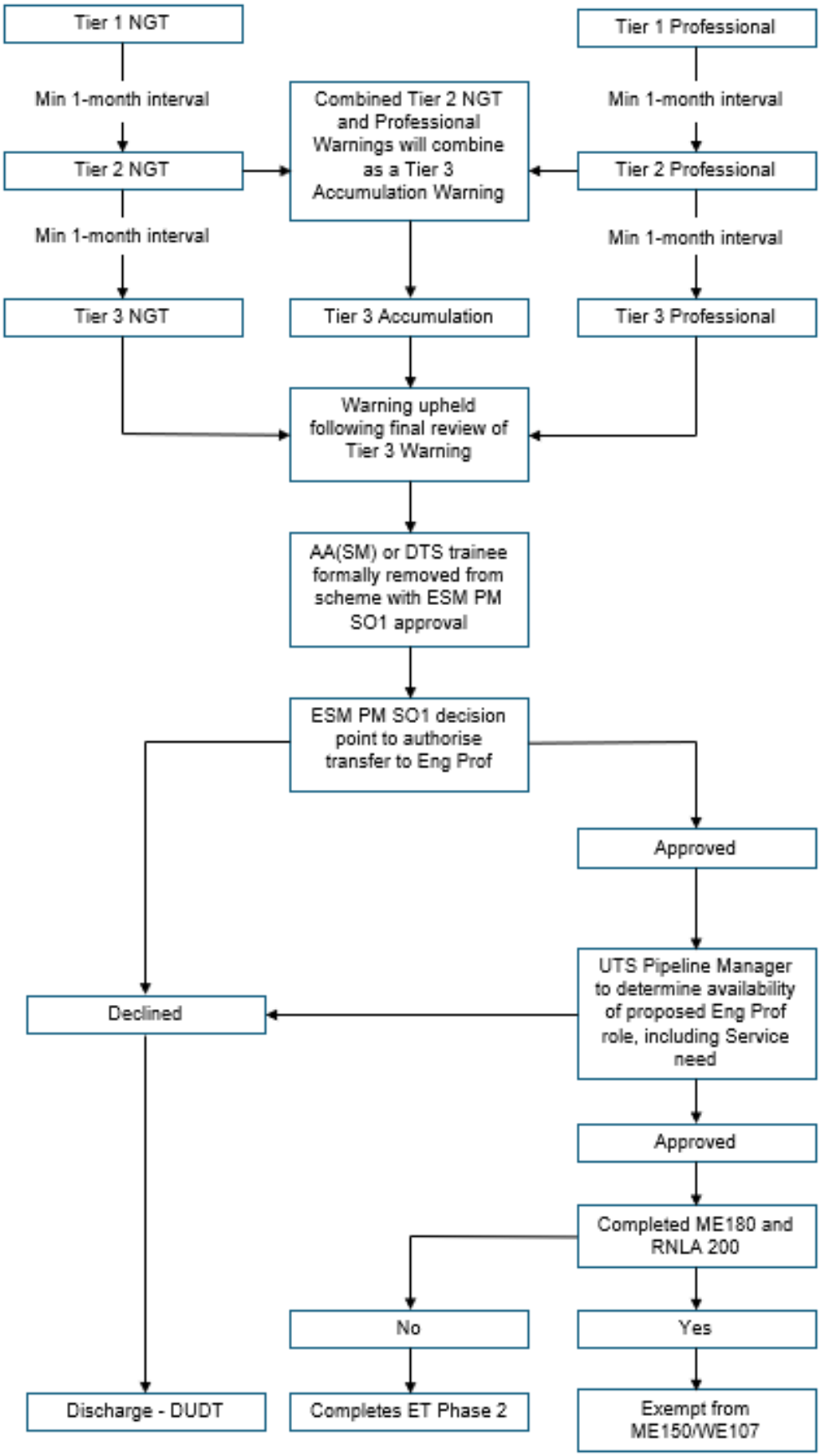
If the AA(SM) or DTS trainee fails to maintain the required standard whilst on a Tier 3 warning, with authorisation from ESM PM SO1, they may be removed from the AA(SM) scheme and the actions followed in Para 14. In recognition of the need for timely action within the course, AA(SM) and DTS warnings do not require the raising of supporting appraisal reports. Instead, the AA(SM) progress warning proforma[2] is completed.

9. RNUGAS Warning Policy

Existing RNUGAS members will continue to be managed under the same warning policy as AA(SM) and DTS, however with the progression of the scheme following cessation of RNUGAS recruitment in 2022, there are no UTS RNUGAS personnel remaining on the scheme. Any RNUGAS warnings will be applied as Phase 3 GTS, utilising the warning proforma at Annex 73P to supplement Annex 57D warning procedures.

[2] CH 73 Annex 73P.

Figure 73G-1. AA(SM) and DTS Warning System



10. Removal from DTS/AA(SM) Scheme for an Excessive Delay in Training

a. To minimise risk and allow the re-allocation of spaces on downstream courses, AA(SM) and DTS trainees may be removed from their associated scheme. If the trainee is unlikely to fulfil the necessary requirements within an additional 52 weeks of the standard scheme length, the removal may be authorised by the ESM PM SO1. If an AA(SM) or DTS trainee is expected to meet their required training timeline by an excess of 52 weeks, outside of service reasons, they may be removed from scheme. If the 52-week delay is anticipated, the decision to remove a trainee from the scheme may be made before the 52-week limit has elapsed. The 52 weeks may be an accumulation of time over the training period and need not run consecutively.

b. The 52-week limit may include the inability of a trainee to undertake training due to an MND/MLD medical category or exceptional compassionate case. If the medical category is attributed to a service induced injury, the delay in training does not contribute towards the 52-week limit. For clarification, whether an issue is attributable to the Service, guidance should be sought from JSP 765[3]. The compassionate issue or medical category preventing training may be a combination of MND, MLD and compassionate leave and need not necessarily consist of 52 weeks of a singular type. Under the rules stipulated in JSP 760[4], pregnancy is a protected trait. Any periods of maternity/paternity leave do not count towards the 52 weeks accumulated total.

c. If an AA(SM) or DTS trainee is removed from the scheme, with authorisation from the ESM PM SO1, the individual may be offered a profession transfer to another Engineering Profession. The request is sent by the ATA(SM) to the NAVY TRG HQ-PM RATINGS MANAGER (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) for authorisation[5]. If the transfer is not authorised or the trainee declines the transfer, the result will be DUDT.

d. Should an AA(SM) or DTS trainee choose to transfer voluntarily to the Engineering Profession stream, the standard authorisation process will be followed at Para 5116.

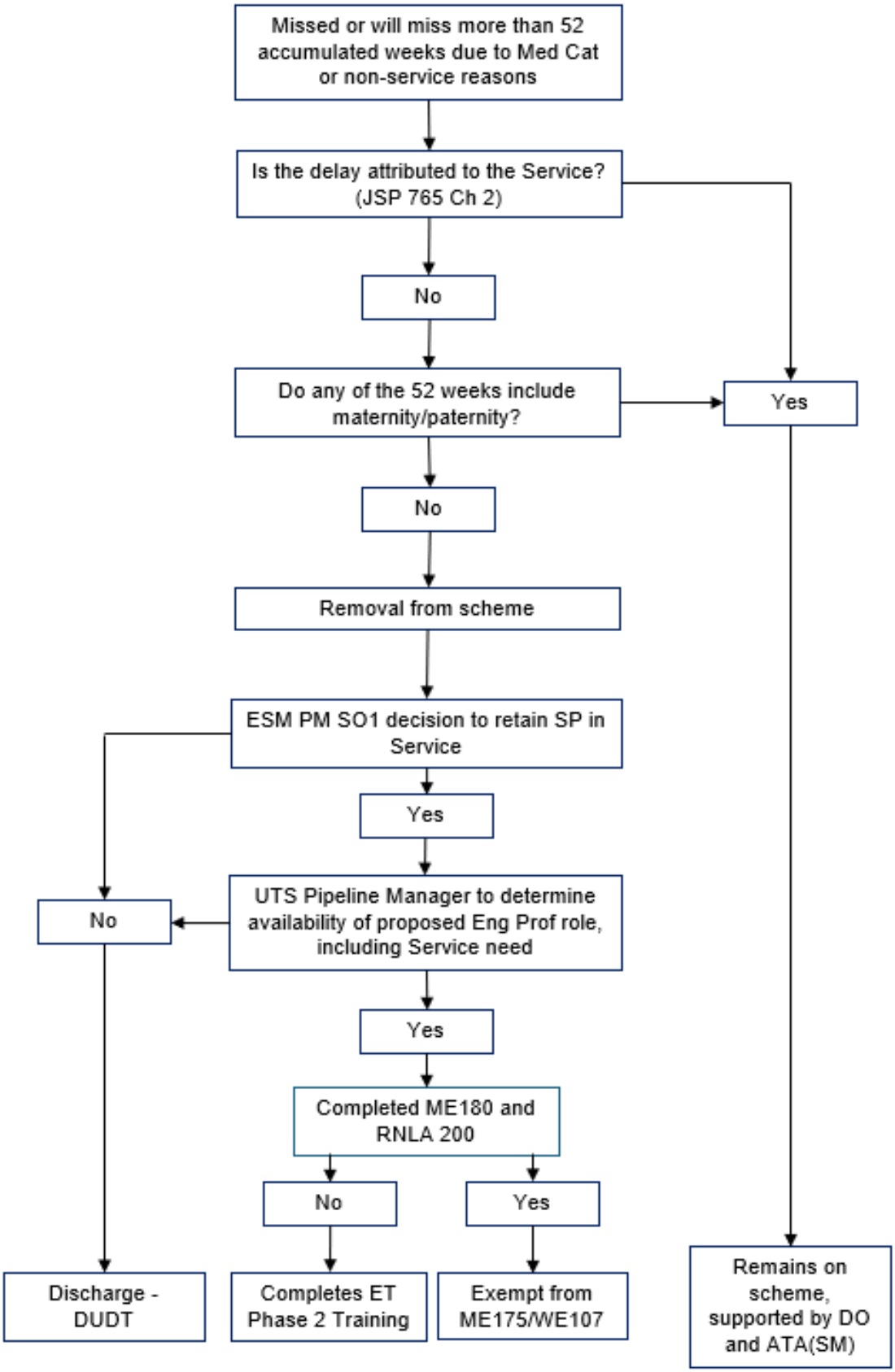
e. Individuals removed from the scheme will be awarded the rate of AB2 and paid at the level appropriate to their time in service, to show consideration of their previous years' service. If a DTS member is removed from the scheme beyond the LETQC pipeline, they may be employed in their substantive rank depending on their prior experience and qualifications. Any removal from DTS or AA(SM) scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Removal from DTS or the AA(SM) scheme will prevent any future internal entry into the AA scheme.

f. Individuals removed from DTS or AA(SM) scheme must have completed either ETICC or LETQC to be employed onboard as an ET2 MESM / WESM.

g. Removal from DTS for any reason (own request, failure, warnings, medical, non-service training delays) will result in the removal of rights to commence the in-service DTS BEng degree.

[3] JSP 765 Ch 2.
[4] JSP 760 Ch 24.9.
[5] BRd 3(1) Ch 5112.

Figure 73G-2. AA(SM) and DTS Removal from Scheme (Excessive Delay in Training) Flowchart



11. Phase 1 Failure Policy

a. AA(SM) and DTS recruits will be subject to the same failure policy during Phase 1 as all other recruits with the following options available following the recommendation from the Phase 1 staff.

(1) DUDT.

(2) Re-categorise to ET at the ESM PM SO2s discretion. Any significant failures resulting in the recommendation to restream AA(SM)s or DTS are to be communicated to the ATA(SM) from the respective INT Division.

(3) Profession or specialisation transfer at ESM PM SO1 discretion. Individuals have no automatic right to be offered a profession transfer whilst UTS and, although they can request a particular profession, availability will depend on the needs of the Service. DTS is an engineering submarine (ESM) only role, therefore any transfer outside of ESM will result in automatic removal from the scheme.

b. **Medical or Welfare Failure to Complete Training.** If, due to medical or welfare reasons, an AA(SM) or DTS recruit does not complete INT in time for the start of their Phase 2 Training, they are to be managed by the UTS Pipeline Manager and ATA(SM) on a case-by-case basis. Options available include the following:

(1) DUDT with the option of re-applying if eligible.

(2) Continue INT when fit and defer Phase 2 courses but remain AA(SM)/DTS.

12. Phase 2 Failure Policy

a. The options following failure on the bespoke elements of the AA(SM) and DTS pipeline are as follows:

(1) **DUDT.** As all AA(SM) and DTS trainees are UTS until completion of the LETQC training pipeline, due to MOD policy for Care of Trainees, administration of DUDT can only be undertaken by the CO or Head of a Training Establishment.

(2) **Offer of Profession Transfer.** In the case of any AA(SM) or DTS facing DUDT, the relevant ESM PM SO2 will consider whether the individual is suitable for another profession or specialisation. The trainee's DO must make a firm recommendation before a profession transfer is considered by the ESM PM SO2, ATA(SM) or UTS Pipeline Manager.

(3) **Retained AA(SM) or DTS.** Retained by the ESM PM SO2 and continue the AA(SM)/DTS pipeline on risk or offered an extension of their current phase - both options are by exception.

b. **Failure due to Medical or Welfare Reasons.** If the AA(SM) or DTS is deemed capable of recovery, the following options will be considered on a case-by-case basis:

(1) Holdover at a relevant training stage until training can be resumed.

(2) Continuance of training within the MEDLIM restrictions with Divisional Officer management and oversight by the ATA(SM).

(3) Offer of re-streaming within the ESM Profession to Eng Prof.

c. If, for medical reasons, an AA(SM) or DTS trainee cannot complete Phase 2 Training (SMQ) and is judged to be incapable of recovering to full medical fitness, the RNMBOS and RNMEB process will be enacted to remove that trainee from training under DUDT procedures.

13. Phase 3 Failure Policy

a. If an AA(SM) or DTS trainee fails a Phase 3 Training course (PDP or LETQC including LRLC and sub-specialisation training), following normal re-sit opportunities, the ATA(SM) will liaise with the ESM PM SO2 and the training establishment to determine a suitable course of action, on a case-by-case basis. As AA(SM) and DTS trainees are UTS they cannot be 'Returned to Unit' (RTU). The options in Para 14 remain extant and consideration should be made for risk versus the benefits of training extension or back classing any individual that has been recruited for their academic acumen but unable to complete training designed for all ESM career structures.

b. If an AA(SM) or DTS trainee cannot proceed on their current LETQC due to reasons beyond their control e.g. medical downgrading, they are to be locally managed to facilitate the completion of the required modules, with warnings applied as detailed in Figure 73G-1.

c. **Developing Leaders Course (DLC).** All AA(SM) and DTS trainees will complete DLC prior to LETQC. The trainee's DO will be notified of any shortcomings. In the event of a significant concern for an individual with regards to CLM, remedial action will be decided by the ATA(SM) in conjunction with DLC and PDP staff.

d. **ME180 Enabling Course.** ME180 Enabling Course is designed to provide early assurance of academic capability for all AA(SM) and DTS trainees. It provides a bridging element between qualifications/education completed prior to entry into the RN and LETQC, whilst providing a course that may constitute completion of the ESM Phase 2 course for OR2s. Failure of any ME180 modules will highlight a significant risk to further training. Once an individual has successfully completed ME180 and DLC, it may be practicable to waive attendance on ETICC in the event of removal from DTS or the AA(SM) scheme, where reversion to ESM Eng Prof ET is approved by ESM PM SO1 and UTS Pipeline Manager, in accordance with Figure 73G-2.

14. AA(SM) and DTS failure of LRLC

a. Whilst attending leadership courses, trainees are subject to the RNLA warning process. This is a standalone process and so any warnings that may be received whilst on leadership course will not accumulate with existing training warnings from the AA(SM) or DTS training pipelines. Time spent with a medical category precluding a trainee from attending LRLC will count towards the 52 weeks training delay limit (Para 9).

b. If an AA(SM) or DTS trainee fails LRLC, then further progress on the DTS or AA(SM) scheme will be at the discretion of ESM PM SO2. The period at which that individual may return to complete LRLC will be managed by the ATA(SM), in conjunction with RNLA, the relevant LETQC school and Career Managers. In all instances, the failure of LRLC will result in a professional warning that is retained until successful completion. Any AA(SM) or DTS that does not hold the Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy competency following successful completion will not achieve GTS and future promotion/advancement may be impacted. The failure of AA(SM)/DTS trainees to complete LRLC successfully at a second attempt, not arising from medical grounds, will lead to DUDT procedures. The transfer of failed AA(SM)/DTS trainees to the Engineering Profession may be applied, as detailed at Para 14.

15. Removal from DTS or AA(SM) Scheme

a. If an AA(SM) or DTS trainee is removed from the scheme, with authorisation from the ESM PM SO2, the individual may be offered a profession transfer into the Engineering Profession stream. The ATA(SM) is to send a request to the NAVY PEOPLE-TRG TMG HQ SO2 UTSPM for authorisation[6]. If the transfer is not authorised, or the trainee declines the transfer, the result will be DUDT.

b. Should an AA(SM) or DTS trainee choose to transfer voluntarily to the Engineer Profession, the standard authorisation process in Para 5116 will be followed.

c. The individual will be awarded the rate of AB2 and paid at the level appropriate to their time in service. Any removal from DTS or the AA(SM) scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Substantive LETs that withdraw or are removed from their respective scheme will not be considered at the next annual promotion selection board, as exists for refusal of promotion for selective promotion (BRd3(1) Ch 67). If a DTS member is removed from the scheme beyond the LETQC pipeline, they may be employed in their substantive rank depending on their prior experience and qualifications.

d. Individuals removed from DTS or AA(SM) scheme must have completed either ME180 and DLC, ETICC or LETQC to be employed onboard as an ET2 ESM.

[6] Para 5116.

ANNEX 73H

UNDERGRADUATE APPRENTICESHIP SCHEME WEAPON ENGINEER (SUBMARINES) (UGAS WESM) - OVERVIEW

1. The Undergraduate Apprenticeship Scheme (UGAS) aims to significantly accelerate the advancement of appropriately able and specifically recruited ET candidates to qualify and serve as POET Operator and Maintainers in submarines. During Phase 2 training the scheme streams candidates as either as Marine Engineer (Submarines) technicians under UGAS(MESM) or Weapon Engineer (Submarines) technicians under UGAS(WESM).

2. UGAS has two different categories of membership, 'New-to-Service' and 'In-Service.' The scheme is primarily designed to attract New-to-Service personnel although it has invited applications from In-Service candidates. Opportunities for In-Service personnel to apply are promulgated by RNTM when In-Service places become available.

3. UGAS(WESM) involves a commitment of approximately 8½ years from New-to-Service candidates which can be summarised as follows:

a. Approximately 4 years of Initial Training, SMQ, LET(WESM) and POET(WESM) career/specialist courses. It also includes some sea experience as a qualified LET(WESM).

b. Approximately 3½ years sea-service, which must include a minimum of 3 years qualified service as a POET(WESM).

c. One-year in-service BEng(Hons) Engineering Degree at the University of Portsmouth.

4. At the end of the scheme candidates have the following options:

a. Request to transfer to the standard ET career pipeline and continue progression with the ET(WESM) cadre.

b. If an AIB pass has been achieved during the engagement and they are selected, join BRNC as a prospective WESM Engineer Officer.

c. Leave the Service in accordance with the Tailored Career Contract. Note that the BEng degree does not attract a Return of Service for UGAS candidates.

5. Candidates are required to inform the ATA(SM) of their end of scheme option prior to the start of their University degree, as described in Annex 73O.

6. Recruitment of UGAS(WESM) Candidates

a. Candidates join as ESM and are streamed MESM or WESM during Phase 2 training.

b. New-to-Service members join the Service on a Tailored Career Agreement (Example at Annex 73L).

c. The UGAS scheme ceased recruiting personnel in 2021.

7. Assignment of UGAS(WESM) Personnel

a. UGAS(WESM) candidates are assigned by the same career management authorities that assign Select Train Promote (STP) personnel, although the ATA(SM) will liaise with CMs to advise on scheme requirements. UGAS(WESM) career pipelines are provided below, with further details in Annex 73M, which can be used to inform assignment decisions.

b. UGAS(WESM) personnel complete the career pipeline as below.

c. Prior to LETQC, UGAS(WESM) personnel will indicate their preference to the ATA(SM) and on JPA in the normal manner and are streamed TWS Weapons, TWS Sensors, CIS or SWS by the Career Manager to suit the needs of the Service.

Table 73H-1. UGAS(WESM) Career Pipeline

	Course No	Title	Establishment
1	-	Phase 1 Training	HMS RALEIGH
2	-	SMQ	HMNB Clyde/Devonport as appropriate
3	-	Submarine Support Group (including RNLA 200 - Developing Leaders Course and ME 180 – UGAS Enabling Course)	HMNB Devonport (RNLA / HMS SULTAN)
4	WE214X	Leading Engineering Technician (WESM) Qualifying Course LET(WESM)QC	HMS COLLINGWOOD
5	RNLA 102	Leading Rates Leadership Course	RNLA
6	-	Specialist Training - TWS Weapons, Sensors, CIS or SWS Launcher, Fire Control Supervisor Course as required	RNSMS / ATF / TTF
7	-	Sea Training Phase to qualify BSQ and LET(WESM) watchkeeper (approx 12 months)	Submarine
8	WE316	Petty Officer Engineering Technician (WESM) Qualifying Course POET(WESM)QC	HMS COLLINGWOOD
9	RNLA 103	Senior Rates Leadership Course	RNLA
10	-	Specialist training as required for next Sea Assignment	RNSMS / ATF / TTF
11	-	Sea Delivery Phase to qualify and serve as a POET(WESM) (approx 42 months including min 36 months as qualified POET(WESM))	Submarine
12	-	Portsmouth University Top Up Degree Course	Portsmouth University

8. Monitoring and Management of UGAS(WESM) Candidates

a. The Accelerated Technician Authority(SM) (ATA(SM)) will monitor the progress of UGAS(WESM) candidates through liaison with Divisional Officers, CMs and Line Managers. UGAS(WESM) candidates remain subject to the normal warning procedures regarding lack of progress. However, DOs/LMs should contact the ATA(SM) if a scheme candidate becomes subject to such procedures as additional UGAS actions may be required.

b. UGAS(WESM) candidates are accelerated to POET upon qualification as a POET(WESM) watchkeeper (see Para7307). It is incumbent upon Divisional Officers/Line Managers to provide scheme candidates with appropriate mentoring and to ensure candidates undertake a wide range of development opportunities which support their ultimate aim of becoming Senior Ratings.

c. In the event that a DO/LM has concerns regarding a candidate's continued suitability for UGAS(WESM), they should contact the ATA(SM) as soon as is practicable to agree an appropriate course of action.

d. The ATA(SM) manages the scheme to the requirements of the Navy People WESM Workforce Planner. The ATA(SM) are responsible for the scheme's Concept of Operations including its terms and conditions and Units/DOs/LMs should contact the ATA(SM) for specific advice about the scheme as the need arises.

9. UGAS Warning System

a. In addition to the conventional warning procedure contained within Chapter 57, UGAS Engineering Technicians (ETs) also become subject to the UGAS Warning System once they have completed Phase 1 training, until the end of their involvement in the scheme. This warning system is designed to explain the process and consequences that might arise should an individual continue to fail to meet the high professional and personal standards expected of a UGAS candidate. It ensures that the candidate's shortfalls and recovery requirements are clearly identified, understood and acknowledged by the individual, while allowing a reasonable period of time to allow the required improvement.

b. DOs, training providers and line managers of UGAS ratings should inform the ATA(SM) of any concerns with individual's performance and any instance where a standard training/professional warning has been issued. The ATA(SM) will determine if additional UGAS associated action is required.

c. In order to de-risk the scheme and allow re-allocation of spaces on downstream courses, the UGAS Warning System allows removal of candidates if they are unlikely to achieve POET in a timely manner, for either technical/academic or CLM failings.

d. UGAS warnings follow a 3-tier structure (Verbal, Written and Final) and are issued and recorded by the ATA(SM) utilising the UGAS Warning Proforma at Annex73P. UGAS Final Warnings can, in accordance with the tailored career agreement, result in a rating's removal from the scheme. If warranted, the ATA(SM) may issue higher level warnings without first issuing any lower tier warnings. Appeals against warnings are considered by the Navy People WESM Workforce Planner.

e. **Issue of Verbal Warning.** If a UGAS candidate's performance fails to meet UGAS standard the ATA(SM) may initiate a formal review of the candidate's performance. This may result in a Verbal Warning to the candidate which will detail the problem(s); the proposed solution; the timescale for review; the future process; and the likely consequences, where improvement is not forthcoming.

f. **Verbal Warning Review.** The usual period of review for a Verbal Warning is 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Verbal Warning from the candidate's UGAS record or escalate the warning to a Written Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Verbal Warning. Further failings in a candidate's performance may also warrant escalation to an immediate Written Warning.

g. **Issue of Written Warning.** If escalation is required, the ATA(SM) will issue a Written Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Written Warning will be retained by the ATA(SM) and the rating's DO, along with a copy provided to the candidate.

h. **Written Warning Review.** The usual period of review for a Written Warning shall be 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Written Warning from the candidate's UGAS record or escalate the warning to a Final Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Written Warning. Further failings in a candidate's performance may also warrant escalation to a Final Warning.

i. **Issue of Final Warning.** If further escalation is required, the ATA(SM) will issue a Final Warning to the candidate which will reiterate and the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences, if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Final Warning will be retained by the ATA(SM) and the rating's DO, along with a copy provided to the candidate.

j. **Final Warning Review.** The usual period of review for a Final Warning is3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either:

(1) Remove the Final Warning from the candidate's UGAS record.

(2) Retain the Final Warning and re-issue it to the candidate informing them of the extension to the Final Warning, giving reason for the decision and the date on which the review of the Final Warning will be made.

(3) Remove the candidate from the UGAS scheme in accordance with the candidate's Tailored Agreement.

10. Contact details for the ATA(SM) are:

ATA(SM)
Accelerated Technician Authority (SM)
Neptune Admin Building
HMNB Faslane
G84 8HL

Email: NAVY PEOPLE-WFPT ATA ESM

ANNEX 73I

UNDERGRADUATE APPRENTICESHIP SCHEME MARINE ENGINEER (SUBMARINE) UGAS(MESM) OVERVIEW

1. The Undergraduate Apprenticeship Scheme (UGAS) aims to significantly accelerate the advancement of appropriately able and specifically recruited ET candidates to qualify and serve as POET Operator and Maintainers on submarines. During Phase 2 training, the scheme will stream candidates as either Marine Engineer (Submarine) technicians under UGAS(MESM) or Weapon Engineer (Submarine) technicians under UGAS(WESM).

2. UGAS has two different categories of membership, 'New-to-Service' and 'In-Service.' The scheme is primarily designed to attract New-to-Service personnel, although it has invited applications from In-Service candidates. Opportunities for In-Service personnel to apply are promulgated by RNTM when In-Service places become available.

3. UGAS(MESM) involves a commitment of approximately 8½ years from New-to-Service candidates which can be summarised as follows:

a. Approximately 4 years of Initial Training, SMQ, LET(MESM) and POET(MESM) career/specialist courses. It also includes some sea experience as a qualified LET(MESM), ie. qualified Category C Watchkeeper and Shutdown Supervisor.

b. Approximately 3½ years sea-service, which must include a minimum of 3 years qualified service as a POET(MESM), i.e. qualified Category B Watchkeeper.

c. One-year in-service BEng(Hons) Engineering Degree at the University of Portsmouth.

4. At the end of the scheme, candidates have the following options:

a. Request to transfer to the standard ET career pipeline and continue progression with the ET(MESM) cadre.

b. If an AIB pass has been achieved during the engagement and they are selected, join BRNC as a prospective MESM Engineer Officer.

c. Leave the Service in accordance with the Tailored Career Contract. Note the BEng degree does not incur a Return of Service for UGAS candidates.

5. Candidates are required to inform the ATA(SM) of their end of scheme option prior to the start of their University degree, as described in Annex 73O.

6. Recruitment of UGAS(MESM) Candidates

a. Candidates join as ESM and are streamed MESM or WESM during Phase 2 training.

b. New-to-Service members join the Service on a Tailored Career Agreement (Example at Annex 73L).

c. The UGAS scheme ceased recruiting personnel in 2021.

7. Assignment of UGAS(MESM) Personnel

a. UGAS(MESM) personnel are assigned by the same career management authorities that assign Select Train Promote (STP) personnel, although the ATA(SM) will liaise with CMs to advise on scheme requirements. Examples of UGAS(MESM) career pipelines are provided below, with further details in Annex 73N, which can be used to inform assignment decisions.

b. All UGAS(MESM) personnel complete the initial career pipeline before specialising as Mechanical or Electrical specialisms.

c. During LETQC, UGAS(MESM) personnel will indicate their preference on JPA in the normal manner and are streamed Electrical or Mechanical by the Career Manager to suit the needs of the Service and then follow the associated career pipeline below.

Table 73I-1. UGAS(MESM) Common Initial Career Pipeline

	Course No	Title	Establishment
1	-	Phase 1 Training	HMS RALEIGH
2	-	SMQ	HMNB Clyde/Devonport as appropriate
3	-	Submarine Support Group (Including RNLA Developing Leaders Course and ME 180 UGAS Enabling Course)	HMNB Devonport/RNLA/HMS SULTAN
4	ME176	Leading Engineering Technician (MESM) Qualifying Course LET(MESM)QC	HMS SULTAN
5	RNLA 102	Leading Rates Leadership Course	RNLA

Table 73I-2. Electrical Stream Candidates

	Course No	Title	Establishment
6	ME256	Leading Engineering Technician (MESM) Propulsion Electrical Maintainer	HMS SULTAN
7	ME301 A/V	Nuclear Propulsion Systems Course (NPSC) – Astute/Vanguard Class	HMS SULTAN
8	ME301 L A/V	Nuclear Propulsion Systems Course - Vanguard/Astute Class Electrical Modules	HMS SULTAN
9	-	Sea Training Phase to qualify BSQ, Cat D, SDWKR, Cat C and MRSDS (approx 12 months).	Submarine
10	ME264	Petty Officer Engineering Technician (MESM) Qualifying Course POET(MESM)QC	HMS SULTAN
11	RNLA 103	Senior Rates Leadership Course	RNLA
12	ME267 A	Petty Officer Engineering Technician (MESM) – Foundation Degree Elective Course (Electrical)	HMS SULTAN
13	ME265 ME33L ME440A	Petty Officer Engineering Technician (MESM) – Advanced Propulsion Electrical Maintainer + APD/CAMS	HMS SULTAN
14	ME304Y A/V	Nuclear Propulsion Operators Course (NPOC) Astute/Vanguard Class	HMS SULTAN
15	ME303 A5V	Primary Instrumentation Course (Vanguard/Astute RC&I Update)	HMS SULTAN
16	-	Sea Delivery Phase to qualify and serve as a Cat B (approx 42 months including min 36 months qualified as a Cat B)	Submarine
17	-	Portsmouth University Top Up Degree Course	Portsmouth University

Table 73I-3. Mechanical Stream Candidates

	Course No	Title	Establishment
6	ME256	Leading Engineering Technician (MESM) Propulsion Mechanical Maintainer	HMS SULTAN
7	ME301 A/V	Nuclear Propulsion Systems Course (NPSC) – Astute/Vanguard Class	HMS SULTAN
8	ME258 or 259	Mechanical Craft Training - Fitting and Turning (258) or Pipework and Welding (259)	HMS SULTAN
9	-	Sea Training Phase to qualify BSQ, Cat D, SDWKR, Cat C and MRSDS (approx 12 months).	Submarine
10	ME264	Petty Officer Engineering Technician (MESM) Qualifying Course POET(MESM)QC	HMS SULTAN
11	RNLA 103	Senior Rates Leadership Course	RNLA
12	ME267 B	Petty Officer Engineering Technician (MESM) – Foundation Degree Elective Course (Mechanical)	HMS SULTAN
13	ME266	Petty Officer Engineering Technician (MESM) – Advanced Propulsion Mechanical Maintainer	HMS SULTAN
14	ME309 A1/A9	Adquals (Diesels and Refrigeration)	HMS SULTAN
15	ME304Y A/V	Nuclear Propulsion Operators Course (NPOC) Astute/Vanguard Class	HMS SULTAN
16	-	Sea Delivery Phase to qualify and serve as a Cat B (approx 42 months including min 36 months qualified as a Cat B))	Submarine
17	-	Portsmouth University Top Up Degree Course	Portsmouth University

8. Monitoring and Management of UGAS(MESM) Candidates

a. The Accelerated Technician Authority(SM) (ATA(SM)) will monitor the progress of UGAS(MESM) candidates through liaison with Divisional Officers, CMs and Line Managers. UGAS(MESM) candidates remain subject to the normal warning procedures regarding lack of progress. However, DOs/LMs should contact the ATA(SM) if a scheme candidate becomes subject to such procedures, as additional UGAS actions may be required.

b. UGAS(MESM) candidates are accelerated to POET upon qualification as a Category B Watchkeeper (see Para 7308). It is incumbent upon Divisional Officers/Line Managers to provide scheme candidates with appropriate mentoring and to ensure candidates undertake a wide range development opportunities which support their ultimate aim of becoming Senior Ratings.

c. In the event that a DO/LM has concerns regarding a candidate's continued suitability for UGAS(MESM), they should contact the ATA(SM) as soon as is practicable to agree an appropriate course of action.

d. The ATA(SM) manage the scheme to the requirements of the Navy People MESM Workforce Planner. The ATA(SM) are responsible for the scheme's Concept of Operations, including its terms and conditions and Units/DOs/LMs should contact the ATA(SM) for specific advice about the scheme as the need arises.

9. UGAS Warning System

a. In addition to the conventional warning procedure contained within Chapter 57, UGAS Engineering Technicians (ETs) also become subject to the UGAS Warning System once they complete Phase 1 training, until the end of their involvement in the scheme. This warning system is designed to explain the process and consequences that might arise should an individual continue to fail to meet the high professional and personal standards expected of a UGAS candidate. It ensures that the candidate's shortfalls and recovery requirements are clearly identified, understood and acknowledged by the individual, while allowing an appropriate period of time to allow the required improvement.

b. DOs, training providers and line managers of UGAS ratings are to inform ATA(SM) of any concerns with individual's performance and any instance where a standard training/professional warning has been issued. The ATA(SM) will determine if additional UGAS associated action is required.

c. In order to de-risk the scheme and allow re-allocation of spaces on downstream courses, the UGAS Warning System allows removal of candidates who are deemed unsuitable if they are unlikely to achieve POET in a timely manner, for either technical/academic or CLM failings.

d. UGAS warnings follow a 3-tier structure (Verbal, Written and Final) and are issued and recorded by the ATA(SM) utilising the UGAS Warning Proforma at Annex 73P. UGAS Final Warnings can, in accordance with the tailored career agreement, result in a candidate's removal from the scheme. If warranted, the ATA(SM) may issue higher level warnings without first issuing any lower tier warnings. Appeals against warnings are considered by the Navy People MESM Workforce Planner.

e. **Issue of Verbal Warning.** If a UGAS candidate's performance fails to meet UGAS standard the ATA(SM) may initiate a formal review of the candidate's performance. This may result in a Verbal Warning to the candidate which will detail the problem(s); the proposed solution; the timescale for review; the future process; and the likely consequences where improvement is not forthcoming.

f. **Verbal Warning Review.** The usual period of review for a Verbal Warning is 3 months. At the end of the review period, the ATA(SM) will formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Verbal Warning from the candidate's UGAS record or escalate the warning to a Written Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Verbal Warning. Further failings in a candidate's performance may also warrant escalation to an immediate Written Warning.

g. **Issue of Written Warning.** If escalation is required, the ATA(SM) will issue a Written Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Written Warning will be retained by the ATA(SM) and a copy provided to the candidate.

h. **Written Warning Review.** The usual period of review for a Written Warning shall be 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Written Warning or escalate the warning to a Final Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Written Warning. Further failings in a candidate's performance may also warrant escalation to a Final Warning.

i. **Issue of Final Warning.** If further escalation is required, the ATA(SM) will issue a Final Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Final Warning will be retained by the ATA(SM) and a copy provided to the candidate.

j. **Final Warning Review.** The usual period of review is 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either:

(1) Remove the Final Warning from the candidate's UGAS record.

(2) Retain the Final Warning and re-issue it to the candidate informing them of the extension to the Final Warning, giving reason for the decision and the date on which the review of the Final Warning will be made.

(3) Remove the candidate from the UGAS scheme in accordance with the candidate's Tailored Agreement.

10. Contact details for the ATA(SM) are:

ATA(SM)
Accelerated Technician Authority (SM)
Neptune Admin Building
HMNB Faslane
G84 8HL

Email: NAVY PEOPLE-WFPT ATA ESM

ANNEX 73J

UNDERGRADUATE APPRENTICESHIP SCHEME WEAPON ENGINEER (SUBMARINES) (UGAS WESM) - CONOPS

1. Intent

a. The intent of UGAS (WESM) is to mitigate shortfalls of WESM Maintainers at Petty Officer level. It will achieve this by taking very able New-to-Service candidates, with high academic achievement, and accelerate them along the WESM ET career path by undertaking the following 6 phases as follows:

(1) **Initial Training Phase.** Scheme will conduct Phase 1 new entry training at HMS RALEIGH as probationary LETs (see Para 7303) and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which may be in an operational submarine. This could[1] lead to the award of Submarine Badge (Dolphins). During, or shortly after, SMQ candidates will be streamed MESM or WESM. On successful completion of SMQ(Dry) (including Firefighting and submarine escape training) candidates will be awarded the appropriate engineering branch badge and 'HM Submarines' cap tally. At this point they will be designated as Phase 3 trainees, although they will remain on the Untrained Strength. This phase will take approximately 6 months in total, including an engineering safety course at HMS SULTAN and a Developing Leadership course at HMS COLLINGWOOD.

(2) **First Shore Training Phase.** Scheme members streamed WESM will then be assigned to HMS Collingwood to attend:

(a) WE213 or WE 214X LETQC (HMS Collingwood).

(b) RNLA 102 Leading Rates' Leadership Course (LRLC).

(c) Specialist training at RNSMS or the Trident Training Facility or ATF.

This phase of training will take approximately 2 years. Subject to satisfying service and eligibility criteria, candidates will substantiated as LET at the end of the LET training pipeline (i.e. LETQC, LRLC and WESM specialist training). On successful completion of the LETQC and Apprenticeship tasks and associated portfolio during the Sea Training Phase, they will be awarded a Level 3 Advanced Apprenticeship in Engineering. On successful completion of the whole LET training pipeline they will join the trained strength (GTS) iaw Para 7306.

[1] As a minimum, new to service UGAS candidates are required to complete SMQ (Dry) prior to LETQC.

(3) **Sea Training Phase.** UGAS (WESMs) will then be assigned to an operational submarine to achieve or re-affirm their submarine qualification (BSQ) and to qualify in either a TWS or SWS LET WESM watchkeeping position (dependent on specialisation). They must be carefully managed in order to conduct maintenance and repair tasks under supervision; gaining experience in operations, maintenance, section management and repair. This 'journeyman' phase of their career should take no more than 12 months. Unforeseen changes to submarine programmes or personal circumstances could extend this period.

(4) **Second Shore Training Phase.** After their sea training phase, candidates will return to HMS COLLINGWOOD to attend the WE 316 Petty Officer Engineering Technician Qualifying Course (POETQC), the Senior Rates' Leadership Course (SRLC) and further specialist training as required. This phase will last approximately 28 weeks, during which candidates will complete the Engineering Foundation Degree. At the end of this phase UGAS ratings will become eligible for advancement to Acting POET, which is successful completion of both POETQC (WE316) and SRLC, iaw the advancement criteria detailed in Para 7307.

(5) **Sea Delivery Phase.** Scheme members will be assigned to an operational submarine to conduct onboard training to qualify as WE Watchkeeping Supervisor (Duty Forward Technically Supervisor (SSN TWS)/Duty TWS Supervisor (SSBN TWS)/SCC Panel Operator/Duty SWS Supervisor). Once qualified and subject to eligibility criteria detailed in Table 73-18, they will be advanced to a substantiated Petty Officer Engineering Technician. Service as a Section Head will be at the discretion of the Weapon Engineer Officer but UGAS (WESM) candidates are expected to achieve Section Head within one year of becoming a substantive POET. This phase of their career will last approximately 38-42 months but must include a minimum of 36 months qualified as a POET during which they must achieve OPS. At the end of this phase they will complete or be deemed to have completed any RoS outstanding for LET and POET QCs.

(6) **University Degree Phase.** The exact timing of the end of the sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET WESM; any leave outstanding and the pre-requisites[2] required before candidates start[3] the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up their Foundation Degree to BEng(Hons). Whilst reading for their degree, candidates will remain serving in the RN. There is no RoS for attaining the BEng. In the January prior to starting at the University of Portsmouth, UGAS personnel will be required to indicate to the ATA(SM) which of the paths at Para b below they will choose upon the posting of their degree results.

[2] Bridging modules are a pre-requisite for the UGAS degree scheme and typically start in July..
[3] Academic year starts in September.

b. **Options Upon Completion of the Scheme.** On completion of their one year of university study, New-to-Service UGAS (WESM) members[4] will have the following 3 choices:

(1) Transfer to the standard ET career pipeline where further progression will be subject to the normal rules for promotion.

(2) If an AIB pass has been achieved and they have been selected, join BRNC as a prospective WESM Engineer Officer. It is recommended that all reporting requirements for selection to UY/SUY are completed prior to assignment from Sea Delivery phase.

(3) Leave the Service in accordance with the Tailored Career Agreement.

c. The UGAS (WESM) is therefore a minimum[5] 8.5-year engagement which is planned to generate a POET WESM watchkeeper/maintainer approximately 3.5 years from entry to complete a minimum of 36 months qualified service as a TWS/SWS Senior Rate. The duration of their sea assignment is variable to allow scheme members to serve a minimum of 36 months qualified before departure from their submarine to match the September start to the academic year and pre-degree bridging modules.

d. This scheme will not replace the ET WESM Fast Track/restructured ET pipeline, but should be seen as running in parallel and may be continued or stopped as required; as of Summer 2021 recruitment for UGAS personnel ceased. It is therefore NOT an immediate solution to the POET WESM shortage but allows greater future WESM flexibility and adaption for future submarine requirements.

e. It is envisaged that the cohort of UGAS(WESM) will be small (18 to qualify as either TWS or SWS POETs per year as required by WE Branch Management) and therefore it does not set a precedent for the way all submariners are recruited, managed or employed. Nevertheless, there are areas where these individuals will need to be treated differently from the standard Service entrants and they will need to be carefully, and on occasion preferentially managed, as they progress along the scheme's pipeline.

[4] In Service UGAS members will remain on the standard ET career pipeline where further progression will be subject to the normal rules for promotion.
[5] This is a minimum because it is not possible to align exact qualification and training times, sea draft duration and Portsmouth University Degree start dates at this range.

f. During the University Degree Phase, UTS Drummond Divisional/Reporting Officers do not have sufficient knowledge of any UGAS members to appropriately support new applications for UY/SUY. UGAS members applying for a UY/SUY career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation. Any UY/SUY applications made early in the Sea Delivery Phase may result in FSB selection/extraction during the Tailored Career, which will risk completion of the Sea Delivery Phase and eligibility to enrol onto the UGAS in-service degree. Any applications made during the University Degree Phase may be deferred until the applicant returns to a role where sponsors have sufficient professional knowledge to support the UY/SUY application. All UY/SUY applicants are advised to engage with their DO, UY/SUY sponsor and the Recording Authority for further guidance.

2. Recruitment

a. The scheme targets recruitment from a demographic of high achievers with proven academic ability. Potential candidates will be drawn from civilian personnel who already hold a minimum of level 3+ STEM qualifications (e.g. A Levels, BTech, HNC/D NVQ level 3). Although candidates will be badged as ETs, and mixed with conventional ETs during training, the scheme will be separate from the current ET system and candidates will need to be managed by the ATA(SM) in conjunction with the CMs.

b. The following premise underpins the scheme. A high quality[6] candidate is recruited to an approximate 8½ year engagement[7] with the offer of paid training and education that delivers an in-service engineering degree at the end of the scheme. The candidate's remuneration and reward rises rapidly to a significant figure at the 6-year point and continues during their final year on the scheme where they complete the UY degree at Portsmouth University. During the scheme this quality individual could attend an AIB to widen the available options open to them upon graduation.

c. The important factor is that the choice belongs to the individual; this is a recruiting lure. In return, the Service expects significant application from the individual during shore and sea training followed by approximately 4 years sea service, of which 3 years will be as a qualified PO(ET)WESM.

d. **Entry Requirements.** UGAS entry requirements are as follows:

(1) Age on entry of 18 - 34 years.

(2) Be a British Citizen and not hold dual nationality.

(3) Score 90 or more on the Recruit Test (not on CNR website).

[6] Aged 18-34, 3 A levels (Math, science, other), RT score >= 90 other equivalent L3 STEM qualification.
[7] Such short-term engagements suit the expectation of Gen Z (future recruiting demographic) A Vision for a Future Model of Manning Submarines Adm Mathias dated Mar 15.

(4) Hold the following qualifications (equivalent qualifications are acceptable and UGAS applications can be made before exam results are known):

(a) 5 x GCSE at grade 9 – 4(A*- C) including Maths, English and at least one science based subject.

(b) Level 3 qualifications achieving a minimum of 48 UCAS points derived from Science, Technology, Engineering and Maths subjects.

(c) Equivalent Level 3 or higher STEM qualifications (BTEC, HNC, etc.) are also acceptable. Full details are included in the UGAS CONOPS held by the ATA(SM).

3. Terms and Conditions of Service

a. **New to Service Candidates.** The approximate 8½ year engagement is non-NEM compliant, but candidates will be engaged using a Tailored Career Agreement (example at Annex 75C). However, SM programmes, training delays and the exigencies of Service life may delay progress along the UGAS(WESM) career pipeline. Therefore, it may be necessary to extend their Tailored Career Agreement to allow sufficient time for candidates to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase[8]. This is a function of the UGAS Scheme Manager / ATA(SM).

b. **In-Service Candidates.** In Service candidates who have been selected onto the scheme they will be required to progress their training. Internal candidates should complete their initial career course and then attend SMQ. Any opportunities to consolidate ET initial career training should be taken prior to their assignment to LETQC (i.e.. similar to Fast Track). Internal candidates will remain on their extant engagement (EC, ES1) but will also be issued with a signed agreement (Annex 73L) outlining their agreed progress through the scheme.

c. All candidates will be given a competence marker (UGAS) on their JPA record to denote their membership of the scheme.

d. UGAS(WESM) candidates are badged as ETs and are trained alongside normal ETs and FTs.

e. **Failures.** Failures or voluntary withdrawals during training are required to complete any RoS incurred during training and will be offered progression along the normal ET route. The only exception is for new-to-service candidates who withdraw from the scheme before qualification as a LET(WESM). These individuals must be considered on an individual basis. It may be in the interests of the Service to waiver the RoS requirement and allow them to leave the Service.

f. Substantive UGAS LETs will not be considered at the next annual promotion selection boards following removal from the scheme but will be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria.

[8] In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.

4. Training

a. The UGAS scheme attempts to utilise existing courses within HMS COLLINGWOOD / RNSMS / ATF / TTF and avoid the need to develop new courses or re-sequence the existing training plan. There is a requirement, however, to conduct some electrical safety testing training to ensure all new-to-service candidates can safely attend the practical modules of LETQC and subsequent specialist training. The training route is detailed at Annex 73M.

b. SMQ is a valuable qualification that will set an SM context before commencing specialist shore training and education. This is a de-risking activity that gives candidates a first exposure to submarines before the Service invests significant elements of shore training in them[9].

5. Employment Onboard

a. Despite having received maintainer education and training, UGAS (WESM) experience levels will be low when they qualify as POET WESMs. Therefore, given their limited experience profile as a maintainer, each operational SSN crew will be expected to sustain no more than two UGAS (WESM) individuals (of different sub-specialisms) or three for SSBNs (2 TWS and 1 SWS) per year. Candidates will need to be carefully managed on and across platforms in order to maximise their experience profile and opportunity to learn. With the WEO's approval, they can operate as a section head[10]. At this point the submarine may then be able to tolerate another UGAS (WESM) member. While constrained in its numbers, the scheme will alleviate forecast gapping at sea and bring relief to POET WESM alongside watch bills. These individuals will be able to perform operations and maintenance, but are not able to immediately act as a Section Head or mature diagnostician.

b. Experience will need to be built up in the first year onboard as a POET, however the quality of the individual supports the case for rapid learning abilities, whilst allowing for later selection as Upper Yardman or promotion to Warrant Officer.

6. Management of the Scheme

a. The UGAS Scheme Manager function is undertaken by the ATA(SM). Administration includes:

(1) Liaison and communication inform the actions of CNR / R&A staff, Career Managers, SubFlot and training deliverers et al to ensure flow along this novel career pipeline is as effective and efficient as possible.

(2) The ATA(SM) is required to carry out the following functions:

(a) Communicate, encourage and mentor candidates and, where necessary, interview them during recruiting and training.

[9] Note qualifying SMQ(Wet)/BSQ is not compulsory prior to starting LETQC.
[10] Full POET maintainer status will be gained on WEO recommendation for and appointment as a Section Head.

(b) Liaise with training providers and CM to expedite rapid progress of candidates through training and education and ensure advancement.

(c) Liaise with CM to ensure appropriate first drafts as LETs to maximise their 12 month sea training phase.

(d) If necessary, manage any extension of their Tailored Career Agreement to allow sufficient time to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase[11].

(e) Maintain overview of resource implications e.g. UY scheme cost, SUL and MWS capacity, margin during training and UY degree.

(3) The RoS for the in-service degree is to be waivered and this agreement is written into the Tailored Career Agreement for new-to-service candidates and the UGAS(WESM) agreement for in-service candidates.

(4) The Foundation Degree (FD) awarded during POET QC is a fundamental aspect of the UGAS entry path and is not to be diluted to an apprenticeship.

b. **Interviews.** UGAS applicants will undergo an interview to determine suitability for the scheme which will be conducted by the ATA(SM) or CNR / R&A staff.

[11] In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.

ANNEX 73K

UNDERGRADUATE APPRENTICESHIP SCHEME MARINE ENGINEER (SUBMARINE), UGAS(MESM) - CONOPS

1. Introduction

a. The intent of the UGAS(MESM) is to mitigate shortfalls of RPOs/MCDOs/ METOWs[1] and submarine electrical and mechanical maintainers at Petty Officer level. It will achieve this by taking very able new-to-service candidates, with high academic achievement, and accelerate them along the MESM ET career path in 6 phases, as follows:

(1) **Initial Training Phase.** Scheme members will conduct Phase 1 new entry training at HMS RALEIGH as probationary LETs (see Para 7303) and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which may be in an operational submarine. This could[2] lead to the award of the Submarine Badge (Dolphins). During, or shortly after, SMQ candidates will be streamed MESM or WESM. On successful completion of SMQ(Dry) (including Firefighting and submarine escape training), candidates will be awarded the 'HM Submarines' cap tally. At this point they will be designated as Phase 3 trainees although they will remain on the Untrained Strength. This phase will take approximately 6 months in total, including an engineering safety course at HMS SULTAN and a Developing Leadership course at HMS COLLINGWOOD.

(2) **First Shore Training Phase.** Scheme members streamed MESM will then then be assigned to HMS SULTAN to attend:

(a) ME176 Leading Engineering Technician's (LET) Qualification Course for MESMs (LETQC(MESM)).

(b) ME256 LET Propulsion Electrical Maintainer Course or ME257 LET Propulsion Mechanical Maintainer Course (dependent upon streaming during ME176).

(c) RNLA102 Leading Rates' Leadership Course (LRLC).

(d) ME301 Nuclear Propulsion Systems Course (NPSC).

(e) Appropriate Craft/Adqual courses[3]/FAST courses.

[1] Reactor Panel Operator/Main Control Desk Operator/Marine Engineering Technician of the Watch.
[2] As a minimum new to service UGAS candidates are required to complete SMQ (Dry) prior to LETQC.
[3] E.g. ME258 or ME259 Mechanical Craft courses or ME301L Electrical maintainer training.

This phase of training will take approximately 15 months. Subject to satisfying service and eligibility criteria, candidates will be substantiated as Leading Engineering Technician at the start of NPSC. On successful completion of the LETQC and Apprenticeship tasks and associated portfolio during the Sea Training Phase, they will be awarded a Level 3 Advanced Apprenticeship in Engineering. On successful completion of the whole LET training pipeline they will join the trained strength (GTS) iaw Para 7306.

(3) **Sea Training Phase.** UGAS (MESMs) will be assigned to a SM tagged position in an operational submarine to achieve or re-affirm their submarine qualification (BSQ), or re-qualify BSQ if already achieved at the initial training phase. They must then qualify as:

(a) Category D Watchkeeper.

(b) Category C EPO/SCPO/MMSS[4].

(c) Manoeuvring Room Shut Down Supervisor.

Once qualified, they will be eligible for full (not reserve) RRP(SM) and Category C (RRP(NP)). If they fail to achieve these requirements they will not be eligible for the pay until the milestones are achieved in the sea delivery phase. They will be carefully managed in order to conduct maintenance and repair tasks under supervision, gaining experience in operations, maintenance, section management and repair. ***This 'journeyman' phase of their career path should take no more than 12 months to meet POETQC course start dates and includes a minimum 6 months qualified as a Category C Watchkeeper and 3 months qualified as a Manoeuvring Room Shut Down Supervisor. If operational circumstances prohibit these being achieved, they can be deferred until the start of the post POETQC sea delivery phase. If this deferral is to be enacted, the ATA(SM) is responsible for recording the qualification dates and journeyman's time achieved within each position to ensure the shortfall is captured and 'worked out' at the start of the sea delivery phase, prior to the Category B qualification being awarded. Pre-Promotion requirements to POET remain iaw Para 7308.***

(4) **Second Shore Training Phase.** After their sea training phase, candidates will return to HMS SULTAN to attend:

(a) ME264 Petty Officer Engineering Technician Qualifying Course (POET(MESM)QC)[5].

(b) ME265 POET Advanced Propulsion Electrical Maintainer Course or ME266 POET Advanced Propulsion Mechanical Maintainer Course.

(c) ME304 Nuclear Propulsion Operators Course (NPOC).

(d) Senior Rates Leadership Course (SRLC).

[4] Electrical Panel Operator/Systems Control Panel Operator/Main Machinery Space Supervisor.
[5] This course is due to be replaced by the Project Faraday POETQC(SM) – course ME178.

(e) ME267 Foundation Degree module.

(f) ME303/436 POET pipeline courses.

(g) Appropriate Adqual courses[6].

Completion of these courses will conclude shore-based training on the UGAS and this phase will last approximately 15 months. During this phase, they will complete the Engineering Foundation Degree. Towards the end of this phase UGAS ratings will become eligible for advancement to Acting POET as detailed in Para 7308.

(5) **Sea Delivery Phase.** Scheme members will be assigned to an operational submarine in order to conduct onboard training to qualify as a Category B Watchkeeper (RPO/MCDO/METOW) and electrical or mechanical systems maintainer, shutdown supervisor and deputy section head. Upon qualification as a Category B Watchkeeper, and subject to the promotion eligibility criteria within Para 7308, they will be advanced to Petty Officer Engineering Technician. **If the individual has a residual Cat C/MRSDS shortfall carried over from the Sea Training Phase, this must be achieved prior to the Category B qualification being awarded**. Service as a Section Head will be at the discretion of the Marine Engineering Officer but UGAS(MESM) candidates are expected to achieve Section Head within one year of qualifying as a Category B Watchkeeper. This phase of their career will last approximately 38-44 months but must include a minimum of 36 months' qualified Category B service during which they must achieve OPS. At the end of this phase they will complete or be deemed to have completed any RoS outstanding for LET and POET QCs.

(6) **University Degree Phase.** The exact timing of the end of the sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified Category B operator; any leave outstanding and the pre-requisites[7] required before candidates start[8] the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up the Foundation Degree to BEng(Hons). Whilst reading for their degree, candidates will remain serving members of the RN. There is no RoS for attaining the BEng. In the January prior to starting at the University of Portsmouth, UGAS personnel will be required to indicate to the RN career management authorities which of the paths at Para b below they will choose upon the posting of their degree results.

b. **Options Upon Completion of the Scheme.** On completion of their one year of university study, New-to-Service UGAS(MESM) members will have the following 3 choices:

(1) Transfer to the standard ET career pipeline where further progression will be subject to the normal rules for promotion.

[6] e.g. ME303 courses – Diesel Maintainer, Primary Instrumentation Maintainer, Refrigeration and ACP Maintainer.
[7] Bridging modules are a pre-requisite for the UGAS degree scheme and typically start in July.
[8] Academic year starts in September.

(2) If an AIB pass has been achieved and they have been selected, join BRNC as a prospective MESM Engineer Officer. It is recommended that all reporting requirements for selection to UY/SUY are completed prior to assignment from Sea Delivery phase.

(3) Leave the Service in accordance with the Tailored Career Contract.

c. UGAS(MESM) is therefore a minimum[9] 8.5-year engagement which is planned to generate a MESM POET Cat B Watchkeeper/maintainer approximately 3.5 years from entry to complete a minimum of 36 months qualified service as a RPO/MCDO or METOW. The duration of their sea assignment is variable to allow scheme members to serve a minimum of 36 months qualified before departure from their submarine to match the September start to the academic year and pre-degree mathematics bridging modules.

d. This scheme has not replaced the ET MESM Fast Track/restructured ET pipeline, but should be seen as running in parallel and could be continued or stopped as required as of Summer 2021 recruitment for UGAS personnel ceased. It is therefore NOT an immediate solution to the Cat B operator shortage but allows greater future MESM flexibility and adaption to successor submarine requirements.

e. It is envisaged that the cohort of UGAS(MESM) will be small (e.g. 12 M and 12 L to qualify as a Cat B per year) and therefore it does not set a precedent for the way all submariners are recruited, managed or employed. Nevertheless, there are areas where these individuals will need to be treated differently from standard Service entrants and they will need to be carefully, and on occasion preferentially, managed as they progress along the scheme's pipeline.

f. During the University Degree Phase, UTS Drummond Divisional/Reporting Officers do not have sufficient knowledge of any UGAS members to appropriately support new applications for UY/SUY. UGAS members applying for a UY/SUY career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation. Any UY/SUY applications made early in the Sea Delivery Phase may result in FSB selection/extraction during the Tailored Career, which will risk completion of the Sea Delivery Phase and eligibility to enrol onto the UGAS in-service degree. Any applications made during the University Degree Phase may be deferred until the applicant returns to a role where sponsors have sufficient professional knowledge to support the UY/SUY application. All UY/SUY applicants are advised to engage with their DO, UY/SUY sponsor and the Recording Authority for further guidance.

[9] This is a minimum because it is not possible to align exact qualification and training times, sea draft duration and Portsmouth University Degree start dates at this range.

2. Recruitment

a. The scheme targets recruitment from a demographic of high achievers with proven academic ability. Potential candidates will be drawn from civilian personnel who already hold a minimum of level 3+ STEM qualifications (eg. A Levels, BTech, HNC/D NVQ level 3. Although candidates are badged as ETs, and mixed with conventional ETs during training, the scheme is separate from the current ET system and candidates are managed by the ATA(SM) in conjunction with the CMs.

b. The following premise underpins the scheme. A high quality[10] candidate is recruited to an approximate 8½ year engagement[11] with the offer of paid nuclear training and education that delivers an in-service engineering degree at the end of the scheme. The candidate's remuneration and reward rises rapidly to a significant figure at the 6-year point and continues during their final year on the scheme where they complete the UY degree at Portsmouth University. During the scheme this quality individual could attend an AIB to widen the available options open to them upon graduation.

c. The important factor is that the choice belongs to the individual; this is a recruiting lure. In return, the Service expects significant application from the individual during shore and sea training followed by approximately 4 years sea service, of which 3 years will be as a qualified RPO/MCDO or METOW.

d. **Entry Requirements.** UGAS(MESM) entry requirements are as follows:

(1) Age on entry of 18 – 34 years.

(2) Be a British Citizen and not hold dual nationality.

(3) Score 90 or more on the Recruit Test (not on CNR website).

(4) Hold the following qualifications (equivalent qualifications are acceptable and UGAS(MESM) applications can be made before exam results are known):

(a) 5x GCSE at grade 9 – 4 (A*-C), including Maths, English and at least one science-based subject.

(b) Level 3 qualifications achieving a minimum of 48 UCAS points derived from Science, Technology, Engineering and Maths subjects.

(c) Equivalent Level 3 or higher STEM qualifications (BTEC, HNC etc) are also acceptable. Full details are included in the UGAS CONOPS held by the ATA(SM).

[10] Aged 18-34, 3 A levels (Math, science, other), RT score >= 90 other equivalent L3 STEM qualification.
[11] Such short-term engagements suit the expectation of Gen Z (future recruiting demographic) A Vision for a Future Model of Manning Submarines Adm Mathias dated Mar 15.

3. Terms and Conditions of Service

a. **New To Service Candidates.** The approximate 8½ year engagement is non-NEM compliant, but candidates will be engaged using a tailored career agreement (example at Annex 74C). Submarine programmes, training delays and the exigencies of Service life, however, may delay progress along the UGAS(MESM) career pipeline. Therefore, it may be necessary to extend the Tailored Career Agreement to allow sufficient time for candidates to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase[12]. This is a function of the UGAS(MESM) Manager / ATA(SM).

b. **In-Service Candidates.** In Service candidates who have been selected onto the scheme, will be required to progress their training. Internal candidates should complete their initial career course and then attend SMQ. Any opportunities to consolidate ET initial career training should be taken prior to their assignment to LETQC (ie. similar to Fast Track). Internal candidates will remain on their extant engagement (EC, ES1) but will also be issued with a signed agreement (Annex 73L) outlining their agreed progress through the scheme.

c. All candidates will be given a competence marker (UGAS) on their JPA record to denote their membership of the scheme.

d. UGAS(MESM) candidates are badged as probationary LETs and are trained alongside normal ETs and FTs.

e. **Failures.** Failures or voluntary withdrawals during training are required to complete any RoS incurred during training and will be offered progression along the normal ET route. The only exception is for new-to-service candidates who withdraw from the scheme before qualification as a Category C Watchkeeper. These individuals will be considered on an individual basis as they can only serve their RoS as a Cat D but will not have attended ETICC. Dependent upon where they are in the UGAS(MESM) training pipeline, candidates may not be able to serve as a Category D Watchkeeper unless they complete ETICC. It may be in the interests of the Service to waiver the RoS requirement and allow them to leave the Royal Navy.

f. Substantive UGAS LETs will not be considered at the next annual promotion selection boards following removal from the scheme, but will be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria.

4. Training

a. The UGAS scheme attempts to utilise existing courses within DSMarE and avoid the need to develop new courses or re-sequence the existing training plan. There is a requirement, however, to conduct some engineering safety training, to ensure all new-to-service candidates can safely attend the practical modules of LETQC and subsequent specialist training. The training route is at Annex 73N.

[12] In certain circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.

b. SMQ(Dry) is a valuable qualification that will set an SM context before commencing specialist shore training and education. It is a de-risking activity that gives candidates a first exposure to submarines before the Service invests significant elements of shore training in them[13].

5. Employment Onboard

a. Despite having received maintainer education and training, UGAS(MESM) experience levels will be low when they qualify as a Category B Watchkeeper. Therefore, given their limited experience profile as a maintainer, each operational crew will be expected to sustain only one UGAS(MESM) individual per watchkeeper union[14] per year. Candidates will need to be carefully managed on and across platforms in order to maximise their experience profile and opportunity to learn. With the MEO's approval, they can operate as a section head[15]. At this point, the submarine may be able to tolerate another UGAS(MESM) member. While constrained in its numbers, the scheme will alleviate forecast gapping at sea and bring relief to Shut Down Supervisor and Category B alongside watch bills. UGAS(MESM) individuals will be able to perform operations and maintenance, but are not able to immediately act as a Section Head or mature diagnostician.

b. Experience will need to be built in the first year onboard as a POET, however the quality of the individual supports the case for rapid learning abilities, whilst allowing for later selection as Upper Yardman or Nuclear Supervisory Rating (Category A2).

6. Management of the Scheme

a. The UGAS Scheme Manager function is undertaken by the ATA(SM). Administration includes:

(1) Liaison and communication inform the actions of CNR / R&A staff, Career Managers, SubFlot and training deliverers et al to ensure flow along this novel career pipeline is as effective and efficient as possible.

(2) The ATA(SM) is required to carry out the following functions:

(a) Communicate, encourage and mentor candidates and, where necessary, interview them during recruiting and training.

(b) Liaise with training providers and CM to expedite rapid progress of candidates through training and education and ensure advancement.

(c) Liaise with CM to ensure appropriate first drafts as LETs to maximise their 12-month sea training phase.

[13] Note qualifying SMQ(Wet)/BSQ is not compulsory prior to starting LETQC.
[14] i.e. 1 x RPO/MCDO AND 1x METOW per year.
[15] Full POET maintainer status will be gained on MEO recommendation for and appointment as a Section Head.

(d) If necessary, manage any extension of their Tailored Career Agreement to allow sufficient time to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase[16].

(e) Maintain overview of resource implications e.g. UY scheme cost, SUL & MWS capacity, margin during training and UY degree.

(3) The RoS for the in-service degree is to be waivered and this agreement is written into the Tailored Career Agreement for new-to-service candidates and the UGAS(MESM) agreement for in-service candidates.

(4) The Foundation Degree (FD) awarded during POETQC needs to be protected from reviews and any aspirations to steer training towards a higher apprenticeship that would see the FD negated.

b. **Interviews.** UGAS applicants will undergo an interview to determine suitability for the scheme, which will be conducted by the ATA(SM) or CNR / R&A staff.

[16] In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.

ANNEX 73L

EXAMPLE UGAS TAILORED CAREER AGREEMENT (NEW TO SERVICE CANDIDATES)



Note. *This form is to be read in conjunction with its associated S3049 UGAS (DATE) -Notice/Attestation Form for entry/re-entry into or continuation in the Naval Service to serve on a TAILORED CAREER For The RN Undergraduate Apprenticeship Scheme - RN UGAS.*

OFFER OF A TAILORED CAREER TO:

NAME: .....

GENERAL TERMS AND CONDITIONS FOR NEW ENTRANTS OR RE-ENTRANTS JOINING THE ROYAL NAVY'S UNDERGRADUATE APPRENTICESHIP SCHEME - (RN UGAS)

It should be noted that:

Any offer made is dependent upon you meeting the required medical/fitness standards and security clearance/nationality status requirements for entry.

This letter outlines the main terms and conditions which will apply. You will also be subject to the terms and conditions in other publications and should note that terms and conditions are liable to change. Significant changes will usually be published through internal briefs and temporary memoranda, but Joint and single service references are amended regularly and you may not specifically be made aware of those which affect you. You will be treated in accordance with the terms and conditions extant at the relevant time and should ensure you remain up to date on policy which affects you. If in doubt, make enquiry through your Divisional line management.

1. Date of Entry

You will join HMS RALEIGH on *(**DATE**)* in order to undertake Phase 1 Training as a member of the Royal Navy's Undergraduate Apprenticeship Scheme (here after known as UGAS).

2. Career

a. You will initially enter on a Tailored Career (TC) of 8½ years. At this range it is expected that you will start your degree in *(DATE)*[1], with your service expected to end on *(DATE)* (after the posting of your graduation results from the University of Portsmouth/Upper Yardman (Engineer) degree course). The length of the TC may need to be altered, however, due to the uncertainties of submarine operations (which can delay sea training), the exact timing of training courses starting more than 3 years in the future, your own abilities, unforeseen changes in your personal circumstances and the need to align the end of your sea service with the start of the university academic year. This could require that your TC is marginally shortened or extended. Any such extension will be agreed with you as a normal aspect of managing a TC.

[1] This could occur in the preceding academic year.

b. UGAS is designed to accelerate individuals through the RN's general engineering and submarine training and education programme in approximately 4 years, in order to serve as a **qualified** Petty Officer Engineering Technician for a minimum of 36 months in either the ET(MESM) or ET(WESM) sub specialisation. Qualified POET service is defined as either:

(1) ET(MESM): Category B Nuclear Watchkeeper (Reactor Panel Operator[2]/Main Control Desk Operator[3], or Marine Engineering Technician of the Watch[4],[5]), or

(2) ET(WESM): Qualified Tactical Weapon System or Strategic Weapon System Maintainer & watchkeeper.

During the first part of your service you will be streamed by the RN as either UGAS(MESM) or UGAS(WESM) to serve in the ET(MESM) or ET(WESM) sub specialisations respectively. Once streamed, you will have no right to transfer to the other sub specialisation. If you choose to stay in the RN at the end of UGAS, you still will not have a right to transfer to another specialisation.

c. At the end of the Scheme, you will have a choice of:

(1) Requesting to continue in the RN as an ET(MESM) or ET(WESM) on an Engagement Stage 2 which will extend your career to 20 years' service or age 40, whichever is later.

(2) Entering the Officer Corps as a MESM or WESM sub-specialist on the Upper Yardman or Senior Upper Yardman schemes (dependent upon age), subject to passing the Admiralty Interview Board[6] (AIB) and being selected.

(3) Leaving the RN with a BEng (Hons) degree and substantial Nuclear Engineering experience which will provide you with an exceptional basis to move into a civilian career, particularly if you pursue opportunities in the wider MOD and UK Nuclear and Submarine Enterprise.

You will be required to inform your Career Manager which of these options you intend to follow at least 12 months before the end of your TC. This will allow RN career management decisions and arrangements to be made.

3. Rate, Seniority and Pay

You will enter the Royal Navy in the rank of probationary Leading Hand with a seniority of *(DATE)* and will be referred to as Leading Engineering Technician MESM. Your Incremental Basic Date will be *(DATE)* and your pay will be OR4-1 Supp 3[7].

[2] ASTUTE Class.
[3] VANGUARD Class.
[4] VANGUARD Class.
[5] ASTUTE Class.
[6] The AIB is normally sat prior to the start of the Upper Yardman Degree Course.
[7] For details of pay related matters refer to JSP 754.

4. Discipline

You will be subject to normal disciplinary regulations in accordance with the Armed Forces Act 2006 and any disciplinary action which would normally result in reversion or dis-rating may cause the termination of your TC. You will also be subject to compulsory drug testing in accordance with current policy.

5. Deployability

Although you will have the same worldwide deployment liability as a regular Service Person, as a member of the UGAS, you have been recruited specifically for service in submarines.

6. Statutory Discharge and Notice Period

a. On entry to the RN, if you are a new recruit with no former RN service, you will have a statutory right to give 14 days' notice of your wish to leave within your first 6 months of service, providing that you have completed a minimum of four weeks' service (excluding any leave periods or time forfeited). Thereafter, your on-going training and education will attract a return of service (RoS) to reflect the RN's significant investment in ensuring that you are able to serve as a **qualified** POET(MESM) or POET(WESM) for a minimum of 3 years before you start your BEng degree. The current RoS for training courses that form part of the UGAS training pipeline are detailed at Para 12. Your ability to usefully serve a RoS is dependent upon how far you have progressed along the UGAS pipeline such that you are able to qualify to serve as a technician in a submarine. Therefore and at the discretion of the Branch Manager your RoS may be waivered.

b. When not subject to a RoS, you will be eligible to submit 12 months' notice of your wish to leave the Royal Navy; however, if you take this option, you will be removed from the UGAS and placed at an appropriate point in the standard Engineering Technician (MESM or WESM as appropriate) career pipeline to serve out the outstanding period. This is also dependent upon how far you have progressed along the UGAS pipeline, however, such that you are able to qualify to serve as a technician on a submarine; therefore and at the discretion of the Branch Manager, your 12 months' notice may be waived.

7. Transfer to another Branch or Specialisation

There will be no opportunity to transfer to another branch or specialisation whilst you are on the Scheme unless it is in the interests of the service.

8. Entry to the Officer Corps

If you pass an Admiralty Interview Board (AIB) whilst on the scheme and are subsequently selected for the Officer Corps, you will not be allowed to enter BRNC until you have completed the sea delivery phase as a qualified POET(MESM) or POET(WESM). It should be noted that Upper Yardman (Engineer) officers similarly cannot join BRNC until successfully completing the BEng degree course at the University of Portsmouth.

9. Advancement

Subject to meeting your training targets and the mandated advancement criteria set out in this letter, including passing an annual Royal Naval Fitness Test, you will become eligible for consideration for accelerated advancement to the rates of substantive Leading Engineering Technician and Petty Officer Technician during your time on the UGAS. Thereafter, your advancement will be in accordance with the standard promotion criteria[8] detailed in BRd 3(1) Part 8, with selection based on merit, qualification, recommendation and requirement. In addition, you may be eligible for promotion to the acting higher rate on a local acting basis if there is a Service need e.g. a vacancy at the higher rate within your role/organisation.

10. Transfer to a Longer Career or Extension to your Tailored Career

a. If your training is delayed such that you are unable to complete your sea delivery phase and university phase within this TC the following rules apply:

(1) If your training is delayed for Service reasons (e.g. due to submarine programmes), an appropriate extension to your TC will be offered. If you elect to refuse an extension, you will lose your entitlement to attend university if you fail to complete the sea delivery phase.

(2) If your training is delayed due to personal reasons, an extension of service may be offered. If an extension is not offered or if an extension offer is refused, you will lose your entitlement to attend university if you fail to complete the sea delivery phase.

b. You will not be eligible to transfer to another Engagement Stage or be considered for an Extended Career until you have completed your sea delivery phase. At this point, subject to satisfactory service, you can request to transfer to an ES2 in order to extend your service to be able to complete a total of 20 years or serve until age 40 (whichever is the later). Thereafter, further extensions of service or transfers to longer engagements may be offered if there is a Service requirement. Service on a TC is permitted up to the day before an individual's 55th birthday or up to 11 years' service in total and is totally dependent on the needs of the Service.

[8] For example, CO's recommendation, in-date RN Fitness Test, passed appropriate training courses.

11. UGAS – Outline Career Description

a. Your training and career pipeline will be as follows:

(1) **Initial Training Phase (Common). You** will complete Phase 1 new entry training at HMS RALEIGH (indicative salary £31,100)[9] and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which will be on an operational submarine. Subject to service opportunities (e.g. submarine availability), you may qualify as a submariner and gain your Submarine Dolphins during this phase. This phase of your training will take approximately 6 months in total, (indicative salary will be £31,100). Part way through this phase you will be streamed UGAS(MESM) or UGAS(WESM), and you will also attend an engineering safety course at HMS SULTAN and a developing leadership course at HMS COLLINGWOOD.

(2) If you are streamed UGAS(MESM), on completion of the Initial Training Phase:

(a) **First Shore Training Phase.** You will then be assigned to HMS SULTAN to complete any enabling training required before attending the Leading Engineering Technician's (LET) Qualification Course for submariners (ME 176 LETQC(SM)), ME257 Mechanical or ME256 LET Propulsion Electrical Maintainer, the Leading Rates Leadership Course (LRLC), and ME301 Nuclear Propulsion Systems Course (NPSC) and appropriate Craft and Adqual courses[10]. This phase of training will take approximately 15 months. You will be advanced to the rate of substantive Leading Engineering Technician at the end of NPSC, subject to satisfying service and eligibility criteria. On successful completion of the LETQC and Apprenticeship tasks completed during the Sea Training Phase, you will be awarded a Level 3 Advanced Apprenticeship in Engineering.

(b) **Sea Training Phase.** You will then be assigned to an operational submarine to qualify or re-affirm your submarine qualification and train and qualify as a Category D Watchkeeper, Category C Electrical Panel and Main Machinery Space Operator and Nuclear Propulsion Plant Shut Down Supervisor. At this point, you will be eligible for submarine pay[11] and Category C nuclear pay[12] (indicative total salary £36,700). On qualifying as a submariner you are also eligible for a £5,000 'Golden Hello'. You will conduct electrical maintenance and repair tasks under supervision; gaining experience in operations, maintenance, section management and repair. This 'journeyman' phase of your career path should take no more than 12 months and must include a minimum 6 months qualified as a Category C Watchkeeper and 3 months qualified as a Shut Down Supervisor. Unforeseen changes to submarine programmes or your own personal circumstances could extend this period.

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[9] For details of pay related matters refer to JSP 754.
[10] For example ME258 or ME259 Mechanical Craft courses
[11] RRP(SM).
[12] RRP(NP).

(c) **Second Shore Training Phase.** After your sea training phase you will return to HMS SULTAN to attend the ME264 Petty Officer Engineering Technician Qualifying Course (POETQC), the ME265 POET Advanced Propulsion Electrical Maintainer Course or ME266 POET Advanced Propulsion Mechanical Maintainer Course, the ME304 Nuclear Propulsion Operators Course (NPOC), the Senior Rates Leadership Course (SRLC), the ME267 Foundation Degree module and appropriate specialist training modules[13]. Completion of these courses will conclude your shore-based training on the UGAS(MESM); this phase can last approximately 13 months. During this phase, you will complete your Engineering Foundation Degree.

(d) **Sea Delivery Phase.** You will be assigned to an operational submarine to conduct onboard training to qualify as a Category B Watchkeeper (Reactor Panel Operator/Main Control Desk Operator[14] or ME Technician of the Watch) and electrical or mechanical systems maintainer, shutdown supervisor and deputy section head. Upon qualification as a Category B Watchkeeper, subject to eligibility criteria, you will be considered for advancement to Petty Officer Engineering Technician. Service as a Section Head will be at the discretion of the Marine Engineering Officer but UGAS(MESM) candidates are expected to achieve Section Head status within a year of qualifying as a Category B Watchkeeper. This phase of your career will last approximately 38-44 months but must include a minimum of 36 months' qualified Category B service (indicative salary £42,500 - £48,500 per annum) and will see you complete any RoS outstanding for LET and POET training.

(e) **University Degree Phase.** The exact timing of the end of your sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified Category B operator; any leave you have outstanding and the pre-requisites[15] you need to complete before you start[16] the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up your Foundation Degree to BEng(Hons). Whilst reading for your degree, you will still be serving in the RN and will, therefore, remain subject to the Armed forces Act 2006. There is no RoS for attaining your BEng. Before you start your first term at the University of Portsmouth, you must inform the RN career management authorities which of the paths at Para 2c you will follow upon completion of your final examinations and the posting of your degree results.

[13] For example ME303 courses – Diesel Maintainer, Primary Instrumentation Maintainer, Refrigeration and ACP Maintainer.
[14] Dependent upon class of submarine.
[15] Maths module currently delivered in June is a pre-requisite for the UY degree scheme.
[16] Academic year starts in September.

(3) If you are streamed UGAS(WESM), on completion of the Initial Training Phase:

(a) **First Shore Training Phase.** Lasting approximately 2 years, you will be assigned to HMS COLLINGWOOD to attend the Leading Engineering Technician Qualifying Course (LETQC). Subject to satisfying service and eligibility criteria, you will be advanced to LET(WESM) at the end of specialist maintainer training (either TWS or Strategic Weapon System (SWS)). On successful completion of LETQC and Apprenticeship tasks during the Sea Training Phase, you will be awarded a Level 3 Advanced Apprenticeship in Engineering.

(b) **Sea Training Phase.** You will then be assigned to an operational submarine to re-affirm your submarine qualification and train/qualify in an appropriate WESM watchkeeping position. You will also conduct electrical or mechanical maintenance and repair tasks under supervision, gaining experience in operations, maintenance, section management and repair. This ‘journeyman’ phase of your career path should take no more than 12 months and must include a minimum 6 months qualified.

(c) **Second Shore Training Phase.** After your sea training phase, you will return to HMS COLLINGWOOD to attend the Petty Officer Engineering Technician Qualifying Course (POETQC). You may also attend additional specialist training dependant on WESM Streaming at either the RNSMS or the Trident Training Facility. Completion of these courses will conclude your shore-based training for UGAS (WESM). This phase will last approximately 40 weeks, during which time you will complete your Foundation Engineering Degree.

(d) **Sea Delivery Phase.** This phase of your career will last a minimum of 36 months qualified as a POET (WESM) maintainer in either the TWS or SWS sub departments, during which time you will be assigned to an operational submarine to conduct onboard training to qualify within your specialisation and working towards Deputy Section Head. Upon qualification as TWS Senior Rate or Ship board for SWS personnel, subject to eligibility criteria, you will be considered for advancement to POET. Service as a Section Head will be at the discretion of the Weapon Engineering Officer but UGAS (WESM) candidates are expected to achieve Section Head within one year of qualifying.

(e) **University Degree Phase.** The exact timing of the end of your sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET (WESM) maintainer; any leave you have outstanding and the pre-requisites[17] you need to complete before you start[18] the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up your Foundation Degree to BEng(Hons). Whilst reading for your degree, you will still be serving in the RN and will, therefore, remain subject to the Armed forces Act 2006. There is no RoS for attaining your BEng. Before you start your first term at the University of Portsmouth, you must inform the ATA(SM) which of the paths at Para 2c you will follow upon completion of your final examinations and the posting of your degree results.

b. The UGAS Manager: ATA ESM, Neptune Admin Building, HMS NEPTUNE, HMNB CLYDE, G84 8HL | NAVY PEOPLE-WFPT ATA ESM | should be contacted if you have any queries.

c. **Removal from the Scheme.** Your Career/UGAS Manager may remove you from the UGAS if you fail to meet your training targets in a timely manner or you are deemed unsuitable for further training[19]. In such circumstances, you will be transferred to an appropriate point in the standard ET(ESM) career pipeline and your case will be dealt with in accordance with the normal rules which can include discharge. If you are retained, you will still be subject to the normal notice period or any RoS you have accrued in return for the qualifications achieved and training received. If you become unsuitable for service in submarines, you will be transferred to an appropriate point in the standard ET(ME) career pipeline and your case will be dealt with in accordance with the normal rules which can include branch transfer or discharge. Probationary LETs will be re-rated ET1. Substantive UGAS LETs will not be considered at the next annual promotion selection boards following removal from the scheme but will be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria (See Para 67-12).

12. Return of Service for Training

a. The aim of the UGAS is to secure 36 months' **qualified** sea service from individuals as a qualified POET(MESM) or POET(WESM). This requires the RN to make a substantial training and educational investment in you. Certain elements of this training will attract a RoS, as laid out below and, consequentially, you will not be eligible to submit your notice to leave the RN during the course or the associated ROS, with the exception of the last 12 months of any RoS, i.e. the last year of a RoS and the 12-month notice period can run concurrently. Your ability to usefully serve a RoS is dependent upon whether you have progressed along the UGAS pipeline far enough to able to qualify to serve as a technician on a submarine; therefore, and at the discretion of the Branch Manager, your RoS/notice period may be waived if you have not progressed sufficiently.

[17] Bridging modules are a pre-requisite for the UY degree scheme.
[18] Academic year starts in September.
[19] E.g. Exam failures and low academic performance.

Table 73L-1. Return of Service for Training

Course	RoS	Comment
UGAS(MESM) LET Qualifying Course (ME176)	24 months	Liability is incurred at the start of LET QC but the RoS starts at the end of the LET pipeline, i.e. end of ME301 Nuclear Propulsion Systems Course
UGAS(MESM) POET Qualifying Course:(ME264)	36 months	Liability is incurred at the start of POET QC but the RoS starts at the end of the POET pipeline i.e. end of ME304 Nuclear Propulsion Operators Course
UGAS(WESM) LET Qualifying Course: (WE213 / 214X)	24 months	Liability is incurred at the start of LET QC but the RoS starts at the end of the LET pipeline, i.e. end of LET(WESM) Specialist Maintainer Training Course
UGAS(WESM) POET Qualifying Course:(WE316)	36 months	Liability is incurred at the start of POET QC but the RoS starts at the end of the POET pipeline i.e. end of POET(WESM) Specialist Maintainer Training Course

b. Towards the end of a successful completion of the sea delivery phase, you will be enrolled on the University of Portsmouth degree course, however, the RoS which is typically associated with Upper Yardman (Engineer) (UY(E)) officers undertaking the BEng course is not applicable to UGAS(MESM/WESM) candidates on the basis that it forms an integral part of the UGAS(MESM/WESM) offer. Your entitlement to attend the University of Portsmouth/UY (E) degree course is conditional upon you completing the sea delivery phase (i.e. providing a minimum 36 months' sea service as a qualified POET(MESM) or POET(WESM) Watchkeeper).

c. During the University phase, you will continue to be paid your RN salary and enjoy standard Service entitlements common to UY (E) officer candidates at the University of Portsmouth. As a result, you will not be subject to tuition fees or any RoS for the degree that you obtain. Your UGAS commitment will conclude 30 days after your degree results are posted and will be reflected in your TC final end date.

13. Leave Entitlement/Career Intermissions

Entitlement to Annual Leave will be in accordance with JSP 760 Chapter 1, entitlement to Maternity/Paternity/Parental Leave will be in accordance with JSP 760. You will have no entitlement to a Career Intermission on this TC. Should you take Maternity/Paternity/Parental Leave and delay your progress, however, you will require an extension to your TC; noting that attendance upon the university phase is still conditional on completion of the sea delivery phase (i.e. a minimum of 36 months' qualified sea service as a qualified POET(MESM) or POET(WESM)).

ANY LEAVE NOT TAKEN BEFORE COMPLETION OF THIS AGREEMENT WILL BE FORFEITED.

14. Appraisal Reporting

Appraisal Reports are to be completed at normal reporting cycles in accordance with JSP 757.

15. Honours and Awards

You will be entitled to receive honours and awards, including campaign medals, as long as you meet the same eligibility criteria as a regular Service Person.

16. Medical/Dental Care

You will be entitled to full medical/dental care.

17. Accommodation

You will be entitled to Service Family Accommodation or Single Living Accommodation, as appropriate.

18. Continuity of Education Allowances (CEA)

You will only be entitled to CEA where you have the same worldwide deployment liability as a regular Service Person and also meet the criteria in JSP 752. You will need to obtain a CEA Eligibility Certificate.

19. Relocation Allowances (DA/RE)

You will only be entitled to relocation allowances where you have the same worldwide deployment liability as a regular Service Person and also meet the criteria in JSP 752.

20. Pension Scheme

If you are a re-entrant then you are advised to contact the JPAC Enquiry Centre at Mail Point 465, Kentigern House, 65 Brown Street, GLASGOW G2 8EX (telephone: 0141 224 3600) prior to accepting these terms for detailed advice on your entitlement to a pension or the impact on your pension if already awarded. In accordance with Treasury rules, those in receipt of an Armed Forces pension are liable to have that pension abated on re-employment in the Forces. Where an individual has taken resettlement commutation and their pension in payment is subject to abatement in whole or in part, a reduction equal to the annual amount of pension commuted will be made from their pension where there is sufficient remaining or partly from pension, partly from pay, where there is insufficient pension remaining. Where the pension is fully abated, the commutation reduction will be taken wholly from pay.

21. Reserve/Recall Liability

For new entrants with no former service, you will have a reserve liability if you complete a minimum of 2 years' service. For those with former service, your reserve liability may be affected, and further details can be found in BR 61 Chapter 2 (Officers) or Chapter 3 (Other Ranks). If you complete 20 years' total qualifying service (previous military service may count towards this) for pension (via a TC extension and/or transfer to another engagement) then that liability will be in the Recall Reserve. See also Details are in BRd 3(1) Part 7 Chapter 54 Section 9 Para 5464 and Annex 54I.

22. Resettlement/GRT/Terminal Leave

Your entitlement to resettlement/GRT/terminal leave is governed by the length of the TC. The normal minimum length of service to qualify for GRT is 6 years unless someone is medically discharged. Your Resettlement entitlement is detailed in JSP 534. Terminal leave entitlement is as set out in JSP 760 and normally comprises one day per month of service up to a maximum of 14 days.

23. Sponsors:

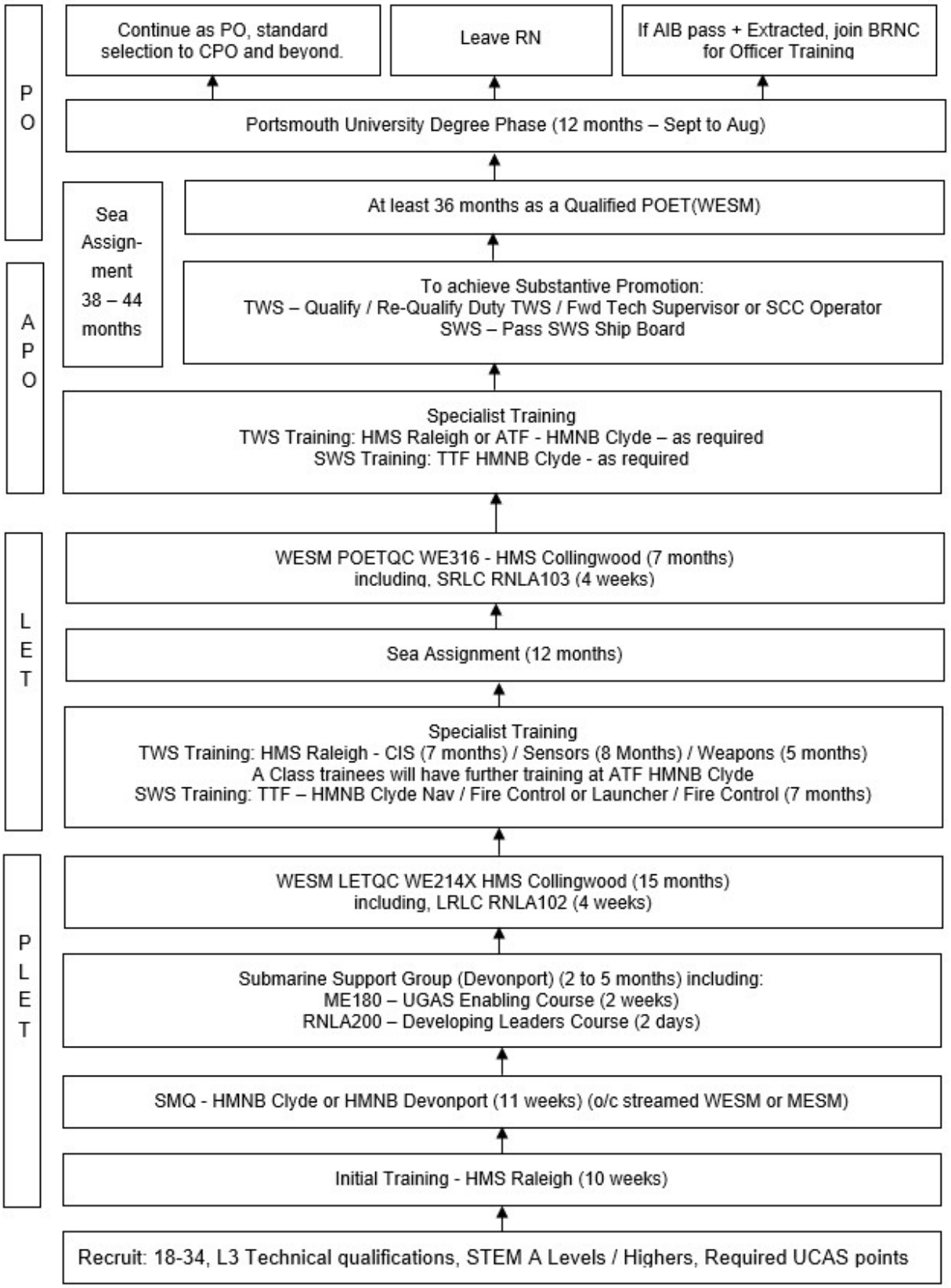
Submarine Engineers' Branch Manager
NAVY PEOPLE-HQ N5 ESM BM SO1
Headquarters, People & Training Directorate
NCHQ Mail Point 1-1
Leach Building
Whale Island
PORTSMOUTH
PO2 8BY

ATA (SM)
NAVY PEOPLE-WFPT ATA ESM
Neptune Admin Building
HMS NEPTUNE
HMNB Clyde
G84 8HL

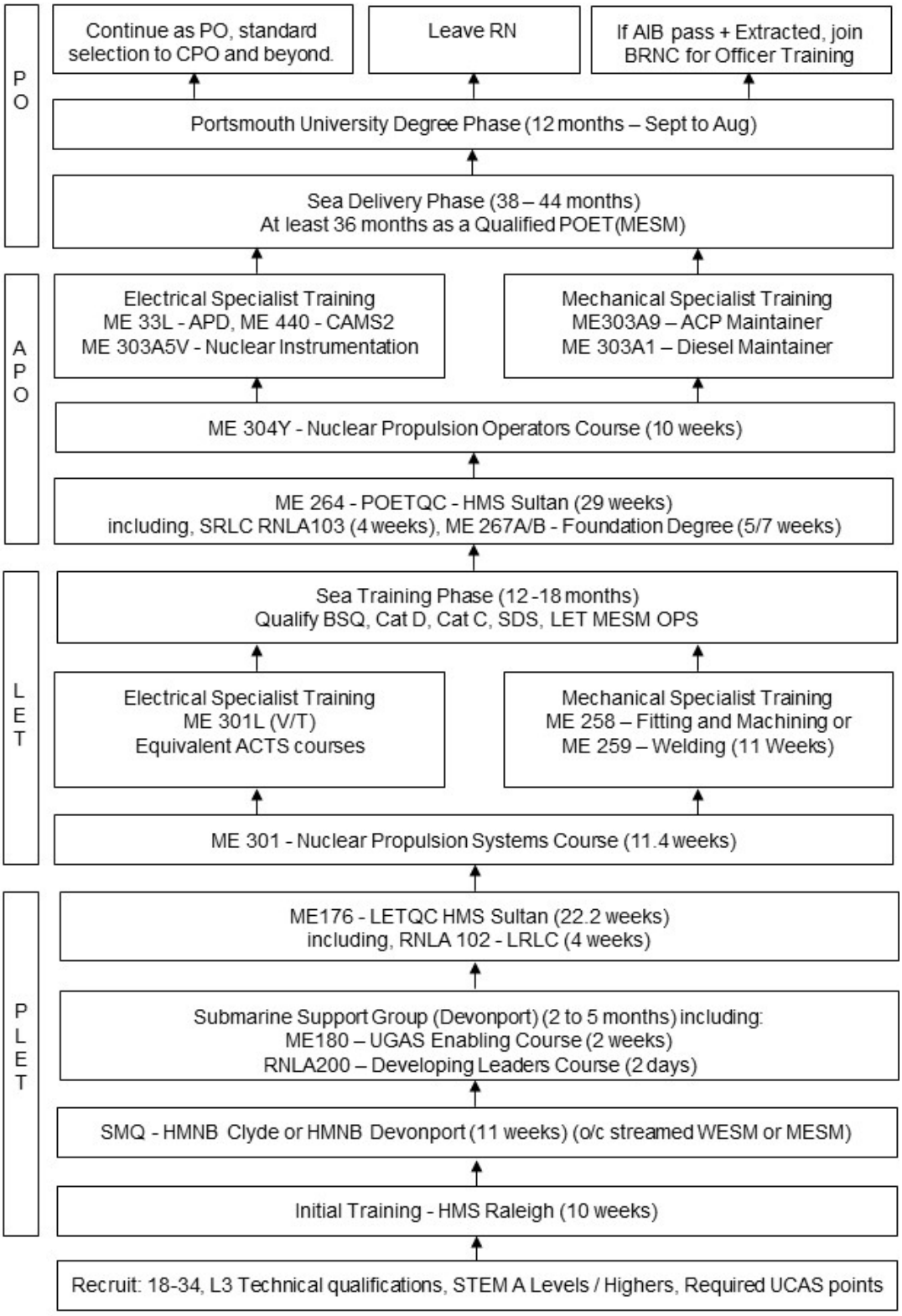
ANNEX 73M

UGAS WESM, MESM AND UNIVERSITY DEGREE PHASE PIPELINES

1. UGAS WESM



2. UGAS MESM


PO
Continue as PO, standard selection to CPO and beyond.
Leave RN
If AIB pass + Extracted, join BRNC for Officer Training
Portsmouth University Degree Phase (12 months – Sept to Aug)
Sea Delivery Phase (38 – 44 months)
At least 36 months as a Qualified POET(MESM)
APO
Electrical Specialist Training
ME 33L - APD, ME 440 - CAMS2
ME 303A5V - Nuclear Instrumentation
Mechanical Specialist Training
ME303A9 – ACP Maintainer
ME 303A1 – Diesel Maintainer
ME 304Y - Nuclear Propulsion Operators Course (10 weeks)
ME 264 - POETQC - HMS Sultan (29 weeks)
including, SRLC RNLA103 (4 weeks), ME 267A/B - Foundation Degree (5/7 weeks)
LET
Sea Training Phase (12 -18 months)
Qualify BSQ, Cat D, Cat C, SDS, LET MESM OPS
Electrical Specialist Training
ME 301L (V/T)
Equivalent ACTS courses
Mechanical Specialist Training
ME 258 – Fitting and Machining or
ME 259 – Welding (11 Weeks)
ME 301 - Nuclear Propulsion Systems Course (11.4 weeks)
PLET
ME176 - LETQC HMS Sultan (22.2 weeks)
including, RNLA 102 - LRLC (4 weeks)
Submarine Support Group (Devonport) (2 to 5 months) including:
ME180 – UGAS Enabling Course (2 weeks)
RNLA200 – Developing Leaders Course (2 days)
SMQ - HMNB Clyde or HMNB Devonport (11 weeks) (o/c streamed WESM or MESM)
Initial Training - HMS Raleigh (10 weeks)
Recruit: 18-34, L3 Technical qualifications, STEM A Levels / Highers, Required UCAS points

3. UGAS UNIVERSITY DEGREE PHASE

a. The final phase of the UGAS pipeline involves eligible candidates topping up the Fd Eng gained during POET training to a BEng(Hons) degree. Dependent on a candidate's Tailored Career (TC), the required degree top up course may be provided in-service or by attendance at the University of Portsmouth (UoP).

b. UGAS members applying for a UY/SUY career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation.

c. New-to Service UGAS members will follow the process detailed below for preparation and enrolment onto the University Degree Phase (UDP), for commencement in September of each academic year.

Timing	Action
On commencement of delivery period as a qualified PO	a. ATA(SM), icw UGAS POET, is to liaise with BM/CM to determine and set the TC end date. UGAS membership ceases 30 days after the candidate's degree result is published. The TC end date should be set at a later date that will accommodate candidates opting to leave the RN at the end of UGAS. It must allow sufficient service to cover outstanding GRT entitlement (iaw JSP534) and terminal leave. At the end date candidates opting to remain in the RN will be transferred to the appropriate ES engagement.
From Jan of year 'XX'	b. ATA(SM) directs Career Manager to assign UGAS POET to BRNC (Universities) from mid-July onward of the commencement of the UDP.(exact date varies) allowing time to complete the UTS Drummond joining routine, UoP orientation and the pre-degree bridging modules (exact dates of joining and modules set by UoP). c. ATA(SM) passes details of UGAS POETs attending UoP to BRNC(Universities), MESM and WESM Recording Authority (for info) and UoP Technology Admissions Office (see contact details at Para 5). d. UGAS members will be sent a pre-university questionnaire to inform ATA(SM) of accommodation requirements, contact details and intentions following the completion of the University Degree Phase: (1) Request to remain as an Engineering Technician – ATA(SM) will start considering suitable candidates for transfer to an ES2 engagement from January. Successful candidates of the UGAS ES2 Selection Board will be informed by the ATA(SM) via their HOD (~end of April). (2) Enter BRNC as an Engineering Officer. Successful UY/SUY candidates that have been extracted following FSB may commission on completion of the UDP. (3) Leave the RN - ATA(SM)/CM will have set Tailored Career termination date 30 days following completion of the UDP.

Feb - Mar 'XX' onwards	e. Assignment orders issued. UGAS POETs arrange their accommodation in SLA, SFA or other. f. Eligible UGAS POETs are provided the link for online enrolment to the appropriate degree course by the ATA(SM). Individuals are responsible for the application. The line manager contact details provided on enrolment for MESM and WESM UGAS members is to be the relevant Recording Authority.
Jun - Sep 'XX'	g. Join BRNC(Universities), UTS Drummond as directed in Assignment Order and attend bridging modules. h. Proceed on leave as directed by BRNC(Universities) (as applicable)
Sep 'XX'	i. Commence degree course
Jun 'XX+1'	j. Complete degree course. k. UoP post degree course results.
Jul 'XX+1'	l. UGAS membership ceases 30 days after UoP post degree results. m. For candidates remaining in the RN, assignment as directed by CM
30 Aug XX+1	n. Tx date (as determined for UGAS candidates opting to leave the RN.



Note. *Funding for UGAS candidates to attend UoP is provided under NCHQ Funding Line G47 NGA003.*

a. Points of Contact:

BRNC(University)	NAVY TRG BRNC-DDSON	
UoP Engineering Facilities Finance	paulinestewart@port.ac.uk	02392 842353
UoP Tuition Fee Dept		02392 845259
UoP Technology Admissions - Technology	admissions@port.ac.uk raquel.falcon@port.ac.uk	02392 845566

b. UGAS candidates attending the UoP are required to complete the university's online application. The following should be noted:

(1) Applicants are to use MESM RA or WESMRA contact names as their Line Manager Point of Contact. Current RA contact details will be provided by ATA(SM) via email.

(2) ATA(SM) will provide the UoP with a generic reference for all candidates.

(3) Do not enter Unique Learner Number or funding details.

(4) To satisfy the requirement to submit evidence of recognised prior learning, UGAS candidates should upload their foundation degree certificates under section upload documents/educational certificates.

c. Any UGAS candidate failing the degree scheme will not attract any right or opportunity to repeat at Service expense. This includes candidates remaining in the RN at the end of the scheme who will not have any right to repeat at service expense.

d. **SJAR Reporting.** Whilst at UoP, personnel will receive an authorised gap in reporting as line management will not have sufficient knowledge to formulate a comprehensive appraisal report.

e. **UY / SUY Selection Reporting Requirement.** During the University Degree Phase, UTS Drummond Divisional/Reporting Officers do not have sufficient knowledge of any UGAS members to appropriately support new applications for UY/SUY. UGAS members applying for a UY/SUY career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation. Any UY/SUY applications made early in the Sea Delivery Phase may result in FSB selection/extraction during the Tailored Career, which will risk completion of the Sea Delivery Phase and eligibility to enrol onto the UGAS in-service degree. Any applications made during the University Degree Phase may be deferred until the applicant returns to a role where sponsors have sufficient professional knowledge to support the UY/SUY application. All UY/SUY applicants are advised to engage with their DO, UY/SUY sponsor and the Recording Authority for further guidance.



Notes:

1. *Candidates are required to achieve the minimum qualified service before starting the University Phase. BRd 3(1) Ch73 Para 7307, Annexes 73J WESM CONOPS and 73K MESM CONOPS refer.*

2. *Eligibility to enrol onto the University Degree Phase is clearly defined. ATA(SM) will confirm the eligibility of candidates prior to enrolment.*

3. *There is no return of service associated with the degree course.*

4. *UoP run one degree top-up course per year, starting in September.*

ANNEX 73N

ANNEX INTENTIONALLY BLANK – UGAS (MESM) PIPELINE INCORPORATED INTO ANNEX 73M

ANNEX 73O

ANNEX INTENTIONALLY BLANK – UNIVERSITY DEGREE PHASE INCORPORATED INTO ANNEX 73M.

OFFICIAL-SENSITIVE PERSONAL (when complete)

ANNEX 73P

ATA(SM) DTS, UGAS & AA(SM) WARNING PROFORMA

DETAILS OF FORMAL ATA(SM) WARNING				
RANK/RATE	**SURNAME**	**INITIALS**	**SERVICE NUMBER**	**UNIT**

TYPE OF WARNING:	NGT: ☐ PROFESSIONAL: ☐		
LEVEL OF WARNING:	VERBAL: ☐ WRITTEN: ☐ FINAL: ☐ Warning retained: ☐		
DATE OF WARNING:		**DATE OF REVIEW:**	

REASON FOR WARNING:

REQUIRED IMPROVEMENT BY REVIEW DATE:

PROCESS AND POSSIBLE CONSEQUENCES OF FAILING TO IMPROVE BY REVIEW DATE:

ATA(SM) WARNING OFFICER DETAILS:
I have issued this formal warning which shall be presented by the local issuing officer as detailed below. Name: ..... Signed: ..... Date: .....

LOCAL ISSUING OFFICER DETAILS:
I have today formally warned the Subject Rating. Name: ..... Signed: ..... Date: .....

DECLARATION BY SERVICE PERSON UNDER WARNING:
I understand the nature and consequences of the warning detailed above and acknowledge the advice given and the possible consequences if I fail to improve by the review date. Name: ..... Signed: ..... Date: .....

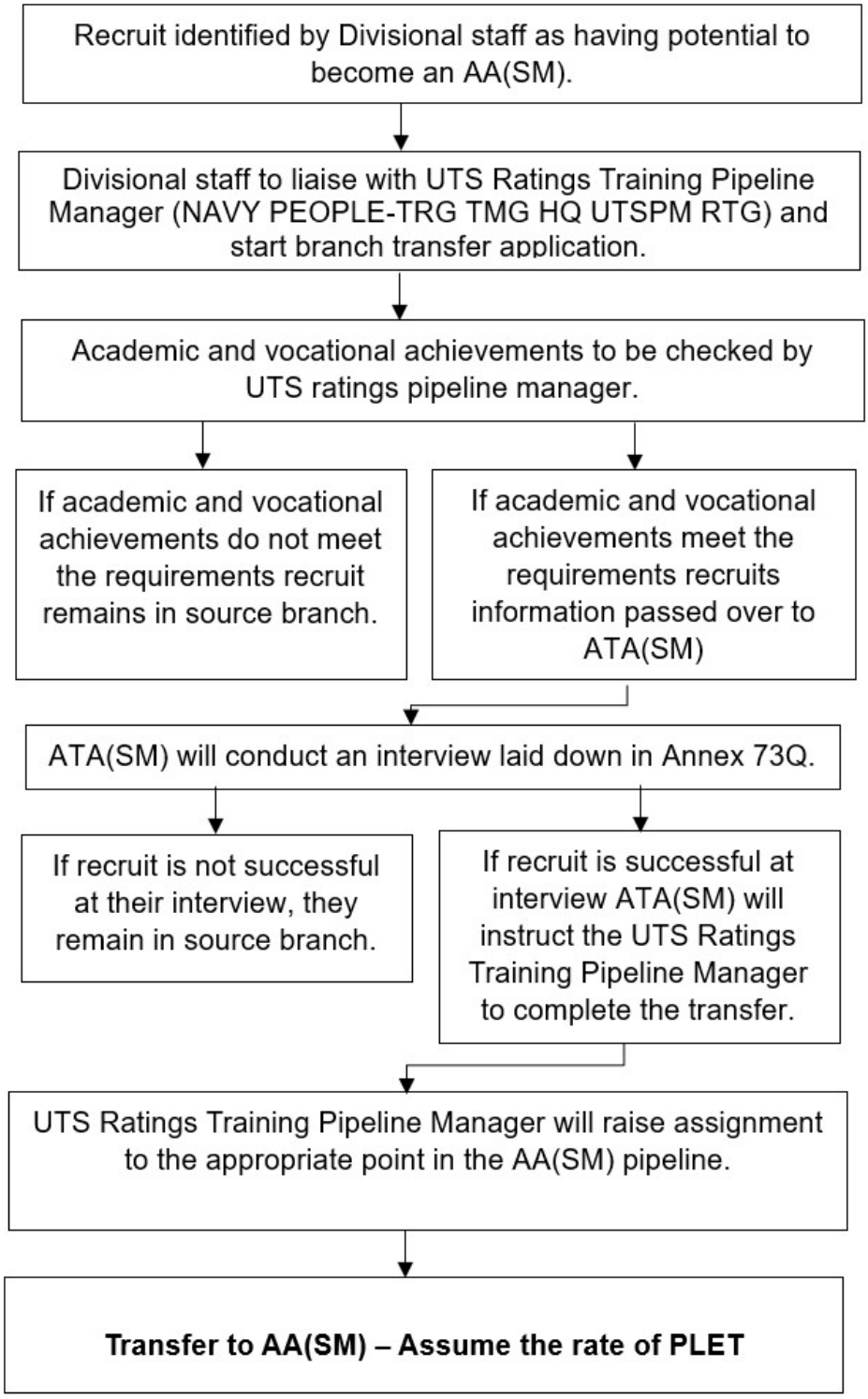
Copies retained by: Rating under warning; Rating's DO; ATA(SM).

ANNEX 73Q

AA(SM) BRANCH TRANSFER AIDE MEMOIR AND INTERVIEW GUIDE

1. The flow chart below should be used by line management of personnel considering branch transfer application to AA(SM). Full details are found in Para 7304.

Figure 73Q-1. Branch Transfer Application Flowchart



2. The AA(SM) Selection Interview will take the following format:

a. **Introduction:** The interviewer will outline the requirements of the board.

b. **Candidate Introduction:** Candidates will be asked to give a brief on their background, interests and career to date.

c. **Training and Career Development:** Candidates should be able to demonstrate awareness of the LET and POET role.

d. **General Technical Knowledge:** Candidates will be expected to demonstrate a good knowledge of basic engineering systems, using diagrams if appropriate. They must be able to demonstrate an aptitude and understanding of basic engineering principles in both mechanical and electrical disciplines.

f. **General Awareness:** Candidates will be expected have an appreciation of the Royal Navy in terms of current and future platforms.

3. Questions should be based, where appropriate, around scenarios the individuals would likely have encountered before entering the RN. Use of diagrammatic explanations is acceptable. Allowances should be made for lack of board / interview experience.

4. AA(SM) Branch Transfer Interview Proforma

Name & Rate		**Course No**	
Official Number		**Date of Interview**	
Date Joined RN		**QEPO on JPA**	
Interview Conducted by			

1. Training & Career Development. AA(SM) *Candidates should be able to demonstrate/show:* • Understanding of AA(SM) promotion timelines and qualifications. • What are the Leadership and Management differences between AB, LH and PO?	
Comments:	/5
2. General Technical Knowledge. AA(SM) *Candidates should be able to demonstrate/show:* • General Technical knowledge, including basic knowledge of: • Basic Engineering theory – Fridge cycle / Electrical theory / ICE / HPAC	
Comments:	/5
3. General Submarine Knowledge. *AA(SM) Candidates should be able to demonstrate/show:* • Types of S/M used by the RN and their primary roles. • Future platforms.	
Comments:	/5
4. Motivation and Leadership. AA(SM) *Candidates should be able to communicate:* • Why do you want to become an AA(SM)? • Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers? • What experience do you have of leadership / management / being in charge of others?	
Comments:	/5

5. Overall Performance on the Board:	
Comments:	/5

Result: V STRONG / STRONG / SATISFACTORY / FAIL		/25
Comments:		
Interviewer Name:	Signed:	Date:

Selected for AA(SM) Scheme	Yes / No
Date of AA(SM) Scheme Selection	
Date of Email sent to UTS Pipeline Manager	

CHAPTER 74

ENGINEERING PROFESSION - MARINE ENGINEERING GENERAL SERVICE (MEGS) AND MARINE ENGINEERING SUBMARINES (MESM)

(Sponsors: NAVY PEOPLE-WFPM EGS PM SO1)

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7402. Nomenclature and Marine Engineering Ratings
7403. Marine Engineering General Service Operating Model
7404. Marine Engineering General Service ET Advancement
7405. Marine Engineering Submarine Service ET Advancement
7406. Streaming Preferences for ET(ME)
7407. Marine Engineering Mechanics (Submarines)

SECTION 2 – MARINE ENGINEERING ACCELERATED TECHNICIAN AUTHORITY (ATA) / FAST TRACK / MARITIME COLLEGE CADETSHIP

7408. Marine Engineering Fast Track Scheme
7409. Marine Engineering Accelerated Apprentice Scheme
7410. MEGS Maritime College Cadet Scheme
7411. Marine Engineering Direct Entry Fast Track Scheme
7412. MEGS Direct Entry Technician (DET) Scheme

ANNEXES

Annex 74A: Engineering Technician (Marine Engineering General Service) Promotion Tables
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CHAPTER 74

ENGINEERING PROFESSION - MARINE ENGINEERING GENERAL SERVICE (MEGS) & MARINE ENGINEERING SUBMARINES (MESM)

SECTION 1

MARINE ENGINEERING PROFESSION MANAGEMENT AND PROMOTIONS

7401. Introduction

a. This chapter covers the promotion requirements for the Marine Engineering profession (ME).

b. ME profession is responsible for the workforce management and promotion requirements for Officers and Ratings within all sub-specialisations.

Personnel and Divisional Officers should refer to appropriate publications prior to contacting ME PMs, guidance at Table 74-1.

c. **ME Specialisation Terminology.** The following terminology is to be used when referring to the EGS/ESM Discipline and MEGS/MESM Specialisation:

(1) **Discipline.** Engineering General Service or Engineering Submarines (EGS/ESM)

(2) **Specialisation.** Marine Engineering (ME)

(3) **Department.** Marine Engineering Department

(4) **Streams.** ML1, EL, ML3 & TECH (GS). ML & EL (SM)

d. **Contacts.** ME Professions Managers and the Training Requirements Authority (TRA) manage the planning and training requirements, including setting the Gained Trained Strength (GTS), promotion numbers, Maximum Authorised Number (MAuN), Extended Service (ES) and Profession transfers to meet the RN requirements.

e. Also responsible for developing sustainable career pathways for our workforce and acting as the TRA, setting individual training requirements such as Role Performance Statements (RPS) and working with training providers to set training course volumes.

f. ME personnel should consult all relevant publications and their Divisional Line Management prior to engagement with the Professions team, contact details as follows:

Table 74-1. MEGS/MESM Profession Team Members

Rank	Global Address List Email	Role
Cdr	Navy People-WFPM EGS PM SO1	EGS Discipline Manage
Lt Cdr	Navy People-WFPM MEGS PM SO2	Profession Manager
Lt	Navy People-WFPM MEGS PM TRA1 SO3	Training Requirements Authority
Lt	Navy People-WFPM MEGS PM TRA2 SO3	Training Requirements Authority
WO1	Navy People-WFPM MEGS PM WO	Profession Manager
CPO	Navy People-WFPM MEGS ATA Coord	Accelerated Technician Authority
ESM		
Rank	**Global Address List Email**	**Role**
Cdr	Navy People-WFPM ESM PM SO1	ESM Discipline Manager
Lt Cdr	Navy People-WFPM MESM PM SO2	Profession Manager
Lt Cdr	Navy People-WFPM ENG SM TRASO2	Training Requirements Authority
Lt	Navy People-WFPM MESM PM TRA2 SO3	Training Requirements Authority
Lt	Navy People-WFPM ESM PM SO3	Profession Manager
WO1	Navy People-WFPM EMS1 ATA	Accelerated Technician Authority

g. **Reference Publications.** This chapter should be read in conjunction with the following reference publications:

Table 74-2. ME Publications

Publication	Title
BR3000	Marine Engineering Manual (Surface Ships)
BR 2000(3)(1)	Marine Engineering Training and Examinations – General Instructions
BR 2000(3)(2)	Marine Engineering Training and Examinations – Marine Engineering Training Courses
BR 2000(3)(3)	Marine Engineering Training and Examinations – General Service and Submarine Examinations

7402. Nomenclature of Marine Engineering Ratings

a. The ME sub-branch comprises of Engineering Technicians (ET) and Mechanics (MEM).

b. **Marine Engineering Mechanics.** Are those individuals who joined the MEGS profession prior to 2006 and have not undertaken any form of conversion training to be designated ET. They have full Marine Engineering operator capability and are to be considered TECH trained under the MEGS Operating Model. Submarine Service Mechanics are designated (M) or (L) prior to LMEMQC, on which they receive specialist mechanical or electrical training.

c. **Engineering Technician (ET).** The ME sub-branch new entry consists of two ET sub-specialisations: Marine Engineering and Marine Engineering Submarine (MESM). All ETs receive common electrical and mechanical training during their Engineering Technician Initial Career Course (ETICC). ET(MESM)s are designated either (M) or (L) whilst on LET(MESM) QC and receive specialist mechanical or electrical training.

7403. Marine Engineering General Service Operating Model

a. From September 2024, ET(ME) qualifying courses for Next Higher Rate (NHR) were structured to offer Engineer (ENG) and Technician (TECH) stream training. ET(ME)s are designated either ML1, EL, ML3 or Technician prior to conducting LET(ME) and POET(ME) QCs. ET(ME)s designated as ML1, EL or ML3 will receive specialist mechanical or electrical training in addition to Technician training.

(1) **Technician Training.** Training courses at METG are less academically challenging and aim to promote operation, maintenance, and general engineering principles.

(2) **Engineer Training.** Provides for a more specialist role. Training courses at METG are academically challenging with individuals delivering at sea as Deputy Section Head, Section Head and Group Head. They are considered as Subject Matter Experts (SMEs) for ME systems and equipment and specialise as per already established streams.

b. The MEGS Operating Model provides three distinct career pathways for personnel Fast Track, Standard and Technician. This enables greater flexibility in choice of career and professional development.

(1) **Fast Track.** This is open to all individuals and is selected on Merit aligned with the selection to promotion for the NHR. This route consists of both TECH and ENG training within one contained unit.

(2) **Standard.** This route consists of two separate units of training TECH first and ENG second, which is interspersed with a period of consolidation in a TECH position on a front-line unit for 18 months. All personnel on this route will achieve the same standard of professional qualification as those on the Fast Track pathway.

(3) **Technician.** This route is open to only those individuals who are volunteers and have stated this preference via JPA. It consists of only TECH training and roles at both sea and ashore.

(4) **Stream Transfer.** Transfer between Engineer and Technician roles is via a Streaming Transfer Board (STB) which is conducted aligned with selection boards. Individuals must ensure their stream preference is recorded correctly as per para 7406.b to be considered at an STB. Stream transfer is only available for LET-CPOET inclusive, they must be 12 months substantive in rank and will be subject to any RoS associated with specific training following transfer. The option to transfer between Engineer and Technician roles will cease on selection and acceptance of WO2 promotion. Stream transfer is also possible via promotion to the next higher rank, but the respective Pre-Selection Requirements must be satisfied to be considered for promotion.

c. For those individuals selected on the Standard career path they will be expected to achieve the respective watchkeeping qualifications (MEOOW1/2) regardless of the pre-selection criteria for promotion to NHR. During the 18-month assignment to a TECH role they will be required to fulfil the TORs of this position which includes the conduct of watchkeeping. LM/DO should allow sufficient time for these personnel to endorse/qualify (c. 3 months), if personnel fail to achieve the required qualification, then professional warnings are to be applied IAW Ch 57, unless mitigating circumstances exist.

7404. Marine Engineering General Service ET Advancement

To ensure that ratings are competent at the current rate held, Engineering Technician Assessments (Harbour Watchkeeping, Sea Watchkeeping, CDJ) must be completed in accordance with the timescales stated in table 74-3. On successful completion the associated skills and competencies are to be recorded by the rating and Unit HR.

Table 74-3. MEGS ET Career Progression Timeline

Training Milestone	Target Dates (from joining unit)	JPA Competency
Harbour Watchkeeping Qualification	To be achieved within 6 months of sea service	ProfessionalEngineering Technical (GS)Navy|ET1 Sea 1
CBRNDC Taskbook	To be achieved within 6 months of sea service	CBRN|Completed CBRNDC Taskbook (All ranks/rates)
CDJ, display proficiency as an ET(ME)1	To be achieved withing 18 months	Professional|Engineering Technician (GS)|Navy|ET1 Sea2
Sea Watchkeeping Qualification	To be achieved within 18 months	Professional|ET1 Sea Watchkeeping Qualified|Navy

7405. Marine Engineering Submarine Service ET Advancement

a. The above detailed common conditions apply to both Submarine and General Service ET advancement procedures however there are differing qualification points within the Submarine Service:

b. ET(MESM)2 – MEMOC – MEMOC Parts A and B not completed in the first 15 months of sea service.

c. ET(MESM)1 – Full MEMOC taskbook and RPS Assessment not passed on completing 15 months sea service as an ET(MESM)1.

d. If the above criteria are not met, then attention is drawn to Chapter 57 with respect to formal warning of ratings.

7406. Streaming Preferences for ET(ME)

a. The following rules apply to personnel who entered the RN as an ET(ME) and completed an ETICC on or after **23 Jan 15** and ET(ME) personnel who have completed an ICF designed next higher rate qualifying course.

b. The Streaming Preference is to be recorded on JPA as follows:

(1) Log on to JPA Self Service.

(2) Select – **My Career**.

(3) Select - **Employee Preferences** and in the First **'Comments'** box enter full preferences, all 4 must be made with no duplication:

(a) First preference – TECH / ML1 / EL / ML3

(b) Second preference – TECH / ML1 / EL / ML3

(c) Third preference – TECH / ML1 / EL / ML3

(d) Fourth preference – TECH / ML1 / EL / ML3

(4) Click Apply.

(5) The 1RO is to provide supporting evidence in the individual's SJAR of suitability for a streaming preference.

(6) Do Not enter the streaming preference in any other field, for example Job 1st Preference box, as SCIO will not pull the preference through to the promotions board.

7407. Marine Engineering Mechanics (Submarines)

a. All personnel who remain within the legacy Marine Engineering Mechanic specialisation and have not undertaken conversion training to the ET(MESM) specialisation must meet the same pre-selection and pre-promotion requirements as detailed within Annex 74B.

b. In order to meet the requirements of Nuclear Safety Management Arrangements[1] for the watchkeeping qualifications needed to meet the pre-selection criteria for the next higher rate, additional training may be required. If an individual wishes to undertake this additional training, then this will be arranged in consultation between the individual, their Career Manager and the MESM Profession Manager. On selection for the next higher rate any additional training requirements to convert them to the ET(MESM) branch will be completed with the specialisation transition occurring on the individual's CPD (subject to all pre-promotion criteria being met).

c. There is no longer a service requirement for promotion within the Marine Engineering Mechanic specialisation, and all personnel must transfer to the ET(MESM) branch on promotion to the next higher rate.

SECTION 2

MARINE ENGINEERING ACCELERATED TECHNICIAN AUTHORITY (ATA) / FAST TRACK / MARITIME COLLEGE CADETSHIP

7408. Marine Engineering Fast Track Scheme

The Fast Track (FT) scheme has afforded individuals an accelerated advancement route. Selection was available with two entry points; initially at ET and subsequently at LET. Due to the introduction of the MEGS Operating Model, this scheme has now been superseded. For full details on the legacy MEGS FT scheme, see Annex 74E. Full details on the ESM FT scheme are located in Chapter 73.

7409. Marine Engineering Accelerated Apprenticeship Scheme

a. **MEGS(AAPO):** MEGS Accelerated Apprentice Petty Officer (AAPO) join HMS RALEIGH as a Probationary Leading Hand (see Para 6809) until they become a Gain to the Trained Strength (GTS) as a POET on completion of a bespoke training pipeline (see Annex 74C). Further detail on the AA scheme may be found at Para 6810. The AA Warnings and Failure policy is laid down at Annex 68K.

b. **MESM(AA):** The first in take for ESM AA joined HMS RALEIGH in Nov 18. The MESM AA pipeline followed that of the UGAS but finished on completion of the First Shore Training Phase (see Annex 73K). Further detail on the AA(SM) scheme may be found at Ch73 Para 7304. The AA(SM) Warnings and Failure policy is laid down at Annex 73G.

7410. MEGS Maritime College Cadetship Scheme

The Maritime College Cadetship (MCC) scheme uses a combination of civilian college training and training at sea in an RN platform to expeditiously qualify a POET. This is followed by Senior Rates Leadership Course (SRLC) alongside their Select-Train-Promote (S-T-P) counterparts. Further detail on the MCC scheme may be found at Annex 74F.

7411. Marine Engineering Direct Entry Fast Track Scheme

a. The Direct Entry Fast Track scheme is a pilot scheme, looking to increase numbers of recruits by awarding a higher rate of pay on completion of Ph.1 training. Candidates are selected by Recruit & Attract (R&A) based on qualifications, previous experience and DAA scores.

b. On completion of Ph.1, they are advanced in pay and awarded the relevant JPA competence to highlight their training pipeline. They complete Ph.2 training alongside their S-T-P peers. However, on successful completion of Ph.2, they are awarded an advancement date of +2 years. Therefore, are no longer presented for selection to LET. They are classified as GTS on completion ETICC. Regulations for this scheme are detailed in Annex 74G and advancement criteria contained in Annex 74E, up to LET rate.

7412. MEGS Direct Entry Technician Scheme (DET)

The Royal Navy's Direct Entry Technician (DET) scheme is an example of a Lateral Entry (LE) route that focuses specifically on the recruitment of Suitably Qualified and Experienced Personnel (SQEP) from industry into shortage categories in the Royal Navy. Presently, the scheme is open only for entry into the MEGS cadre; achieving trained strength entry at the level of Petty Officer Technician (Marine Engineering) (POET(ME)). Full details on the scheme can be found at Annex 74D.

ANNEX 74A

ENGINEERING TECHNICIAN (MARINE ENGINEERING GENERAL SERVICE) PROMOTION TABLES

1. Engineering Technician (Marine Engineering) Technician – Promotion regulations for Technician streamed personnel

a. Legacy trained Marine Engineering Mechanics (MEMs) are considered to be Technician trained at their substantive rank and should follow the promotion detail in this annex.

ET(ME)2 to ET(ME)1

Table 74A-1. Advancement from ET(ME)2 to ET (ME)1

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 Training.			
At least 6 months since last Career Check (if any) on date due advancement.			
Completed ET(ME) Initial Career Course (ETICC).	ME|Engineering Technician (ME) Initial Career (ME150)|Navy|		
Display required proficiency in accordance with competencies as laid down in the ICF as ET(ME)2, authorised by HOD.	Professional| Engineering Technician (GS)|Navy'	'ET1 Sea 1'	1
Complete Mandated CDJ tasks (ETOW2 – To be completed within 6 months sea service).			
Recommended for advancement to ET(ME)1 by CO. Promotion Authorisation Request (PAR) forwarded to Flotilla Career Management Cell (CMC).			

Advanced to - ET(ME)1

ET(ME)1 to LET(ME) Technician

Table 74A-2. Pre-Selection Requirements for LET(ME) Technician at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an ET(ME)1	'Professional| Engineering Technician (GS)|Navy'	'ET1 Sea 2'	2, 3
Completed 12 months Sea service.	CMS|12 Months Sea Time AB|Navy'		
Passed Sea Watch Keeping Qualification.	Professional|ET1 Sea Watchkeeping Qualified| Navy		
Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) [1].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED).			4

Table 74A-3. Pre-Promotion Requirements for LET(ME) Technician

Requirement	Competency	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy		5
Passed LET (ME) Qualifying Course[2] (QC) training by nominated CPD +12 months.	ME|LET (MEGS) Common QC:(ME151T)|Navy| ME|Simulator Training: (ME151S)|Navy|		5 - 10
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	Educational|RN/RM English Level 1|Navy **Or** Educational|RN/RM English Level 2|Navy **Or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **And** Educational|RN/RM Mathematics Proxy A*- C|Navy| **Or** Educational|RN/RM Mathematics Level 1|Navy **Or** Educational|RN/RM Mathematics Level 2|Navy		

Promoted to - Leading Engineering Technician (Marine Engineering)

LET(ME) to POET (ME)

Table 74A-4. Pre-Selection Requirements for POET(ME) Technician at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an LET(ME) Technician.	'Professional| Technician(GS)Navy|'	LET Sea	2
Hold an MEOOW2 qualification.	'Professional|Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy'		
Hold a Switchboard Operator's Certificate.	'Professional|Switchboard Operating Certificate (DB33)|Navy'		
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
Recommended for promotion on appraisal report at SED.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time LH|Navy'		

Table 74A-5. Pre-Promotion Requirements for POET(ME) Technician

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course (SRLC) by nominated CPD.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy		5
Passed POET (ME) Qualifying Course[3] (QC) training by nominated CPD +12 months.	ME|POET (MEGS) Common Qualifying course (ME153T)|Navy| ME|Simulator Training: (ME153S)|Navy|	Pass	5 - 10
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	Educational|RN/RM English Level 2|Navy **Or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **&** Educational|RN/RM Mathematics Level 2|Navy **Or** Educational|RN/RM Mathematics Proxy A*- C|Navy|		

Promoted to - Petty Officer Engineering Technician (Marine Engineering)POET(ME) to CPOET (ME)

Table 74A-6. Pre-Selection Requirements for Chief Petty Officer (ME) Technician at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as a POET(ME) Technician.	'Professional|Technician(GS)| Navy|'.	POET Sea	2
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[4].			
Hold an MEOOW2 qualification.	'Professional|Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy'		
Hold an MEOOW1 qualification.	'Professional|Marine Engineer Officer Of The Watch Certificate (MEOOWC)|Navy'		
Recommended for promotion on appraisal report at SED.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time PO|Navy'		

Table 74A-7. Pre-Promotion Requirements for CPOET(ME) Technician

Requirement	Competency	Proficiency Level	Notes
Passed CPOET (ME) Qualifying Course (QC) by nominated CPD +12 months.	ME|CPOET (MEGS) QC: ME155|Navy|	Pass	5 - 10
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to - Chief Petty Officer Engineering Technician (Marine Engineering)

CPOET(ME) to WO2ET (ME)

Table 74A-8. Pre-Selection Requirements for Warrant Officer Second Class (ME) Technician at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD[6].			
Recommended for Promotion on Appraisal Report at Common Reporting Date.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time CPO|Navy'		

Table 74A-9. Pre-Promotion Requirements for WO2ET (ME) Technician

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified in accordance with Para 9615.			

Promoted to - Warrant Officer Second Class Engineering Technician (Marine Engineering)

WO2ET(ME) to WO1ET(ME)

Table 74A-10. Pre-Selection Requirements for Warrant Officer First Class (ME) Technician at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD[7].			
To be a substantive WO2 at Common Reporting Date			
Recommended for Promotion on Appraisal Report at Common Reporting Date.			4

Table 74A-11. Pre-Promotion Requirements for WO1ET (ME) Technician

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified for promotion in accordance with Para 9615.			

Promoted to - Warrant Officer First Class Engineering Technician (Marine Engineering)

Notes:

1. Failure to Achieve the Eligibility Criteria for Advancement from ET(ME)2 to ET(ME)1. *For an ET(ME) 2 who is not achieving the eligibility criteria and, therefore, the subsequent recommendation for advancement, see rules at Article 7405.*

2. CDJ Competence/ICF Framework. *Display required proficiency in current rate. In accordance with competences laid down in the ICF Competency Matrix and the ICF Competency Levels; achieved within the sea employment space, evidenced within the individual's CDJ, authorised by HOD.*

3. Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained. *Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained must be endorsed by the MEO within 6 months' sea service (BR 2000(3)(1) Article 0214).*



4. Recommendation for Promotion. *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) of 31 Mar, 31 Jul and 30 Nov in any year will apply. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) 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.*

5. Failure to Complete Professional and/or Leadership Course. *Reference should be made to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).*

(Continued)

Notes: (Continued)

6. The suitability of individuals to retake failed elements of the QC or the requirement to be back classed. *The suitability of individuals to retake failed elements of the QC or be back classed will be determined by the Commanding Officer HMS SULTAN. A repeat failure of part/all of the course may result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*



7. Unsuitable Candidates. *Where, during the period of the Qualifying Course, candidates are found to be unsuitable for promotion to the next higher rate, they may be withdrawn from training by the Commanding Officer HMS SULTAN. In such cases, individuals will be deselected and will continue to serve in the lower rate. They will be eligible for future selection in normal course.*

8. Refusal to Undertake the QC. *If successful ratings decide to refuse the course, they will be deselected and continue to serve in their current rate.*

9. Qualifying Courses Failures. *For rules regarding failure, see Para 6912.*

10. Route to Engineer LET / POET / CPOET from Technician Promotion Table. *Personnel can move across to the Engineer Promotion Table but must be aware of any additional training requirement. Transfers will be considered by the Streaming Transfer Board.*

ENGINEERING TECHNICIAN (MARINE ENGINEERING) ENGINEER FAST TRACK AND STANDARD CAREER PATHWAY PROMOTION TABLE

Engineering Technician (Marine Engineering) Engineer - Promotion Regulations

a. For Non-ICF Trained Ratings April 2006 to 22 January 2015, these personnel are Engineer trained at their substantive rank. Further promotion is iaw the promotion tables below.

b. With the introduction of the MEGS Operating Model, there are now two distinct pathways to achieving engineer status and subsequent professional recognition. The selection of which pathway is decided on merit when a candidate is presented for promotion. Whilst the pre-requisites for selection to the NHR rate remain the same for both pathways, personnel must be aware of the differences in expectations of employment.

ET(ME)2 to ET(ME)1

Table 74A-12. Advancement from ET(ME)2 to ET (ME)1

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 Training.			
At least 6 months since last Career Check (if any) on date due advancement.			
Completed ET(ME) Initial Career Course (ETICC).	ME|Engineering Technician (ME) Initial Career (ME150)|Navy|		
Display required proficiency in accordance with competencies as laid down in the ICF as ET(ME)2, authorised by HOD.	Professional| Engineering Technician (GS)|Navy'	'ET1 Sea 1'	1
Complete Mandated CDJ tasks (ETOW2 – To be completed within 6 months sea service).			
Recommended for advancement to ET(ME)1 by CO. Promotion Authorisation Request (PAR) forwarded to Flotilla Career Management Cell (CMC).			

Advanced to - ET(ME)1

ET(ME)1 to LET(ME)

Table 74A-13. Pre-Selection Requirements for LET(ME) Engineer at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an ET(ME)1	'Professional| Engineering Technician (GS)|Navy'	'ET1 Sea 2'	2, 3
Completed 12 months Sea service.	CMS|12 Months Sea Time AB|Navy'		
Passed Sea Watch Keeping Qualification.	Professional|ET1 Sea Watchkeeping Qualified| Navy		
Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) [1].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED).			4

Table 74A-14. Pre-Promotion Requirements for LET(ME) Engineer

Requirement	Competency	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy		5
Passed LET (ME) Qualifying Courses[2] (QC) inc Streamed and craft package training by nominated CPD +12 months.	ME|LET (MEGS) Common QC:(ME151T)|Navy| ME|LET (MEGS) Engineer QC:(ME151E)|Navy| Plus: **M1 Power and Propulsion:** ME|LET(MEGS) Power and Propulsion QC: ME151A|Navy| **&** ME|LET(MEGS) QC - Fitting and Machining (ME293)|Navy| **Or** **M2 Controls and Distribution:** ME|LET(MEGS) Controls and Distribution QC: ME151B|Navy| **Or** **M3 Ships Services:** ME|LET(MEGS) Ships Services QC: ME151C|Navy|		5 – 11, 13

	& ME|LET (MEGS) QC Welding and Pipework (ME294)|Navy|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	Educational|RN/RM English Level 1|Navy **Or** Educational|RN/RM English Level 2|Navy **Or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **And** Educational|RN/RM Mathematics Proxy A*- C|Navy| **Or** Educational|RN/RM Mathematics Level 1|Navy **Or** Educational|RN/RM Mathematics Level 2|Navy		

Promoted to - Leading Engineering Technician (Marine Engineering) (ML or EL)

LET(ME) to POET (ME)

Table 74A-15. Pre-Selection Requirements for POET(ME) Engineer at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an LET(ME) Engineer.	'Professional| Engineering(GS)|Navy|'	LET Sea	2
Hold a Switchboard Operator's Certificate.	'Professional|Switchboard Operating Certificate (DB33)|Navy'		
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
Recommended for promotion on appraisal report at SED.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time LH|Navy'		

Table 74A-16. Pre-Promotion Requirements for POET(ME) Engineer

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course (SRLC) by nominated CPD.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy		5
Passed POET (ME) Qualifying Courses[3] (QC) inc Streamed training by nominated CPD +12 months.	ME|POET (MEGS) Common Qualifying Course (ME153T)|Navy| ME|POET (MEGS) Engineer Qualifying Course (ME153E)|Navy| Plus, one of the following: **M1 Power and Propulsion:** ME|POET(MEGS) Power and Propulsion QC: ME153A|Navy| **Or** **M2 Controls and Distribution:** ME|POET(MEGS) Controls and Distribution QC: ME153B|Navy| **Or** **M3 Ships Services:** ME|POET(MEGS) Ships Services QC: ME153C|Navy|	Pass	5 – 11, 13

(Continued)

Table 74A-16. Pre-Promotion Requirements for POET(ME) Engineer (Continued)

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	Educational|RN/RM English Level 2|Navy **Or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **&** Educational|RN/RM Mathematics Level 2|Navy **Or** Educational|RN/RM Mathematics Proxy A*- C|Navy|		

Promoted to - Petty Officer Engineering Technician (Marine Engineering) (ML or EL)

POET(ME) to CPOET (ME)

Table 74A-17. Pre-Selection Requirements for Chief Petty Officer (ME) Engineer at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as a POET(ME) Engineer.	'Professional|Engineering (GS)| Navy|'.	POET Sea	2
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[4].			
Recommended for promotion on appraisal report at SED.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time PO|Navy'		

Table 74A-18. Pre-Promotion Requirements for CPOET(ME) Engineer

Requirement	Competency	Proficiency Level	Notes
Passed CPOET (ME) Qualifying Course (QC) by nominated CPD +12 months.	ME|CPOET (MEGS) QC: ME155|Navy|	Pass	5 - 11
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to - Chief Petty Officer Engineering Technician (Marine Engineering) (ML or EL)

CPOET(ME) to WO2ET (ME)

Table 74A-19. Pre-Selection Requirements for Warrant Officer Second Class (ME) Engineer at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD[6].			
Recommended for Promotion on Appraisal Report at Common Reporting Date.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time CPO|Navy'		

Table 74A-20. Pre-Promotion Requirements for WO2ET (ME) Engineer

Requirement	Competency	Proficiency Level	Notes
Passed WO2 ET (ME) Qualifying Course (QC) by nominated CPD +12 months.	Professional|Marine Engineer Warrant Officer Charge Qualification (WOCQ(ME))|Navy ME|WOET (MEGS) QC: ME156|Navy|		5 - 11
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified in accordance with Para 9615.			

Promoted to - Warrant Officer Second Class Engineering Technician (Marine Engineering)

WO2ET(ME) to WO1ET(ME)

Table 74A-21. Pre-Selection Requirements for Warrant Officer First Class (ME) Engineer at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD[7].			
To be a substantive WO2 at Common Reporting Date.			
Recommended for Promotion on Appraisal Report at Common Reporting Date.			4

Table 74A-22. Pre-Promotion Requirements for WO1ET (ME) Engineer

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified for promotion in accordance with Para 9615.			

Promoted to - Warrant Officer First Class Engineering Technician (Marine Engineering)

Notes:

1. *Failure to Achieve the Eligibility Criteria for Advancement from ET(ME)2 to ET(ME)1. For an ET(ME) 2 who is not achieving the eligibility criteria and, therefore, the subsequent recommendation for advancement, see rules at Article 7405.*

2. ***CDJ Competence/ICF Framework.*** *Display required proficiency in current rate. In accordance with competences laid down in the ICF Competency Matrix11 and the ICF Competency Levels12; achieved within the sea employment space, evidenced within the individual's CDJ, authorised by HOD.*

3. *Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained. Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained must be endorsed by the MEO within 6 months' sea service (BR 2000(3)(1) Article 0214).*



4. ***Recommendation for Promotion.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) of 31 Mar, 31 Jul and 30 Nov in any year will apply. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) 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.*

5. ***Failure to Complete Professional and/or Leadership Course.*** *Reference should be made to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).*

6. ***Pre-course Learning.*** *Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS SULTAN.*

(Continued)

Notes: (Continued)

7. *The suitability of individuals to retake failed elements of the QC or the requirement to be back classed. The suitability of individuals to retake failed elements of the QC or be back classed will be determined by the Commanding Officer HMS SULTAN. A repeat failure of part/all of the course may result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

8. ***Unsuitable Candidates.*** *Where, during the period of the Qualifying Course, candidates are found to be unsuitable for promotion to the next higher rate, they may be withdrawn from training by the Commanding Officer HMS SULTAN. In such cases, individuals will be deselected and will continue to serve in the lower rate. They will be eligible for future selection in normal course.*



9. *Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC). Personnel must agree on Form S61(Para 5304 sub para f) to serve any extension of service (EoS) that may be required to cover the length of the course and associated ROS. Acceptance of the EOS will be required prior to commencement of the relevant QC.*

10. ***Refusal to Undertake the QC.*** *If successful ratings decide to refuse the course, they will be deselected and continue to serve in their current rate.*

11. ***Qualifying Courses Failures.*** *For rules regarding failure, see Para 6912.*

12. *Route to Technician LET / POET / CPOET from Engineer Promotion Table. Personnel can move across to the Technician Promotion Table but must be aware of the requirement for watchkeeping qualifications. Transfers will be considered by the Streaming Transfer Board.*

13. *Those selected on the Standard Career pathway will be expected to qualify for MEOOW1/2 in respect to their assigned 18-month TECH role, prior to attendance on ENG course. LM/DO should read the guidance at 7403 sub para c.*

ANNEX 74B

ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) PROMOTION TABLES

1. Engineering Technician (Marine Engineering Submarine) - Entry from April 2006 - Promotion Tables

The following rules apply to New Entry personnel who entered the Service from April 2006 and legacy Mechanics post higher rate or enabling QCs, who transferred to ET as part of the Branch Development process.

ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) PROMOTION TABLES

ET(MESM)2 to ET(MESM)1

Table 74B-1 ET(MESM)2 to ET(MESM)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Completed Part 1 New Entry Training and Part 2 Career Course (ETICC). On completion rating issued ETME Task book.	ME|Engineering Technician (MESM) Initial Career (ME175)|Navy|	Pass	1, 19
Completed SMQ(Wet) - Qualified Submariner.	SM|Submarine Service|Navy|	Pass	
At least 6 months since last Career Check (if any) on date due advancement.			
Completed Task Book for ET(MESM)2 (MEMOC A and B).	'Professional|Achieved MEMOC(SM) (Parts A and B) (DQ50)|Navy|'		2 – 3, 19
Recommended for advancement to ET(ME)1 by CO.			3

Advanced to ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) FIRST CLASS

ET(MESM)1 to LET(MESM)

Table 74B-2. Pre-Selection Requirements for LET(MESM) at Selection Eligibility Date (SED)

Requirement	Competence	Proficiency Level	Notes
Pass RPS ET1 MESM assessment.	'Professional|RPS for ET(MESM)|Navy'	Pass	4, 5, 19
Streaming Preference recorded on JPA as ML or EL.			
Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) (Para 6703 b sub para 6).			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED) (Para 6703 b sub para 3).		Yes or higher	

Table 74B-3. Pre-Promotion Requirements for LET(MESM)

Requirement	Competence	Proficiency Level	Notes
Minimum 24 months length of service remaining post career course to complete attached Return of Service (RoS).			11
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	13, 18
Completed LET(MESM)QC by nominated CPD +12 months.	'ME|LET(MESM) Career (ME176)|Navy|'	Pass	7 – 8, 13, 18
Completed NPSC by nominated CPD+12 months	'ME|NPSC(V) - Nuclear Propulsion Systems Course (V Class) (ME301V)|Navy|' **or** 'ME|NPSC(T) - Nuclear Propulsion Systems Course (T Class) (ME301T)|Navy|' **or** 'ME|NPSC(A) - Nuclear Propulsion Systems Course (A Class) (ME301A)|Navy|'	Pass	7 – 8, 13, 18
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to –LEADING ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

Table 74B-4 Pre-Selection Requirements for POET(MESM)

Requirement	Competence	Proficiency Level	Notes
Completed LET(MESM) Task Book.			9
If employed in an Aft ME position, to hold the Professional Qualifying Certificate Cat C Watch Keeper (EPO/SCPO **or** MMSS) **and** Manoeuvring Room Shut Down Supervisor (MRSDS). Qualification to be achieved within 12 Months Sea Service.	'Professional|SM Category 'C' Nuclear Watchkeeper|Navy|' **and** 'Professional|SM Shut Down Supervisor|Navy|'	Pass	
If employed in a Ship System position, to hold the Professional Qualifying Certificate Submarine Control Console Operator (SCCOP) **and** Duty Fwd Tech Supervisor (DFTS). Qualification to be achieved within 12 Months' Sea Service.	'Professional|SM Control Console Operator|Navy|' **and** 'Professional|SM Shut Down Duty Forward Technical Supervisor|Navy|'	Pass	
Recommended for promotion on appraisal report at Selection Eligibility Date (SED). Para 6703 b sub para 3.		Yes or higher	
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Para 6703 b sub para 6.			

Table 74B-5. Pre-Promotion Requirements for POET(MESM)

Requirement	Competence	Proficiency Level	Notes
Minimum 36 months length of service remaining post career course to complete attached Return of Service (RoS).			11
SCCOP, DFTS, Cat C and MRSDS all to be achieved. Those qualified Aft must qualify Fwd and vice versa. **(All must be achieved prior to attendance on POETQC).**	'Professional|SM Control Console Operator|Navy|' **and** 'Professional|SM Shut Down Duty Forward Technical Supervisor|Navy|' **and** 'Professional|SM Category 'C' Nuclear Watchkeeper|Navy|' **and** 'Professional|SM Shut Down Supervisor|Navy|'	Pass	
Pass RPS LET(MESM) assessment. **(Must be achieved prior to attendance on POETQC).**	'Professional|RPS for LET(MESM) DQ40|Navy'	Pass	10
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD+12 months.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy'	Pass	13, 18

(Continued)

Table 74B-6. Pre-Promotion Requirements for POET(MESM) (Continued)

Requirement	Competence	Proficiency Level	Notes
Completed POET(MESM)QC by nominated CPD +12 months.	'ME|POET(MESM) Qualifying Course (ME264)|Navy|'	Pass	7 - 8, 13, 18
Completed NPOC by nominated CPD+12 months	'ME|NPOC(V) - Nuclear Propulsion Operations Course (V Class) (ME304V)|Navy|' **or** 'ME|NPOC(T) - Nuclear Propulsion Operations Course (T Class) (ME304T)|Navy|' **or** 'ME|NPOC(A) - Nuclear Propulsion Operations Course (A Class) (ME304A)|Navy|'	Pass	7 - 8, 13, 18
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'	As achieved	

Promoted to – PETTY ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

POET(MESM) to CPOET(MESM)

Table 74B-7. Pre-Selection Requirements for Chief Petty Officer (MESM) at CRD/SED

Requirement	Competence	Proficiency Level	Notes
Completed Post Course Study Guide.			9
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Para 6703 b sub para 6.			
Minimum of 3 years seniority as a PO, 12 months prior to the CPD. Para 6703 b sub para 2.			

(Continued)

Table 74B-8. Pre-Selection Requirements for Chief Petty Officer (MESM) at CRD/SED (Continued)

Requirement	Competence	Proficiency Level	Notes
Hold Professional Qualifying Certificate Double Cat B Watch Keeper. To be qualified as NRPO/NMCDO **and** NMETOW. Must have 6 months experience in one in addition to being qualified in both.	'Professional|SM Reactor Panel Operator/Main Control Desk Operator (Cat B)|Navy|' **and** 'Professional|SM Marine Engineering Technician of the Watch (Cat B)|Navy|'	Pass	
Completed 12 months Sea service as POET(MESM).	'CMS|12 Months Sea Time PO|Navy|'		16
Pass POET(MESM) RPS Assessment.	'Professional|RPS for POET(MESM) DQ31|Navy'	Pass	12
Recommended for promotion on appraisal report at CRD. Para 6703 b sub para 3.		Yes or higher	

Table 74B-9. Pre-Promotion Requirements for CPOET(MESM)

Requirement	Competence	Proficiency Level	Notes
Minimum 36 months length of service remaining post NPSupC to complete attached Return of Service (RoS).			11
Completed NPSupC by nominated CPD+12 months	'ME|NPSupC(V) - Nuclear Propulsion Supervisor Course (V Class) (ME305V)|Navy|' **or** 'ME|NPSupC(T) - Nuclear Propulsion Supervisor Course (T Class) (ME305T)|Navy|' **or** 'ME|NPSupC(A) - Nuclear Propulsion Supervisor Course (A Class) (ME305A)|Navy|'	Pass	13 - 14
Hold Professional Qualifying Certificate Cat A2 Watch Keeper by nominated CPD+12 months.	'Professional|SM Category 'A2' Nuclear Watchkeeper|Navy|'	Pass	15
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to – CHIEF PETTY ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

CPOET(MESM) to WO2ET(MESM)

Table 74B-10. Pre-Selection Requirements for WO2ET(MESM) at CRD/SED

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Para 6703 b sub para 6.			
Minimum of 3 years seniority as CPOET(MESM) 12 months prior to the CPD. Para 6703 b sub para 2.			
Hold Professional Qualifying Certificate Cat A2 Watch Keeper by CPD+12 months.	'Professional|SM Category 'A2' Nuclear Watchkeeper|Navy|'	Pass	15
Recommended for promotion on appraisal report at SED. Para 6703 b sub para 3.		Yes or higher	

Table 74B-11. Pre-Promotion Requirements for WO2ET(MESM)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Para 9615.		As achieved	

Promoted to – WARRANT OFFICER SECOND CLASS ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

WO2ET(MESM) to WO1ET(MESM)

Table 74B-12. Pre-Selection Requirements for WO1ET(MESM) at CRD/SED

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Para 6703 b sub para 6.			
To be a substantive WO2, or selected for WO2 but have yet to reach their CPD. Will be eligible for consideration regardless of the seniority held in their rate.			
Recommended for promotion on appraisal report at SED. Para 6703 b sub para 3.		Yes or higher	

Table 74B-13. Pre-Promotion Requirements for WO1ET(MESM)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Para 9615.		As achieved	

Promoted to - WARRANT OFFICER FIRST CLASS ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

Notes:

1. *All new entrants are rated Engineering Technician (Marine Engineering Submarine) 2 (ET(MESM)2) on entry.*

2. *The ET(MESM) Task Book (MEMOC) will be issued on completion of Part 2 training (ET(MESM) career course).*

3. *On completion of ET(MESM) Task Book (Parts A and B), and on being recommended, ratings will be advanced to ET(MESM)1. Failure to complete ET(MESM) Task Book parts A and B within 15 months sea service should result in individuals being placed on warnings for discharge shore in accordance with Chapter 54 Section 7, unless extenuating circumstances exist.*



4. *Full MEMOC C is no longer required prior to undertaking RPS Assessment for ET(MESM). Prior to undertaking RPS Assessment for ET(MESM) the candidate must have completed: MEMOC(SM) Parts A and B Taskbook (tasks 2.1 to 2.3 and 4 to 8) and either:*

Any Cat D at sea watchkeeping position and Shutdown Watchkeeper

or

Submarine Control Console Junior Rate and Submarine Control Console Watchkeeper.

The Assessment is to be constituted in accordance with BR 2000(3) series (oral aspects only). Failure to achieve RPS (competence in the current rate) at ET1 within 18 months sea service as an ET(MESM)1 should result in individuals being placed on warnings for discharge shore in accordance with Chapter 54 Section 7, unless extenuating circumstances exist. Full MEMOC C must be completed prior to assignment to LET(MESM) QC.

(Continued)

Notes: (Continued)

5. *ET(MESM)1s who have been awarded a RPS and who are assigned to an operational submarine with different equipment fit to that in which the OC was gained need to re-qualify in the part of the ship to which they are assigned. Ratings who fail to gain this endorsement will lose the ET(MESM)1 RPS qualification and suffer any corresponding pay effects in accordance with JSP 754.*

6. *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. Career Management will assign selected personnel to Qualifying Courses (QC) based on normal assignment principles and course capacity.*

7. *The suitability of individuals to retake failed elements of the QC, or to be back classed, will be determined by DSMarE. A repeat failure of part/all of the course will result in the individual being deselected; continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and dependent on performance as reported in the annual SJAR.*

8. *Personnel selected for LET(MESM) QC will be streamed for either mechanical or electrical training, by a Selection Board whilst on the QC, with the following factors taken into consideration:*



a. ***Aptitude.*** *The Selection Board will have access to the ratings' technical and academic performance on their Part II training phase and performance whilst on the Common elements of the LET(MESM) QC will be considered.*

b. ***Commanding Officer's Recommendation.*** *Commanding Officers will be required to make a recommendation for sub-specialisation based on current performance and previous reports. Implicit in this requirement will be the need for Divisional Officers to comment, where appropriate, on a rating's aptitude for sub-specialisation training and employment in their SJAR.*

c. ***Personal Preference.*** *Ratings will be required to state their preference for sub-specialisation. The needs of the Service are paramount, however, and selection of first preference sub-specialisation cannot be guaranteed.*

d. ***Service Requirement.*** *The ESM Branch Manager will advise the Selection Board of streaming requirements.*

After selection, ratings will complete the appropriate training as part of their training pipeline. Ratings who do not wish to accept their nominated stream will be considered to have refused the higher rate QC and will remain at the lower rate.

(Continued)

Notes (Continued):

9. *The Task Books/Study Guides associated with the higher rate training pipeline are to be completed within 12 months' sea service after the QC.*

10. *The RPS Assessment for LET(MESM) will be constituted in accordance with BR 2000(3) series (oral aspects only). The date of the RPS award for the LET(MESM) will be the date of completion of the RPS Assessment having already passed the professional operator qualifications (SCCOP, DFTS, Cat C and shut down supervisor qualification). RPS is to be achieved within 30 months' sea service and prior to attending POET(MESM)QC.*

11. *Personnel who do not have sufficient length of service remaining to meet the requirement of the Return of Service (RoS) attached to the LETQC, POETQC or NPSupC may be offered an Extension of Service (EoS). Acceptance of the EoS will be required prior to start of LETQC, POETQC or NPSupC. Failure to accept an EoS will lead to the candidate being automatically de-selected.*



12. *The RPS Assessment for POET(MESM) will be constituted in accordance with BR 2000 (3) series (oral aspects only). The date of the RPS award for the POET(MESM) will be the date of completion of the RPS Assessment having already passed the professional operator qualification (Double Cat B Watch Keeper). RPS is to be to be achieved within 30 months' sea service).*

The following is applicable only to ex-mechanics (all rates) transferring to ET(MESM):

13. ***Refusal.*** *As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in the lower rate.*

14. ***Unsuitable Candidates.*** *Where, during the course of the NPSupC, candidates are found to be unsuitable for promotion to CPOET, they may be withdrawn from training by DSMarE. In such cases, individuals will be deselected and will continue to serve as POETs. They will be eligible for future selection in normal course.*

15. ***Award of Submarine Service Marine Engineering Charge Certificate.*** *The Submarine Service Marine Engineering Charge Certificate will be awarded on successful completion of the NCOW training.*

16. *Completed 12 months sea service in current rank, JPA competence recorded iaw Para 5908.*

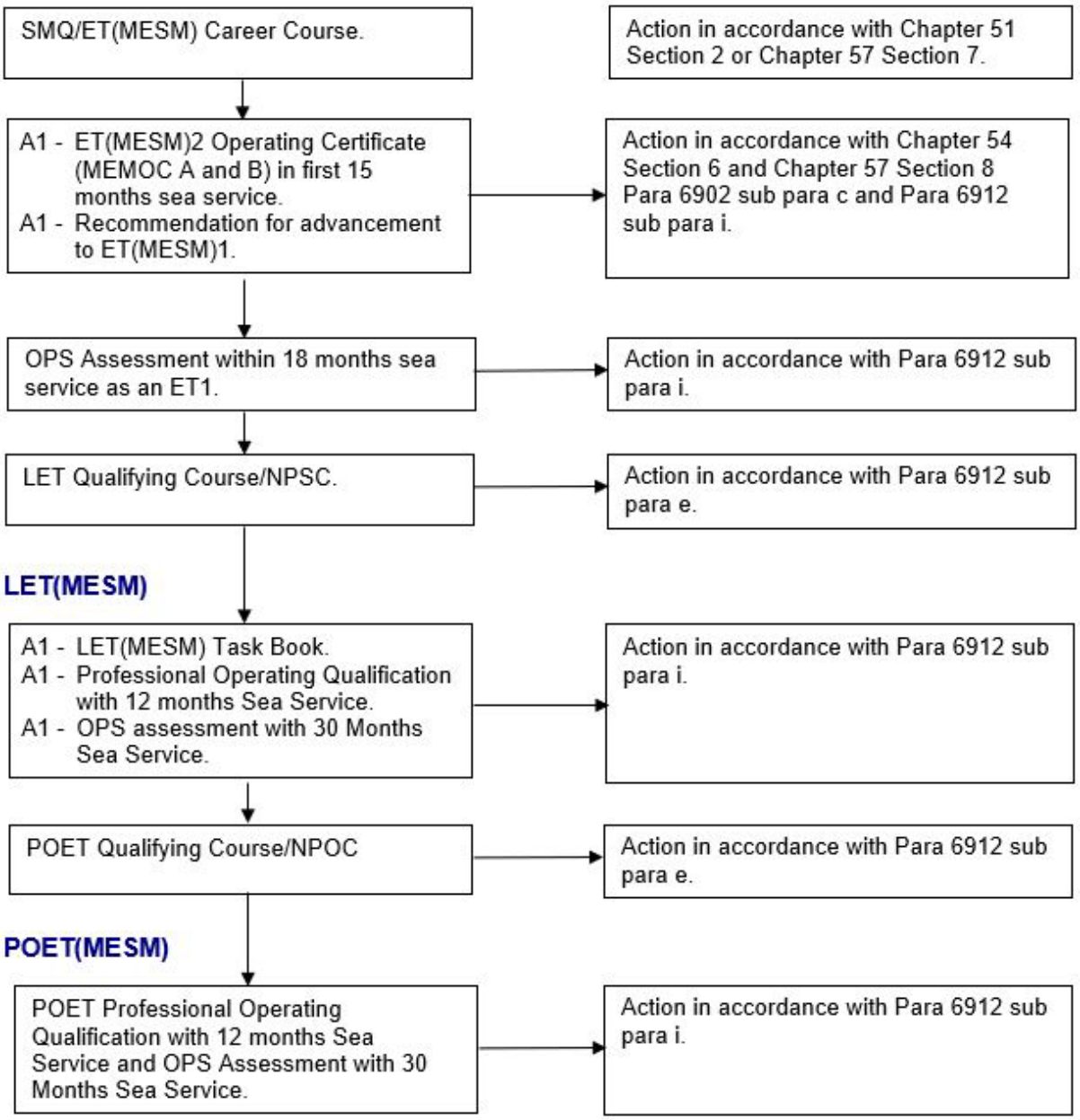
(Continued)

Notes (Continued):

17. Failure to complete Professional and/or Leadership Course. *Refer to Para 6714 for rules on the impact on a rating's promotion if they fail to complete QC and/or LRLC/SRLC before CPD+12 months as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

18. ***ET(MESM) – Rules Regarding Failure.*** *See Figure 74-1.*

Figure 74B-1. ET(MESM) – Rules Regarding Failure



ANNEX 74C

MEGS ACCELERATED APPRENTICE PETTY OFFICER (AAPO) SCHEME PIPELINE

1. Introduction

The aim of the MEGS AAPO scheme is to expeditiously qualify a POET from point of entry. Following Initial Naval Training (INT) the AAPO MEGS pipeline consists of ETICC followed by LETQC, LRLC and Sea Phases developing both a maritime system knowledge and Naval ethos. This is followed by POETQC and SRLC alongside their Select-Train-Promote (S-T-P) counterparts.

2. Steady State Recruitment

The majority of the scheme will be filled using direct entry candidates however extra capacity in the scheme can be filled by in service candidates.

a. **Entry Point 1.** This entry point applies for direct entrants to HMS Raleigh. They will be placed on OR4-1 Supp 3 pay spine upon the day of joining. They join as Probationary LET (PLET).

b. **Entry Point 2.** This entry point applies to ET(ME)s who have completed ETICC and have achieved ET1 Sea Watchkeeping qualification. It involves initiating candidates into the scheme at the beginning of LETQC, promoting to PLET, and transitioning to the OR4-1 Supp 3 pay spine on day one of LETQC.

c. **Entry Point 3.** This entry point will be for substantive LET(ME)s who have completed both the LETQC(E) and the associated stream training. Candidates will enter the scheme at the beginning of Sea Phase 2 and will remain as per their original stream.

3. Training Pipeline

a. The training pipeline for the MEGS AAPO will include streaming training (ML1, EL or ML3). The pipeline also includes a total of 21-months sea training to facilitate completion of the ET CDJ, CBRNDC task book, LET Engineer CDJ and SOC, if not previously completed.

b. For Entry Point 1 apprentices the sea training phase will be completed in 2 parts. A 9-month sea training phase to be completed at the end of Phase 2 training (ME150) and a further 12 months on completion of LETQC.

c. Trainees will undertake the sea phases individually or in small groups, shared across all surface ships B1OPV and larger, and will be borne as additional (non-liability) personnel with no specific section responsibility. The ultimate aim of the sea training phase is to obtain the qualifications required. MEOs are free to employ these trainees as they see fit in order to achieve these aims, further the professional development of the trainees and benefit the hosting ME Department.

Figure 74C-1 Entry Point 1 Pipeline

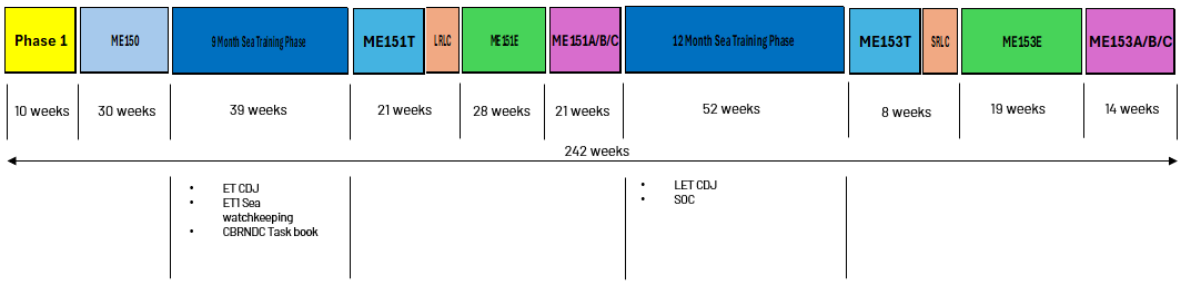
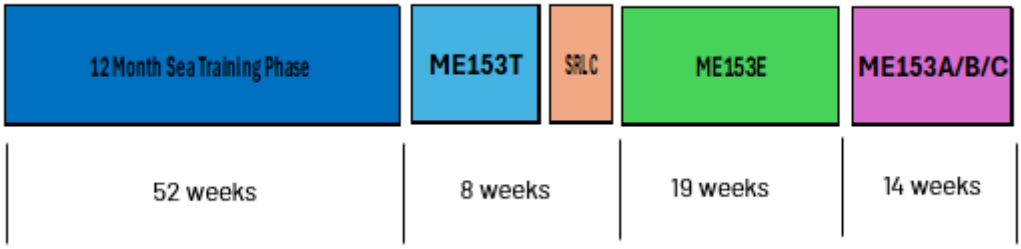


Figure 74C-2 Entry Point 2 Pipeline



Figure 74C-3 Entry Point 3 Pipeline



4. Trainee Status

a. Trainees will wear Leading Hand rank slides with white flashes to denote their PLET status, until successful completion of LETQC and LRLC.

b. All trainees on this pipeline, regardless of entry point, are considered as untrained strength until completion of the relevant ME153 streaming course and as such will be subject to the appraisals and warnings procedures surrounding ratings on the untrained strength. Their career management throughout the training pipeline sits with the MEGS ATA Coord, located in HMS Sultan.

5. Scheme Exit Points

The following exit points from the AAPO scheme are available to personnel who are unable to successfully complete the training pipeline in full:

a. **Exit Point 1.** Trainees unable to complete either phase 1 (INT(F)) or phase 2 (ME150) training will be subject to Discharge SHORE.

b. **Exit Point 2.** Trainees unable to complete LETQC (including streaming courses) will have two options available to them:

(1) Discharge SHORE.

(2) Removal from the AAPO scheme and placed on STP. Reverted to ET(ME) and considered GTS at this point. It should be noted that a reversion in rank will incur a reduction in pay.

c. **Exit Point 3.** Trainees unable to achieve all milestones within the time allocated for the sea training phase, or complete POETQC (including streaming courses), will be considered GTS at LET(ME) and removed from the AAPO scheme.

6. Application Process

a. It should be noted that in-service entry onto the AAPO scheme will be based on the needs of the Service, with selection boards taking place twice annually with maximum authorised numbers (MAuN) set by the MEGS PM WO.

b. Functional Skills Level 2 (or equivalent) in Maths and English is the entry standard applicable to all in-service candidates.

c. Entry Point 2 candidates must have achieved ET Sea watchkeeping qualification.

d. Entry Point 3 candidates must have completed LETQC and the associated stream training.

e. The following criteria will be reviewed during selection boards:

(1) SJARs (definition of merit)

(2) Career course academic grades

(3) Academic and vocational qualifications

f. Interested candidates should apply to the MEGS ATA Coord using the form below. A personal statement of no more than 500 words, detailing why the candidate believes they are suited to this accelerated scheme, is to be included with the application form, along with copies of any relevant academic or vocational qualifications. Application forms will only be valid for one selection board.

7. Terms and Conditions of Service (TaCOS)

a. Trainees will be required to sign a Certificate of Understanding (CoU) at the start of Phase 2 training. Trainees selected at Entry Point 2 or 3 will be required to sign a CoU at the start of their respective career course.

b. Trainees selected for the AAPO scheme will be moved to Engagement Stage (ES) 2 on completion of LETQC. MEGS Accelerated Technician Authority (ATA) Coord is to liaise with PROMS to ensure correct recording of ES.

c. Trainees will be subject to a 36 month return of service on completion of POETQC streaming course.

8. Failure and Warning Policy

The AAPO failure and warnings policy is detailed in BR3 Ch 68 Annex 68K. Any concerns regarding personnel on the scheme are to be highlighted to the MEGS ATA Coord at the earliest opportunity. Early engagement ensures corrective action can take place before escalation.

AAPO SCHEME APPLICATION FORM

Applicant			
Forename		Surname	
Service Number		Rank/Title	
Work contact number		Mobile contact number	
MOD Email		External Email	
Stream Preference	1-	2-	3-

Divisional Officer			
Rank/Title		Surname	
Service Number		MOD Email	
Work contact number		Mobile contact number	

Entry Point:

☐ Entry Point Two ☐ Entry Point Three

Qualifying criteria check:

Functional Skills Level 2 Math and English Y/N

Personal statement attached (no more than 500 words). Y/N

Details of additional academic / vocational qualifications (certificates to be attached):
……

……

Divisional Officer/Head of Department comments:
I have checked the above rating's qualifications and endorse that the individual is qualified to transfer to the AAPO scheme iaw BRd 3 Ch74 Annex C. I agree that the individual may be released to attend interview if required (Entry Point 2 only).

Signed: **Date:**

Rank: **Name:**

Unit: **Appointment:**

AA SEA TRAINING RETURN

FULL NAME		SERVICE No.	RATE
DATE OF EMBARKATION	**NOMINAL FAD**		

TRAINING MILESTONE TARGETS to be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit			
Sea Phase 1			
ET Sea 1 Achievement		ET Sea 2 Achievement	
CBRDNC Task book Completion			
Sea Phase 2			
LET CDJ Completion (Engineer)		12 Months Sea Time LH	
SOC Completion			

Review Dates	**Dept Training Coord Comments** to include progress assessment (strengths/weaknesses), CDJ feedback, review of training targets including associated risks or need for rescheduling.	**Training Co-Ord Signature**	**MEGS ATA CM Signature**
Sea Phase 1			
Month 2			
Month 4	**ET Sea 1 (ME Harbour) due**:		
Month 6	**CBRNDC Task book due**:		
Month 9	**ET Sea 2 (CDJ Complete/ ME Sea Qualified) due**:		
Sea Phase 2			

Month 2			
Month 4			
Month 6	**SOC due:**		
Month 8			
Month 10			
Month 12	**LET Engineer CDJ due:**		

Command Recommendation for Advancement	**POETQC Booked (Contact MEGS ATA CM)**	**AO Raised**
DO:	DEPCO:	DEPCO:

ANNEX 74D

MEGS DIRECT ENTRY TECHNICIAN (DET) SCHEME

1. Introduction. The Royal Navy's Direct Entry Technician (DET) scheme is an example of a Lateral Entry (LE) route that focuses specifically on the recruitment of Suitably Qualified and Experienced Personnel (SQEP) from industry into shortage categories in the Royal Navy. Presently, the scheme is open only for entry into the MEGS cadre; achieving trained strength entry at the level of Petty Officer Technician (Marine Engineering) (POET(ME)).

2. Background Intent. By attracting the right civilian technicians into the Royal Navy, the DET scheme aims to exploit the previous training and experience of the lateral entrant in order to expedite their delivery of engineering competence[1] at the SR level; whilst supplementing routine methods to develop equivalent expertise via the standard Select, Train, Promote route and EGS advancement schemes[2]. The scheme demands a bespoke training package for all DET personnel that accounts for their personal blend of prior qualifications and experience. Ultimately the DET pipeline will generate qualified POET(ME) personnel within approximately 2 years of joining the Royal Navy.

3. DET Entry Standards. Alongside RT score, age and security criteria, the Statement of Requirement (SOR) for educational entry standards to the DET scheme are:

a. Level 4 qualification (HNC equivalent) in an engineering discipline.

b. Minimum of 3 years of experience in an engineering related position.

c. Supervisory experience including responsibility for line managing a minimum of 2 subordinate technicians.

d. Level 2 in English and Maths.

4. Recruitment

a. Recruitment to the DET scheme is being conducted through traditional marketing and attraction of candidates byRecruit and Attract (R&A). The RN Career website[3] has been operational with DET since Jul 15. Furthermore, all Armed Forces Careers Offices (AFCOs) are fully aware of the DET scheme[4] and are actively filtering any potential DET candidates into the scheme.

b. Assessment of entry requirement eligibility, defined in the entry Statement of Requirement, will be managed through the AFCO organisation with additional support from the R&A appointed DET Programme Manager. The main difference for the DET recruit phase is the requirement to pass a Selection Board, convened at the DET Assessment Centre.

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[1] Operate, Maintain, Diagnose and Repair (OMDR) iaw with the Engineering General Service (EGS) Individual Competence Framework (ICF).
[2] Namely Accelerated Apprentice (AA) and Fast Track (FT).
[3] As a result of marketing feedback, the RN Careers website identifies DET as Direct Entry Petty Officer Technician (DEPOT) to clarify the exact rate that individuals will enter the Royal Navy.
[4] RI 23/17 Direct Entry Petty Officer Technicians Recruiting Process Recruiting Instruction dated 30 Jun 17.

c. Upon initial contact by a potential candidate, AFCOs/TPUK agents are to inform the DET Programme Manager who will conduct a preliminary assessment of basic eligibility and suitability against the entry SOR. There will be an initial telephone interview and CV assessment conducted between the potential candidate and the DET Programme Manager to assess whether their engineering qualifications, technical and supervisory experience meet the DET scheme expectations. This interview will also clarify for the candidate the exact TACOS and recruiting and training process. If successful at this interview the candidate will be referred to an AFCO for management. The AFCO will conduct a Recruit Test and standard recruiting interview; if successful at this stage attendance is arranged at the DET Assessment Centre.

d. The DET Assessment Centre has been designed against the competency set required of a POET(ME). It currently operates at the Admiralty Interview Board (AIB) centre and consists of:

(1) **Practical Leadership Tasks (PLTs).** The PLTs used are the same as conducted for officer candidates.

(2) **Written Technical Scenario.** The written technical scenario provides an engineer challenge for which the candidates must submit a written response. This assesses the candidate's communication, technical and management skills.

(3) **Oral Technical Scenarios.** Oral technical scenarios are conducted by a panel of WO1ET(ME)s and explore the candidate's communication, technical and management skills in a relevant and dynamic engineering scenario.

(4) **Interview.** The interview is conducted by the AIB staff and explores the individual's motivation, character, leadership and communication skills.

e. The DET Assessment Centre will operate on a termly periodicity, subject to demand.

f. If successful at the DET Assessment, the LE candidate will be subject to standard medical, fitness and security checks and attendance on a Pre-Royal Navy Course (Ratings) (PRNC(R)), before finally receiving a Tailored Career Offer to join the Royal Navy.

5. DET Terms and Conditions of Service. DET candidates enter the Royal Navy on a bespoke Tailored Career (TC) which has been developed to recognise their qualifications and experience gained in the civilian sector. These TACOS have been designed to make the offer attractive to recruit individuals whilst ensuring that current POETs are not disadvantaged. The key tenets of DET initial TACOS include:

a. A tailored career of 11 years length of service with an automatic offer to transfer to ES2 on completion of their probationary period.

b. Joining the Royal Navy as a probationary POET(ME) on IL1[5] with seniority of their joining date. During their probationary period DETs are identifiable by white flashes in addition to their epaulettes.

c. Achievement of 'Trained Strength' status and removal of the probationary rank occurs on successful completion of sea phase training requirements, SRLC and tailored ME153 series specialisation training.

d. Being subject to a Training Return of Service (TRoS) of 30 months from the achievement of Trained Strength status.

e. Having joined the Trained Strength and transferred to ES2, further promotion opportunities and regulations being governed by extant ET(ME) regulations.

6. DET Training Pipeline. The DET training pipeline incorporates 6 elements as per Figure 74D-1 and detailed further below. The ATA retains whole pipeline oversight once a DET enters Phase 1 Training.

Figure 74D-1. DET Training Pipeline Schematic



a. **Phase 1 RN Initial Training**[6]. At HMS Raleigh (10 weeks), in accordance with standard Royal Navy entrance.

b. **Waterfront Work Experience Phase.** After successful completion of Phase 1 Training, DET personnel will be employed within Engineering Delivery Groups at the waterfronts[7] in order to gain early insights into RN Engineering practices. Individuals will be mentored by an experienced POET and have opportunities to work within ships and workshops. This phase is intended to be tailored to the individual's needs and previous experiences in order to enable them to adjust to RN culture, working practices and gain a better understanding of the role they will perform as a POET before embarking on further training[8,9].

[5] DETs will not join on Initial Rates of Pay but will commence their pay Level OR6-1(Yr1) in Trade Supplement 3. Unless previous service in the Armed Forces has been conducted in which case a tailored pay scale will be developed.
[6] Unless previous service in the Armed Forces has been conducted, in which case a tailored initial training period will be considered.
[7] This is currently operating at MSU Portsmouth but is intended that, where appropriate to the individual, it could be at Devonport.
[8] The work experience phase may be before or after ME 161 course, dependent on course timings.
[9] At any time during their training pipeline it is assumed that DET personnel may be similarly employed within EDGs whilst awaiting courses or sea training positions. The duration of these periods will vary, dependent on course timings, but it is hoped that each individual will get between 3 and 8 weeks of this type of work experience before their Sea Training Phase.

c. **Phase 2 ME161 DET Enabling Course.** Technical training at HMS SULTAN; focussed on safety, engineering management, administration and mandatory training modules from LET QC and POET QC as detailed in Table 74D-1. Any further content within ME161 will vary, dependent upon the individual's qualifications and experience prior to joining the RN.

Table 74D-1. ME161 Minimum Training Elements

Subject	Content	Duration
Safety	Engineering Safety and Environmental Compliance	34 Periods
Engineering Management	UMMS	32 Periods
Administration	Engineering Administration	32 Periods
Mechanical Maintenance MDR Refrigeration	Category 3 and 4 FGAS qualification (common to ME151)	45 Periods
BSSC	Basic Sea Survival Course	1 week
LRLC	Leading Rates Command Course	4 weeks
Stability	LET Stability (common to ME151)	6 periods
CBRNDC 29	LET(ME) CBRNDC Acquaint	1 day
T23/T45 simulator	SCC Familiarisation	2 days

d. **Sea Training Phase (typically not to exceed 12 months[10]).** Utilising the ET and LET Career Development Journals, this phase will culminate in the completion of Marine Engineering Officer of the Watch 2 (MEOOW2) certificate. The Accelerated Training Authority (ATA) will liaise with the Career Manager (CM) to identify the most appropriate unit to support DET training. Wherever possible, this should be DD/FF to ensure the adequate level of training, supervision and experience can be gained[11]. During the DET Sea Training Phase the DET are to achieve the milestones listed in Table 74D-2 within targeted timelines.

Table 74D-2. DET Sea Phase Training Milestones

Milestone	Comments	Deadline for first attempt
ET(ME) Career development Journal (CDJ)	*For guidance only*[12]	N/A
Switchboard Operators Certificate (SOC)	Mandatory	6 Months
CBRNDC Taskbook	Mandatory	6 Months
LET ME CDJ	Mandatory	9 Months
MEOOW2	Mandatory	12 Months

e. **Senior Rates' Leadership Course (SRLC).** The SRLC will be undertaken in accordance with standard pipeline criteria.

[10] The duration of the phase will vary as a result of candidate's previous experience and the ship's programme.
[11] **During this training DETs will be in training margin positions and not fulfilling a complement role.**
[12] ETME CDJ to be used to create baseline system and equipment knowledge.

f. **ME153 Series Professional Stream Training.** In order to refine technical skillset and satisfy the baseline entry standard for equipment and platform PJTs, each DET will be required to undertake the Stream course of their respective specialisation. On successful completion of this stream training the DET will achieve Trained Strength status and will be awarded the rank of substantive POET(ME).

7. DET Sea Training Progress Review Process

a. Within the first week of arrival in their seagoing unit, DET personnel are to meet with the Department Training Coordinator to discuss and agree timescales for achievement of training targets.

b. Thereafter, Training Coordinators are to conduct monthly progress reviews where forthcoming deadlines and possible programme risks are to be discussed. Due to the exigencies of operational programmes the assessment of an individual's progress will, to a certain extent, remain subjective at unit level however this formal review process will allow the opportunity to refine and record training deadlines accordingly and feedback to the ATA:

(1) Monthly.

(2) Following the issue, escalation or removal of any warning.

c. The DET is expected to have achieved all training milestones within 12 months[9] of joining the sea phase training unit. A Progress Review Proforma to be used to plan and measure the progress of the DET's training is at pages 6-7 of this Annex.

d. **Warning for Failure.** The process for warning a DET for removal from the DET scheme and ultimately termination of their TC contract is iaw current UTS warning process for ratings Deemed Unsuitable During Training (DUDT)[13]. Noting the bespoke nature of each DET's training pipeline and the criticality of the sea phase, SS are to liaise with the ATA and BM for advice at every stage of this warnings process. In particular, a tailored approach will be required for agreement of review timescales and possible remedial recovery options.

8. Technical Streaming prior to joining the Trained Strength

a. Subsequent streaming into MEGS technical specialisations[14], including the nature of the tailored stream package[15], will be based on the needs of the Service, the previous experience of the DET, and their personal preference.

b. It is the responsibility of the individual to ensure that they record[16] their stream preference within 3 months of joining their sea training phase unit. Thereafter, 9 months into the sea phase the nature of the associated tailored streaming package is to be confirmed by the ATA; this will in turn confirm the DET's planned GTS date.

[13] BRd 3(1) Chap 57 Para 5748 – 5751.
[14] M1 Power and Propulsion(ML), M2 controls and Distribution (EL), M3 Ship Services (ML).
[15] Each DET will be required to complete the respective ME153 stream course in full or in part depending on prior qualification and experience.
[16] JPA Self Service – Employee, Armed Forces/Extra Information Types/Employee Preferences – Job 1st Preference.

EGS DET PROGRESS REVIEW PROFORMA

FULL NAME		SERVICE No.	RATE
DATE OF SELECTION	**START DATE**	**REPORT FOR DUTY DATE**	**COMPLETION OF SEA TRAINING PHASE**
TRAINING MILESTONE TARGETS to be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit			
LET CDJ		MEOOW2	
CBRNDC TASKBOOK			
SWITCHBOARD OPERATOR CERTIFICATE			

Review Dates	**Dept Training Coord Comments** to include progress assessment (strengths/weaknesses), CDJ feedback, review of training targets including associated risks or need for rescheduling.	Training Co-Ord Signature	DET Signature
Month 1 Date:			
Month 2 Date:			
Month 3 Date:			

(Continued)

EGS DET PROGRESS REVIEW PROFORMA (Continued)

End Month 3	***Confirm Streaming Preference Recorded in JPA? (Action: DET)***		
Month 4 Date:			
Month 5 Date:			
Month 6 Date:			
Month 7 Date:			
Month 8 Date:			
Month 9 Date:			
End Month 3	***Tailored Stream Training Package details confirmed? (Action: ATA)***		
Month 10 Date:			
Month 11 Date:			
Month 12 Date:			

MEOOW2 Passed	**SRLC BOOKED (Contact ATA)**	**AO Raised**
DEPCO:	DEPCO:	DEPCO:

ANNEX 74E

MEGS FAST TRACK (FT) – NON-SELECTIVE PROMOTION (ADVANCEMENT)

Engineering Technician 1 (Fast Track) – Pre-Advancement Requirements

General Service ET ME		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Completed Phase 1 Training. 2. Completed ET(ME) Career Course (ETICC), recorded on JPA as ME|Engineering Technician (ME) Initial Career (ME150|Navy|. 3. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 1'. To be completed within 4 months' sea service. (See Notes 2 and 11. 4. At least 6 months since last Career Check (if any) on date due advancement. 5. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).	

Advanced to
ENGINEERING TECHNICIAN 1st Class

Leading Engineering Technician (Fast Track) – Pre-Advancement Requirements

General Service LET ME		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Completed CBRNDC TB within 12 months of joining unit and recorded on JPA as 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|' (See Note 2). 2. Serving on a ES1/FC/OE1 that expires after the nominated Due Date for Advancement. 3. Educationally qualified for promotion (EFP) in accordance with Para 9615 and recorded on JPA as 'Educational|RN/RM QELH/Cpl|Navy|'. 4. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET 1, authorised by HOD and recorded on JPA as 'Professional| Engineer(GS)|Navy', with a Proficiency Level of 'ET1 Sea 2'. To be completed within 9 months' sea service as an ET (See Note 11). 5. Streaming Preference submitted and showing on JPA (See Note 4). 6. 24 months' seniority from Fast Track Start Date, including a minimum of 9 months' sea service as an ET recorded on JPA as 'CMS|Fast Track ET 9 Month Sea Time|Navy'. 7. Recommended for advancement on Appraisal Report at Due Date (See Note 11). 8. Completed Leading Rates' Leadership Course (LRLC); recorded on JPA as 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' (Para 6909) (See Note 8). 9. Passed LET(ME) Qualifying Course (QC) by nominated Due Date; recorded on JPA as 'ME|LET (MEGS) Common QC:(ME151T)|Navy|' and 'ME|LET (MEGS) Engineer QC:(ME151E)|Navy|' Plus: M1 Power and Propulsion: 'ME|LET(MEGS) Power and Propulsion QC: ME151A|Navy|' & 'ME|LET(MEGS) QC - Fitting and Machining (ME293)|Navy|' Or M2 Controls and Distribution: 'ME|LET(MEGS) Controls and Distribution QC: ME151B|Navy|' Or M3 Ships Services: 'ME|LET(MEGS) Ships Services QC: ME151C|Navy|' & 'ME|LET (MEGS) QC Welding and Pipework (ME294)|Navy|' (See Notes 5, 6, 7, 8, 10 and 11). 10. At least 6 months since last Career Check (if any) on date due for Advancement (if later).	

Advanced to
LEADING ENGINEERING TECHNICIAN - not selected for Fast Track to POET
If not selected for Fast Track to POET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in Chapter 67

Advanced to
LEADING ENGINEERING TECHNICIAN – selected for Fast Track to POET
If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date (See Note 1)

Petty Officer Engineering Technician (Fast Track) – Pre-Advancement Requirements

General Service POET ME		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement. 2. Educationally Qualified for Promotion (EFP) in accordance with Para 9613 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy|'. 3. Completed Professional Qualifications SOC and MEOOW2C within 12 months' sea service; recorded as JPA competency 'Professional|Switchboard Operating certificate (DB33)|Navy' and 'Professional|Marine Engineer Officer of the Watch 2 Certificate (MEOOW2C)|Navy' (See Note 9). 4. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a LET, authorised by HOD and recorded on JPA as 'Professional| Engineer (GS)|Navy|' with a Proficiency Level of 'LET Sea'. To be completed within 15 months' sea service as a LET (See Note 9). 5. 24 months' seniority including a minimum of 18 months' sea service as a LET recorded on JPA as 'CMS|Fast Track LET 18 Month Sea Time|Navy'. 6. Recommended for advancement on Appraisal Report at Due Date (See Note 11). 7. Completed Senior Rates' Leadership Course (SRLC); recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103|Navy|' (Para 6909) (See Note 8). 8. Passed POET(ME) Qualifying Course (QC) by nominated Due Date; recorded on JPA as 'ME|POET (MEGS) Common Qualifying Course (ME153T)|Navy|' and 'ME|POET (MEGS) Engineer Qualifying Course (ME153E)|Navy|' Plus, one of the following: M1 Power and Propulsion: 'ME|POET(MEGS) Power and Propulsion QC: ME153A|Navy|' Or M2 Controls and Distribution: 'ME|POET(MEGS) Controls and Distribution QC: ME153B|Navy|' Or M3 Ships Services: 'ME|POET(MEGS) Ships Services QC: ME153C|Navy|' (See Notes 5, 6, 7, 8, 10 and 11).	

	9. At least 6 months since last Career Check (if any) on due date for Advancement (if later). 10. Recommendation for further Fast Track scheme should be highlighted within body of report.	

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN - not selected for Fast Track to CPOET
If not selected for Fast Track to CPOET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in BRd 3 Chapter 67

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN – selected for Fast Track to CPOET
If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 36 months from their FTSD (1)

Chief Petty Officer Engineering Technician (Fast Track) – Pre-Advancement Requirements

General Service CPOET ME		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement. 2. Educationally Qualified for Promotion (EFP) in accordance with Para 9613 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy|'. 3. Professional Qualifications MEOOW1 Certificate to be completed within 12 months' sea service; recorded as JPA competency 'Professional|Marine Engineer Officer Of The Watch Certificate (MEOOWC)|Navy' (See Note 12). 4. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a POET, authorised by HOD and recorded on JPA as 'Professional| Engineer(GS)|Navy|' with a Proficiency Level of 'POET'. To be completed within 18 months of joining unit (See Note 12). 5. A minimum of 24 months' sea service as a POET recorded on JPA as 'CMS|Fast Track POET 24 Month Sea Time|Navy'. 6. Recommended for advancement on Appraisal Report at Due Date (See Note 11). 7. Passed CPOET(ME) QC by nominated Due Date; recorded on JPA as 'ME|CPOET(ME) Career (ME155E)|Navy' (See Noes 5, 6, 7, 8, 10 and 11). 8. At least 6 months since last Career Check (if any) on due date for Advancement (if later).	

Advanced to

CHIEF PETTY OFFICER ENGINEERING TECHNICIAN

Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in BRd 3(1) Ch 67

Notes:

1. FT Selection Panels and Boards will be co-ordinated by the ATA within each training school and will be convened throughout each term. ETs selected during Phase 2 Training will be awarded an appropriate Fast Track Start Date of 31 Mar, 31 Jul or 30 Nov. The date due advancement by time to LET, subject to meeting the eligibility criteria will be 24 months from this date. Selection for FT from LET to POET will be selection by a termly Selection Board, with a date due advancement to POET, subject to meeting the eligibility criteria of 24 months from the seniority date as a LET. Selection for FT from POET to CPOET will be selection by a termly Selection Board, with a date due advancement to CPOET, subject to meeting the eligibility criteria, of 36 months from their FTSD that is determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date.

2. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRN DC Task Book.



3. Competence as an ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 9 months' sea service as an ET.

4. Stream Preference is to be recorded on JPA as follows:

a. Log on to JPA Self Service.

*b. Select – **My Career**.*

*c. Select - **Employee Preferences** and in the First **'Comments'** box enters either:*

(1) ML1

or

(2) EL

or

(3) ML3

d. Click Apply.

(Continued)

Notes: (Continued)

5. Pre-course learning is to be completed no later than on completion of 8 months' sea service.

6. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain as a Fast Track, will be determined by the Commanding Officer of the relevant Training School in consultation with EGS Branch Managers. A repeat failure of part/all of the course will result in the individual being deselected from FT, however, will remain on the QC, but not on the Fast Track scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*7. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from Fast Track and the Qualifying Course and will continue to serve in their current rate. They will transfer from Fast Track back to Selective Promotion as the eligibility route for future selection.*

*8. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).*

9. Competence as an LET(ME) is achieved on successful completion of the SOC, MEOOW2 within 12 months and the ICF mandated competencies within the sea employment space, evidenced in the individual's CDJ within 15 months' sea service as a LET.

*10. **Refusal to Undertake QC.** Individuals who refuse to undertake the QC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.*

11. If for any reason an ET, LET or POET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the Fast Track Manager on a case by case basis of suitability to remain as a Fast Track. Individuals who are removed from FT will transfer back to the Selective Promotion rules.

12. Competence as a POET(ME) is achieved on successful completion of the MEOOW1 within 12 months and the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ within 18 months' sea service as a POET

ANNEX 74F

MEGS MARITIME COLLEGE CADETSHIP (MCC) SCHEME PIPELINE

1. Introduction. The Merchant Navy use regional Maritime Colleges to deliver Level 5 academic qualifications in Marine Engineering. These cadetship programmes follow the MCA's approved programme MSN 1857, leading to the award of a Reg III/1 (unlimited power) Engineering Officer of the Watch (EOOW) Certificate of Competency (CoC). The aim of the MEGS MCC scheme is to expeditiously qualify a POET from ET level using a combination of civilian college training and training at sea on a RN platform. This is followed by SRLC alongside their Select-Train-Promote (S-T-P) counterparts.

Figure 74F-1. Cadetship Timeline

Phase	Location	Duration (approximate)
1	Maritime College	30 weeks
2	Sea	25 weeks
3	Maritime College	35 weeks
4	Sea	21 weeks
5	Maritime College	29 weeks
6	ME 161 (DET course, including LRLC)	11 weeks
7	ME 153 A/B/C stream training and PJT (including SRLC)	4 – 10 weeks (stream training) plus 10 weeks

2. Timeline Description. There are subtle variations in course syllabus across the maritime colleges, but the cadetships will generally comprise of the modules listed below.

Phase	Academics	Short Courses
1	NC Shipping and Maritime Operations (SQA)	• Personal Survival Techniques (PST) • Personal Safety and Social Responsibility (PSSR) • Proficiency in Elementary First Aid • Basic Fire prevention and Fighting (with tanker endorsement) • Entry into Enclosed Spaces • Abrasive Wheels • Programme Induction • MCA Workshop Skills (Part 1) • Industrial Experience (Part 1) • Engine Room ready (Part 1)
2	MNTB training record book[1] Distance learning maths course Merchant Navy work-based learning	Note: Cadets will also need to progress with the following RN training milestones: • ET CDJ (if required) • LET Engineer CDJ • CBRNDC Task book • Switchboard Operators Certificate (SOC)

3	L4 Marine Engineering	• Proficiency in Medical First Aid • MCA Workshop Skills (Part 2) • Industrial Experience (Part 2) • Engine Room ready (Part 2)
4	MNTB training record book[2]	Notes: 1. Cadets will need to complete the RN training milestones prior to returning to college for Phase 5 2. Cadets will need to submit their streaming preference via JPA prior to returning to college for Phase 5
5	L5 Marine Engineering year 2 EOOW preparation course (COGC)	• Advanced Fire Fighting • High Voltage (Operational) • Human Element Leadership and Management (Operational) • Final exams

3. Trainee Status

a. To match other AA schemes, MCC candidates will be advanced to Probationary LET (PLET) on their course start date and will be transferred to the OR4-1 Supp 3 pay spine.

b. Trainees will be required to wear Rig 22 along with LH rank slides and white flashes to denote their PLET status. Trainees will be streamed ML1/EL/ML3. Subsequent promotion to CPO will be on merit, with pre-selection eligibility aligned to their peer group.

c. During the college phases, trainees are to align with the college's leave schedules and must submit their leave requests via JPA. Whilst under training, they will be accommodated within RN-funded student accommodation on the College Campus and entitled to Food and Incidental Allowance.

d. Trainees will undertake the sea phases individually or in small groups, shared across all surface ships B1OPV and larger, and will be borne as additional (non-liability) personnel with no specific section responsibility. The ultimate aim of the sea training phase is to obtain the qualifications described above. MEOs are free to employ these trainees as they see fit in order to achieve these aims, further the professional development of the trainees and benefit the hosting ME Department.

e. All trainees on the MCC scheme are subject to the appraisals and warnings procedures surrounding ratings on the trained strength, along with METG training warnings associated with Phase 3 trainees. Their career management throughout the training pipeline sits with the MEGS ATA Coord, located in METG.

4. RN Engagement. To ensure sustained engagement with Royal Navy life during their college experience, MCC cadets are mandated to regularly interact with the local RNR. These interactions are designed to immerse candidates in activities that advance their CLM development, while concurrently supporting routine operations and reinforce their RN engagement. Additionally, cadets may have the opportunity to contribute to broader community engagement initiatives, such as Armed Forces Day, Remembrance parades etc. They will also benefit from access to gym facilities and MODNET, thereby strengthening their connection to the RN and enriching their comprehensive training experience.

5. Application and Selection Process

a. The following sets out the minimum qualifications and competencies required for the MCC scheme. It should be noted that the educational qualifications are set by the colleges and not MEGS Profession.

(1) Educational qualifications: Five GCSEs including Mathematics, English Language and either Physics or Chemistry or Dual Science at GRADE 4/C OR 9-4 Scottish equivalent,

(2) ME150 (ETICC - no module failures).

(3) Not currently subject to any professional warnings or ongoing disciplinary investigation.

b. The scheme operates 2 intakes per year in January and August. Applications for the January intake are to be received NLT 31 July of each year and 31 March for the August intake.

c. Service personnel currently employed under the Accelerated Apprentice Petty Officer (AAPO) scheme may apply for the MCC scheme prior to commencing LETQC.

d. Interested candidates should apply to the MEGS Accelerated Technician Authority (ATA) using the form below. A personal statement of no more than 500 words, detailing why the candidate believes they are suited to this accelerated scheme, is to be included with the application form, along with copies of any relevant academic or vocational qualifications.

e. Interested candidates should note that their application is for the MCC scheme and not a specific college. However, candidates are encouraged to annotate their application form with an order of preference for each college to assist the placement of successful candidates.

f. **Interview.** Following a pre-interview selection, based on the quality and content of the completed application forms, candidates will be invited for interview with MEGS PM SO2 and MEGS PM WO. Interviews will take place in person in METG (HMS SULTAN) however online interviews may be arranged if necessary.

6. Terms and Conditions Of Service (TaCOS)

a. Trainees will be required to sign a Certificate of Understanding (CoU) prior to the start of phase 1.

b. Trainees selected for the MCC scheme will move to Engagement Stage (ES) 2 on completion of ME161. MEGS Accelerated Technician Authority (ATA) Coord is to liaise with PROMS to ensure correct recording of ES.

c. Trainees will be subject to a 36-month Return of Service from completion of the ME161 course. Promotion to POET will be on successful completion of SRLC.

7. Divisional Care. The geographical spread of the colleges presents a challenge for adequate divisional care. Responsibility for care sits within METG at HMS SULTAN and is managed within the Phase 3 PDO office. In order to maintain appropriate care, the following action is to be taken:

a. The nominated PDO is to have regular contact with students through routine online group sessions. All students are to be issued with the appropriate IT equipment to enable regular contact.

b. The nominated PDO is to have regular contact with the college pastoral and welfare teams to ensure any issues are captured and the appropriate care provided.

c. Regular contact is to be maintained with local RNR units who are able to offer support and guidance to students that may not be available through the college.

8. Failure and Warning Process. All students on the pipeline will be subject to the appraisals and warning procedures surrounding ratings on the trained strength, along with METG training warnings associated with Phase 3 trainees as detailed in BR3(1) Ch 57. Additionally, all students are subject to the discipline and warnings policies of the respective colleges and where required these warnings will be matched with the appropriate service warning. Due to the unique nature of the training pipeline and the financial commitment required for completion the following additional variations will be applied:

a. Due to the financial penalties incurred through back classing any student not meeting the minimum academic standard set by the college or the Maritime & Coastguard Agency (MCA) will be removed from the scheme.

b. Any student failing to meet the minimum attendance standard set by the college or MCA will be removed from the scheme. It should be noted that attendance at college is a place of duty and failure to complete the college authorised absence procedure may be considered as AWOL as defined in the Armed Forces Act 2006.

c. An accumulation of either service or college warnings may result in removal from the scheme at the discretion of the MEGS PM SO2.

Application for Transfer to the MCC Scheme

Applicant									
Forename (Preferred name)				**Surname**					
Service Number				**Rank/Title**					
Stream Preference	1-			2-			3-		
Work contact number				**Mobile contact number**					
MOD Email				**External Email**					
Colleges (preference)	**Glasgow**			**South Shields**			**Fleetwood**		
	1	**2**	**3**	**1**	**2**	**3**	**1**	**2**	**3**

Divisional Officer			
Rank/Title		**Surname**	
Service Number		**MOD Email**	
Work contact number		**Mobile contact number**	

Qualifying criteria check:

Qualification iaw para 6 Y/N

Personal statement attached (no more than 500 words). Y/N

Details of additional academic / vocational qualifications (certificates to be attached):
……
……
……
……

Divisional Officer/Head of Department comments:

I have checked the above rating's qualifications and endorse that the individual is qualified to enrol in the MCC scheme iaw Para 6 of the RNTM and agree that the individual will be released to attend interview.

Signed:

Rank **Name**

Unit **Appointment**

Date

ANNEX 74G

MEGS DIRECT ENTRY FAST TRACK (DEFT) SCHEME

1. Introduction. The MEGS DEFT scheme is a pilot scheme seeking to increase inflow of recruits by awarding a higher rate of pay on completion of Phase 1 (INT(F)) training. Candidates are selected by Recruit & Attract (R&A) based on qualifications, previous experience and DAA scores. The trial commence on the 1 Jan 25 and will run for 36 months, capped at 500 recruits across the 5 RN Engineer specialisations.

2. Scheme Description

a. Candidates recruited onto the DEFT scheme will complete Phase 1 training alongside their Select-Train-Promote (STP) counterparts. On completion of Phase 1 training DEFT recruits are to be awarded Professional|Direct Entry Fast Track|Navy|No competency.

b. On arrival into Phase 2 (ME150) candidates are awarded an increase in pay to OR2-5 Supp 3 (£30,613).

c. Candidates are to complete ME150 alongside their STP peers and will be considered Gains to the Trained Strength (GTS) on completion. On completion of Phase 2 the following actions are to be completed:

(1) MEGS ATA is to award the Professional|Fast Track LET|Navy| competency.

(2) Promotions are to award an advancement date of 2 years from the date of completion of Phase 2 training.

(3) Career Management Cell (CMC) are to draft DEFT candidates to a sea going unit in a compliment ET2 positions.

d. Training milestones required for loading on LETQC and advancement can be found in BRd 3(1) Ch74 Annex 74E.

3. Terms and Conditions Of Service (TaCOS). Candidates recruited under the DEFT scheme are bound by the same TaCOS of the in-service Fast Track (FT) scheme as detailed in BRd 3(1) Ch 68 (Non selective promotion), additionally the following conditions will apply:

a. **Minimum Time to Serve (MTS).** Standard 2.5 years.

b. **Entitlement to branch transfer.** Not whilst UTS or during MTS period, but thereafter subject to normal transfer rules.

c. **Entry to the Officer Corps.** Not whilst UTS or during MTS period, then subject to normal transfer rules.

d. **Option to transfer to ES2.** Yes, on completion of LETQC.

e. **Transfer to alternative accelerated schemes.** Not whilst UTS or during MTS period.

4. Warning and Failure Policy. All candidates on the pipeline will be subject to the appraisals and warning procedures surrounding ratings on the untrained strength, along with METG training warnings associated with Phase 2 & 3 trainees as detailed in BRd 3(1) Ch 57. Additionally, policy regarding delays to training and failure to complete milestones can be found in BRd 3(1) Ch68. It should be noted that removal from the DEFT scheme may incur a reduction in pay in line with seniority of the rate currently held.

ANNEX 74H

SUBMARINE SERVICE – CAREER ON A PAGE

1. Submarine Service - Career on a Page

a. The purpose of the Career on a Page is to provide a quick look at possible career progression to enable informed decisions to be made. Timelines are indicative averages and are always subject to change. Master documents should always be consulted to ensure that the latest information is available.

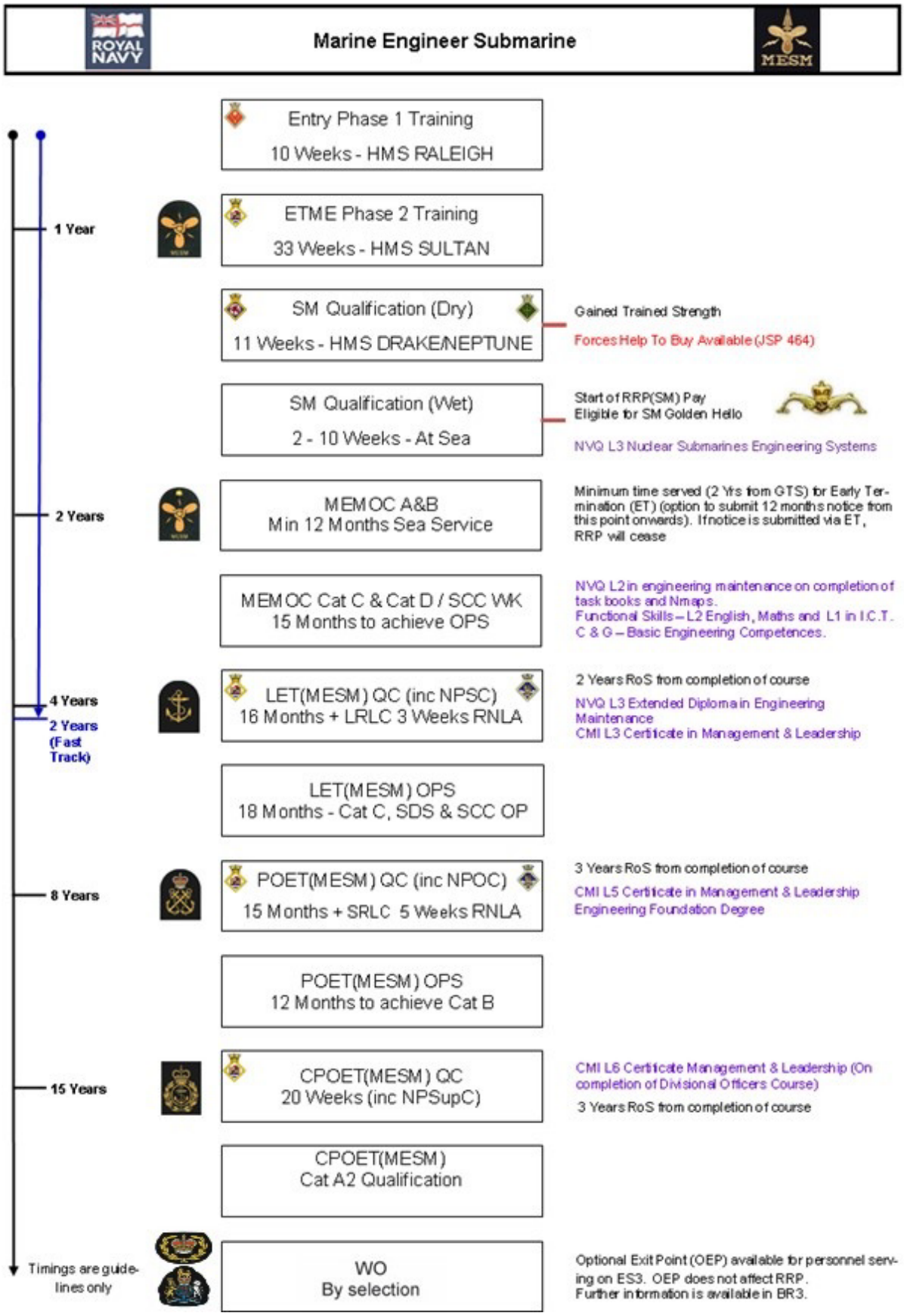
b. Ratings are advised to liaise with their Reporting Officer regarding any decisions concerning their careers prior to contacting the Branch or Career Manager. Career Managers are located in HMNB Clyde.

c. Information pertaining to Ratings training pipeline is contained within the Marine Engineering branch (SM) Career on a Page. Information relating to allowances and benefits available during a career are referenced in the Table below.

d. Ratings seeking promotion to the Officer Corps can do so via the Upper Yardman (UY) or Senior Upper Yardman (SUY) schemes, details of which may be found in Chapter 50.

e. **Optional Exit Points.** Ratings in receipt of RRP(SM) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date, without any loss of RRP; full details may be found in Annex 54K.

Figure 74H-1. Marine Engineering (SM) Branch - Career on a Page



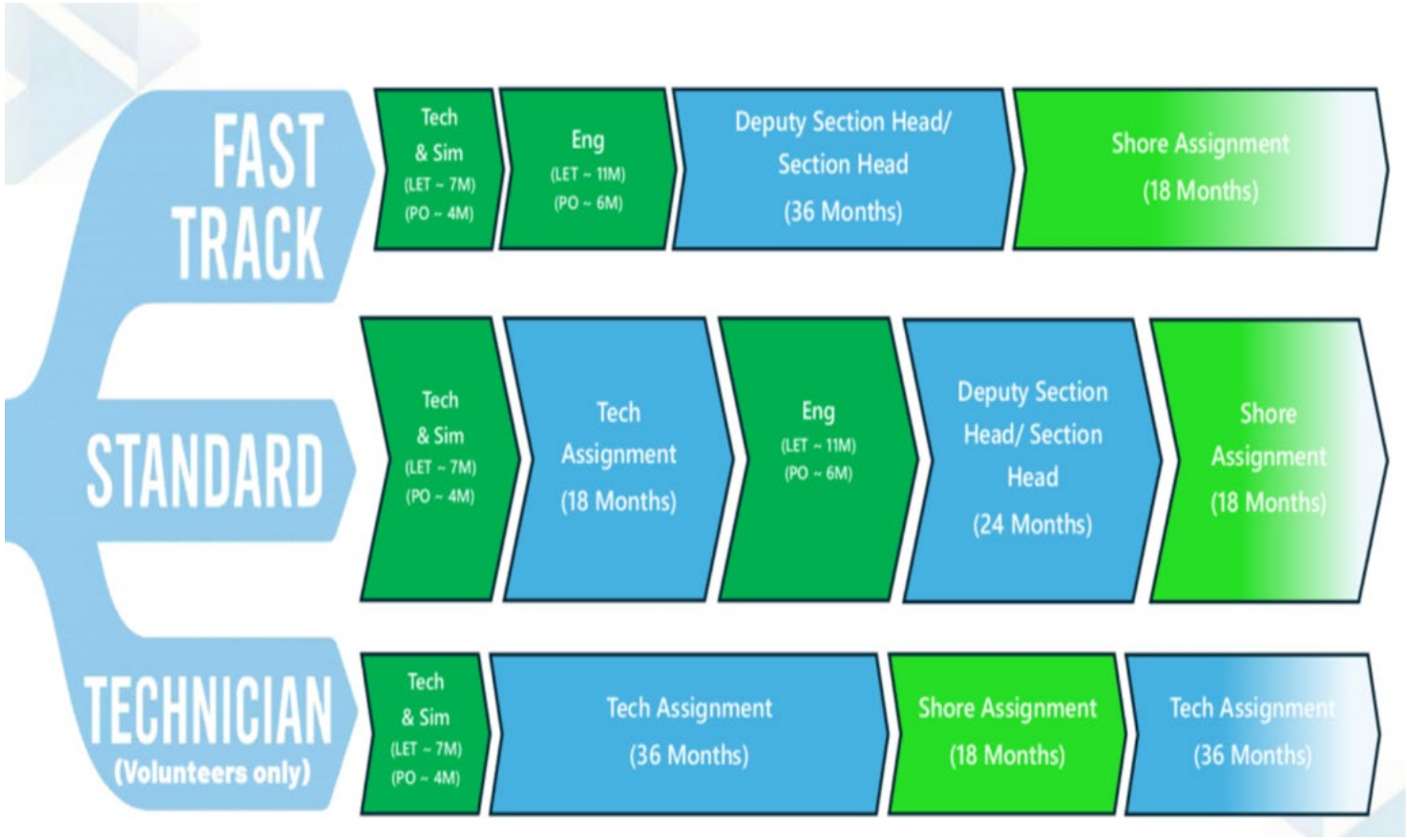
ANNEX 74I

MEGS OPERATING MODEL CAREER PATHWAYS

1. MEGS Revised Operating Model

a. The MEGS Operating Model provides three distinct career pathways for personnel Fast Track, Standard and Technician. This enables greater flexibility in choice of career and professional development.

b. The Fast Track and Standard Pathways are applicable only to those individuals selected for promotion at both LH and PO.



CHAPTER 75

ENGINEERING PROFESSION - WEAPON ENGINEERING GENERAL SERVICE (WEGS) AND WEAPON ENGINEERING SUBMARINES (WESM)

(Sponsor: Navy People-WFPM EGS PM SO1)

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CHAPTER 75

WEAPON ENGINEERING GENERAL SERVICE (WEGS) & WEAPON ENGINEERING SUBMARINE SERVICE (WESM)

SECTION 1

WEGS SPECIALISATION MANAGEMENT AND PROMOTIONS

7501. Introduction

a. This chapter covers the promotion requirements for the Weapon Engineering General Service specialisation (WEGS).

b. WEGS is responsible for the workforce management and promotion requirements for Officers and Ratings within the WE, Weapons (W), Sensors (S), Communications Information Technician (CIS) and Communications Information Systems Specialist (ET(CIS) Spec) areas of employment.

(1) EGS SharePoint[1] contains useful information for Apprentices and Divisional Officers on Career Development Journals, it also includes details of the latest workforce information and points of contact for the WEGS Profession Management (PM) team.

(2) Apprentices and Divisional Officers should refer to appropriate publications prior to contacting WEGS PMs, guidance at para g.

c. **WEGS Specialisation Terminology.** The following terminology is to be used when referring to the EGS Discipline and WEGS Specialisation:

(1) **Discipline.** Engineering General Service (EGS)

(2) **Specialisation.** Weapon Engineering (WE)

(3) **Department.** Weapon Engineering Department

(4) **Streams.** Weapons, Sensors, CIS Technician & CIS Specialists

d. **Contacts.** WEGS Profession Managers (PMs) and the Training Requirements Authority (TRA) manage the planning and training requirements, including setting the Gained Trained Strength (GTS), promotion numbers, Maximum Authorised Number (MAuN), Extended Service (ES) and Specialisation transfers to meet the RN requirements.

e. Also responsible for developing sustainable career pathways for our workforce and acting as TRA, setting individual training requirements such as Role Performance Statements (RPS) and working with training providers to set training course volumes.

[1] Navy - Profession Management Engineering General Service (PM EGS) - Home (sharepoint.com) (https://modgovuk.sharepoint.com/teams/50020/SitePages/Home.aspx)

f. WEGS personnel should consult the publications referenced and their Divisional Line Management prior to consulting the Specialisation team, contact details as follows:

Table 75-1. WEGS Specialisation Team Members

Rank	Global Address List Email	Role
Cdr	Navy People-WFPM EGS PM SO1	EGS Discipline Manager
Lt Cdr	Navy People-WFPM WEGS PM SO2	Profession Manager
Lt	Navy People-WFPM WEGS TRA SO3	Training Requirements Authority
WO1WE	Navy People-WFPM WEGS PM WO	Profession Manager
WO2WE	Navy People-WFPM CIS PM WO	Profession Manager

g. **Reference Publications.** This chapter should be read in conjunction with the following reference publications:

Table 75-2. WE Publications

Publication	Title
BR300	Weapon Engineering Manual (Surface Ships)
BRd 2000(4)(1)	Weapon Engineering Training and Examinations - General Instructions
BRd 2000(4)(2)	Weapon Engineering Training and Examinations - Weapon Engineering Training Courses
BRd 2000(4)(3)	Weapon Engineering Training and Examinations - General Service and Submarine Examinations

7502. Weapon Engineering Examinations and Assessments in the RN

a. This Article should be read in conjunction with Chap 69 and BRd 2000(4)(1) and 2000(4)(3) (Weapon Engineering Training and Examinations). Every effort is to be made to arrange examinations or assessments (where appropriate) as frequently as possible and without delay to ensure that the advancement or promotion prospects of ratings are not prejudiced.

b. Reporting Officers making recommendations for ratings' advancement, promotion, examination or courses are to pay due regard to the conditions given in Para 6901.

c. The requirement to pass a PE has been removed for all ranks between ET to WO, simplifying promotion eligibility criteria and reducing the number of professional hurdles an individual must overcome to be eligible for selection. All other pre-promotion criteria remain extant.

d. Examining Boards, Local Examinations and assessments are to be oral only and are to cover appropriate syllabus as laid down in BRd 2000(4). Additional oral questions can be used to probe the candidate's knowledge of their own unit.

e. Throughout the assessments, due regard is to be paid to the training, background, experience and present employment of individual candidates. Discretion is to be exercised in areas of the syllabus in which no formal training was given and in which little or no experience may have been gained. Assessors are reminded that individuals are being assessed in their current rank.

f. The Basic Date for advancement purposes is the date of passing the oral assessment, Candidates are to be either passed or failed; no marks are to be awarded.

g. The successful result of the assessment is to be entered on JPA; Competences are to be added by Unit HR personnel.

h. To ensure that ratings are competent at the current rate held, Engineering Technician Assessments (Safety Check, CDJ, HoDs Assurance) must be completed in accordance with the timescales stated in table 75-3. On successful completion of assessments, competencies are to be recorded on JPA by Unit HR personnel. If not achieved within the time scales stated above, then professional warnings should be applied, unless mitigating circumstances exist.

Table 75-3. WEGS ET Career Progression Timeline

Training milestone	Target dates (Fm joining unit)	JPA Competency Awarded
Safety Oral Board	To be achieved within 6 months	Professional | Engineering Technician (GS) | Navy | ET1 Sea 1
CBRNDC Taskbook	To be complete within 6	CBRN|Completed CBRNDC Task Book (All rank/rates)
CDJ	To be achieved by within 18 months	No Competency Awarded
HOD Assurance Board	To be achieved within 18 months	Professional | Engineering Technician (GS) | Navy | ET1 Sea 2

i. For refusal to take a Professional Qualifying Course, see Para 6911 for automatic penalties.

j. Achievement of all assessments are to be recorded on JPA for ET/LET/POET etc. It is the individual's responsibility to check JPA and verify that their records have been amended correctly.

7503. Convening and Composition of Examining/Assessment Boards

a. Examining Boards may be convened by Flotillas and by Commanding Officers of ships complemented with an officer of the WE sub-specialisation of Commander's rank. Examining Boards, where the President of the Board may be a Lieutenant Commander or Lieutenant, may also be convened by Commanding Officers of ships where the WE Officer is of Lieutenant Commander or Lieutenant's rank.

b. **Composition of Examining/Assessment Boards.** Boards are to comprise officers and/or senior ratings of the WE sub-specialisation or officers of other Engineering sub-specialisations serving in WE assignments. Details of the minimum requirement for the composition of the Examining Boards for each rate are contained in BRd 2000(4)(1) Chapter 2[2].

7504. WEGS Promotion Table Guidance

a. Annexes 75A-75D contains the promotion tables for all WEGS pathways.

b. Legacy personnel who have not completed a ICF WEGS Career Course, will remain on their legacy pathway (Annexes 75B-75D) until selection for promotion and completion of a ICF based CC, where they will then join the Annex 75A pathway.

c. Legacy personnel with a bespoke Terms And Conditions Of Service (TACOS) should indicate their aspiration to be added to the promotions board, however, must be aware that a new TACOS may be issued upon promotion. This should be discussed with the Specialisation Managers in advance.

d. Personnel who have Service transferred (RM/ARMY/RAF to RN) will follow the Annex 75A pathway upon entry to the RN. Substantive rank will be awarded on completion of the bespoke re-entry offer pre-requisites as laid down by the Specialisation Manager and joining the Gained Trained Strength (GTS).

[2] https://ndh.web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_2000_4/BRd_2000_4_1/brd_2000_4_1.pdf

SECTION 2

WEGS ACCELERATED SCHEMES

7505. WEGS Fast Track Scheme

The Fast Track (FT) scheme will afford individuals an accelerated advancement route. Selection will be via a two-stage process with multiple entry points available; at ET, LET and POET (GS only). This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of technicians. For full details on the FT scheme see Annex 75E and Chapter 68[3]

7506. WEGS Accelerated Apprentice Scheme

WEGS Accelerated Apprentices (AA) join HMS RALEIGH as Probationary Leading Hands until they become 'Gains to the Trained Strength' (GTS) as LETs, on completion of a 2-year bespoke training pipeline. This scheme has now been extended to the PLETs training pipeline meaning they would GTS at POET over the course of 3.5 years. Once GTS, the AA will be subject to the normal selection process of a LET/POET. Full details of the Accelerated Apprentice Scheme can be found at Annex 75F with the pipeline information below. The AA Warnings and Failure policy is laid down at Annex 75F and Chapter 68[4].

7507. WEGS Maritime College Cadetship Scheme

The Maritime College Cadetship (MCC) is a trial scheme and uses a combination of civilian college training and training at sea on an RN platform to expeditiously qualify a POET. This is followed by SRLC alongside their Select-Train-Promote (S-T-P) counterparts. Further detail on the MCC scheme may be found at Annex 75G.

ATA / FT / MCC Contact

Navy People-WFPM WEGS ATA Coord
HMS Collingwood,
Newgate Lane,
Fareham.
PO14 1AS

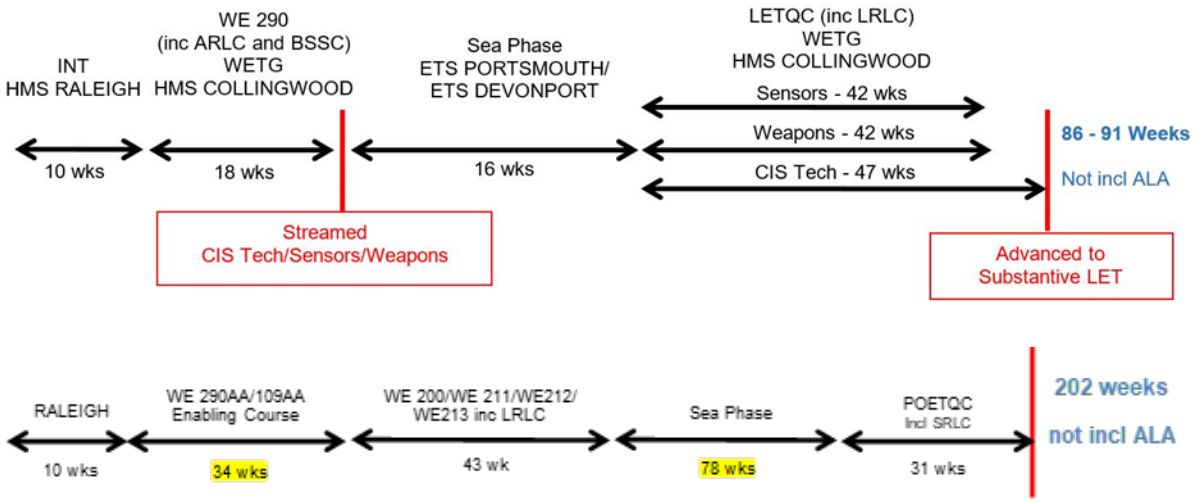
GAL: Navy People-WFPM WEGS ATA Coord

7508. Accelerated Apprentice (AA) WEGS Pipeline

The aim of the AA WEGS scheme is to expeditiously qualify a POET from point of entry. Following Initial Naval Training (INT) the AA WEGS pipeline consists of a bespoke Enabling Course, including a Streaming Selection into LETQC and LRLC. On completion of a short PJT package the PLETs will conduct an 18-month Sea Phase developing both a maritime system knowledge and Naval ethos. This is followed by POETQC and SRLC alongside their counterparts on the non-accelerated pipeline The aim of the AA WEGS scheme is to qualify a POET within three and a half years of entry.

[3] BRd3(1) Ch68 para 6806 - Engineer General Service Branch Fast Track Scheme
[4] BRd3(1) Ch68 para 6809 - Accelerated Apprentice (AA) Scheme

Figure 75-1. Pipeline Schematic



7509. Pipeline Description

a. **Initial Training (INT).** The AA recruits undergo the same training as their ET counterparts and should be treated in the same manner. They will join as Probationary LET (P/LET).

b. **WE 290/109AA Enabling Courses.** WE 290/109AA develops system knowledge in preparation for LETQC and ensures AA WEGS trainees are safe to train in a technical environment.

c. **Streaming.** AA trainees will indicate their preference during their enabling course and will be streamed by ATA WEGS in consultation with WEGS PM WO1. This is not applicable to AA ET(CIS) ratings having conducted the WE 109AA CC as they're already streamed at entry.

d. **LETQC.** LETQC is the standard streamed course undertaken alongside their STP counterparts.

e. **LRLC.** LRLC is the standard 4-week course following successful completion all training.

f. **Sea Phase.** Trainees will then then be assigned to a ship for 18 months to:

(1) Consolidate the knowledge and skills learnt on WE 290/109AA/LETQC and become familiar with naval culture and experience living at sea.

(2) Complete an AA WEGS CDJ and successfully complete the HOD Assurance.

(3) Complete the CBRNDC Task Book.

g. **POETQC.** POETQC is the standard course taken alongside their STP counterparts.

h. **SRLC.** SRLC is the standard course taken alongside their STP counterparts.

i. **Return of Service (RoS).** RoS is iaw with para 5302 for Initial Training. RoS for POETQC will run concurrently.

SECTION 3

WESM SPECIALISATION MANAGEMENT AND PROMOTIONS

7510. Recommendations

Officers making recommendations for ratings' advancement, promotion, examination or courses are to pay due regard to the conditions given in Chapter 69.

7511. WESM Examinations and Assessments in the Fleet

a. This Article should be read in conjunction with Chapter 69 Section 4 and the BRd 2000(4) series. Every effort is to be made to arrange examinations as frequently as possible and without delay to ensure that the advancement or promotion prospects of ratings are not prejudiced.

b. Applications for Provisional Examinations (PE) are to be made on Forms S442 in accordance with Chapter 69.

c. If officers of the appropriate rank and specialisation required for an Examining Board are not available (see Para 7511 and Para 7512), application should be made to the Administrative Authority for suitable arrangements to be made. Alternatively, when it is known that it will not be possible to convene a Board within four months of a rating's application for examination, the examination may be conducted by the officers of the rating's own ship under the rules for Local Examinations laid down in Chapter 69.

d. Examining Boards and Local Examinations are to be oral only examination and are to cover appropriate syllabus as laid down in BRd 2000(4). Additional oral questions are to be used to probe the candidate's knowledge of their own unit.

e. Throughout the examinations, due regard is to be paid to the training, background, experience and present employment of individual candidates. Discretion is to be exercised in areas of the syllabus in which no formal training was given and in which little or no experience may have been gained.

f. The basic date for advancement purposes is the date due by seniority or if later, the date of passing the oral examination, less any accelerated advancement awarded. Candidates are to be either passed or failed; no marks are to be awarded.

g. The successful result of the PE is to be entered on Form S442 and on JPA; the former being signed by all members of the Board, the latter by the President of the Board. The type of examination, 'Professional Qualifying', 'Provisional' or 'Local' is always to be clearly indicated on Form S442 and the completed form dealt with in accordance with Chapter 69. Competences are to be added by Unit HR personnel.

h. Engineering Technician Operational Performance Statement (OPS) Assessments must be completed in accordance with BRd 2000(4)(1). On successful completion of the OPS Assessment form, competencies are to be added by Unit HR personnel. If not achieved within the time scales stated above, then professional warnings should be applied, unless mitigating circumstances exist.

i. In the event of failure of examinations/assessments, see Chapter 69.

j. For refusal to take a Professional Qualifying Course or Examination, see Chapter 69 for automatic penalties.

7512. Composition of Examining/Assessment Boards

Boards are to comprise officers and/or senior ratings of the WESM sub-specialisation or officers of other Engineering sub-specialisations serving in WESM assignments. Details of the minimum requirement for the composition of the Examining Boards for each rate are contained within BRd 2000(4).

7513. Local Examinations

a. Local examinations are to be convened in accordance with Chapter 69 and conducted in accordance with Para 7511.

b. Local Examination Boards are to comprise:

(1) **President.** An officer of the WESM sub-specialisation.

(2) **Member.** An officer of the WESM sub-specialisation (not under training) or a WO ET of the same specialist qualification or specialisation as the candidate.

(3) **Member.** Highest rate borne of the same specialist qualification and stream as the candidate.

c. All members of the Board may be from the candidate's own ship.

Figure 75-2. ET (WESM) - Rules Regarding Failure

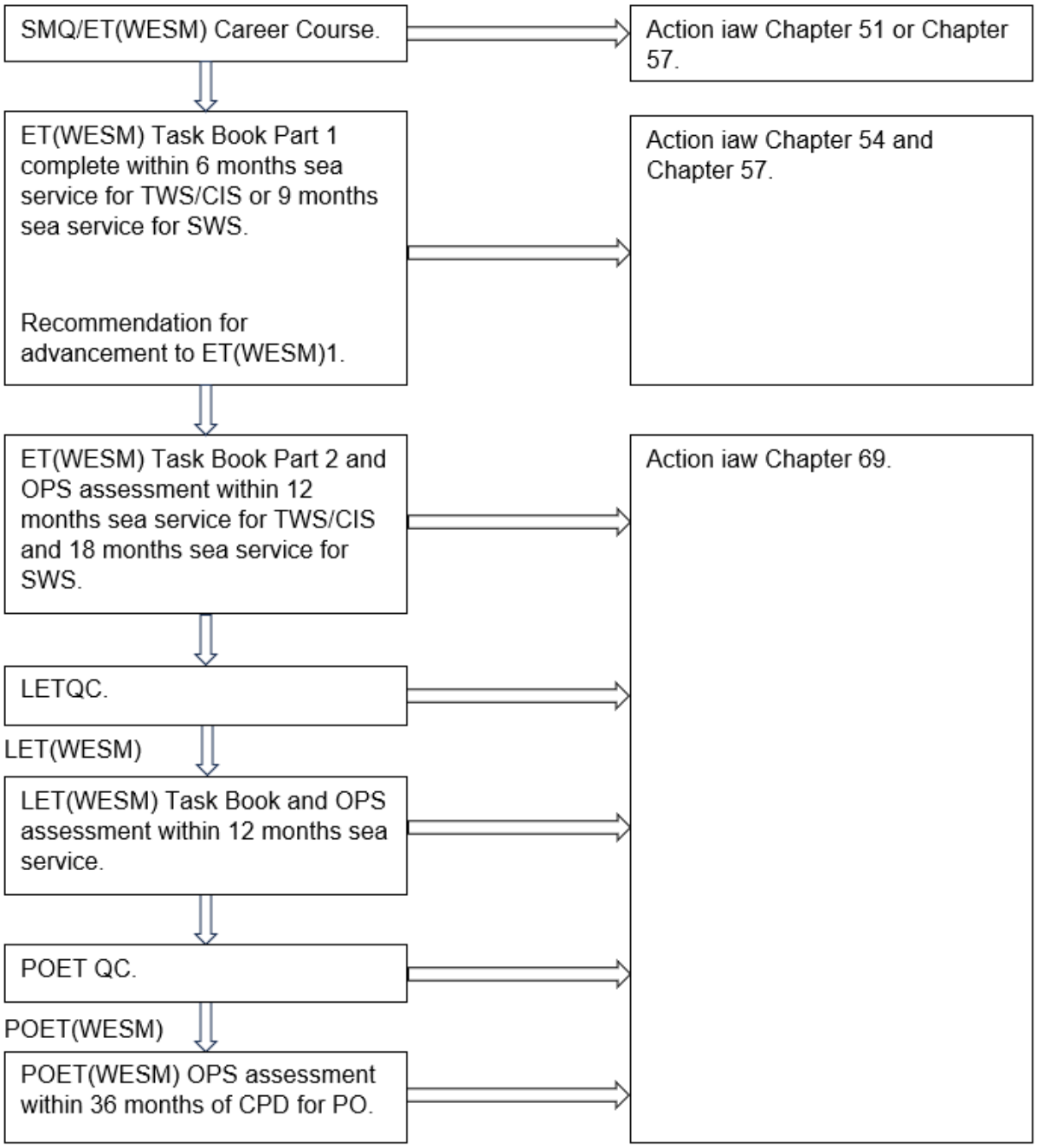


Table 75-1. WESM Branch - Branch Managers, Career Managers and General Information

Branch Manager (WESM)	Career Manager (WESM) (Senior Rate)	Career Manager (WESM) (Junior Rate)
NAVY PEOPLE-WFPT ENG WESM SO2	NAVY PEOPLE-CM SM WO1WESM	NAVY PEOPLE-CMF SWS CIS JR and NAVY PEOPLE-CM F TWS JR
Career and Promotion References BRd 2000(4) series		
General Information		
BRd 1900: Submarine Instructions JSP 419: Adventurous Training in the UK Armed Forces JSP 464: Tri-Service Accommodation Regulations (Forces Help to Buy Scheme) JSP 752: Tri-Service Regulations for Expenses and Allowances JSP 754: Tri-Service Regulations for Pay JSP 760: Tri-Service Regulations for Leave and Other Types of Absences JSP 765: MOD Compensation Schemes Statement of Policy JSP 905: Armed Forces Pension Scheme 2015 and Early Departure Payments Scheme 2015 Additional information: www.gov.uk/armed-forces-pension-calculator www.ticketsfortroops.org.uk www.defencediscountservice.co.uk		

ANNEX 75A

WEGS PROMOTION TABLES

1. Guidance

a. This annex contains the promotion tables for personnel who entered the RN as an:

Engineering Technician (Weapon Engineering),

or

Engineering Technician (Communication Information Systems)

b. These personnel will have one of the following competencies:

(1) WE|ET(WE)/ET(WESM) Career (WE 107)|Navy|

(2) WE|ET(WE)CIS Career (WE 108)|Navy|

(3) WE|ET(CIS) CIS CAREER COURSE (WE109)|Navy|

c. WE107 ET(WE) career course personnel will be streamed at selection to LET. Line Managers are to ensure that ET(WE)s indicate within their JPA front page comments box, their full streaming preferences in the individuals preferred order. The only approved streaming choices are:

(1) ‘My first preference is: CIS(Tech) / Sensors / Weapons’*

(2) ‘My second preference is: CIS(Tech) / Sensors / Weapons’*

(3) ‘My third preference is: CIS(Tech) / Sensors / Weapons’*

(* Delete as appropriate)

d. All preference fields must be completed and duplication is not permitted. For example, CIS(T) cannot be entered for all three preferences. Duplicate entries will be treated as no preference, and individuals will be streamed at the discretion of the board.

e. WE108 ET(WE)(CIS) career course personnel will be streamed at selection to LET. Line Managers are to ensure that ET(WE)(CIS)s indicate within their JPA front page comments box, which is their preferred stream, the only approved stream choices are:

(1) My first preference is: CIS TECHNICIAN / CIS SPECIALIST

(2) My second preference is: CIS TECHNICIAN / CIS SPECIALIST

f. WE109 ET(CIS) career course personnel are streamed upon entry and are therefore, not required to indicate streaming preference.

g. Streaming of eligible WEGS personnel is conducted during the promotion selection boards for ET to LET only, Reporting Officers should add a comment on suitability for a recommended stream within SPs SJAR. WEGS personnel are to be aware that streaming preference may not always be offered, this could be for many factors such as Service needs. After selection to LET, WEGS personnel will no longer be required to indicate their preference on JPA as streaming has already been conducted.

h. RN eligibility and entry standards can be found within BRd 3(1) Ch7.

2. Refusing Promotion on Streaming Basis for WEGS Personnel Only

Extant policy remains applicable for individuals who decline promotion when offered their first streaming preference[1].Individuals who decline promotion when offered their second, third or fourth streaming preference will be presented to the next board; however, it should be noted previous non-preference streaming will have no bearing on streaming decisions at future boards. The Service runs a merit-based system for promotions and streaming will be conducted in line with the order of merit, i.e. the strongest performing candidates have the highest chance of getting their first preference.

3. 12 Month Sea Competency Policy Amend for EGS (WEGS) Personnel.

EGS personnel who have completed the required qualifying (and, where applicable, leadership) courses and are then assigned to a substantive Higher Rate role prior to CPD ***will*** start counting sea time from the date they take up that role. This reflects the experience they are gaining at the higher rate.

[1] BRd3(1) Ch 67 Para 6711 – Candidates Refusing Promotion

WEGS ET2 to ET1 (All streams)

Table 75A-1. ET2 to ET1 Requirements

Requirement	Competency	Proficiency Level	Notes
Completed - Phase 1 New Entry Training.			2
Completed ET(WE), ET(CIS) or ET(WE)(CIS) Career Course.	'WE|ET(WE)/ET(WESM) Career (WE 107)|Navy|' **Or** 'WE|ET(CIS) CIS CAREER COURSE (WE109)|Navy|' **Or** 'WE|ET(WE)CIS Career (WE 108)|Navy|'		3
Display required proficiency as an ET(WE)2, ET(CIS)2 or ET(WE)(CIS)2. To be completed within 6 months sea service.	'Professional| Engineering Technician (GS)|Navy|'	'ET1 Sea 1'	1
At least 6 months since last Career Check (if any) on date due advancement.			
Recommended for advancement to ET(WE)1, ET(CIS)1, or ET(WE)(CIS)1 by CO. Promotion Authorisation Request (PAR) forwarded to parent Career Management Cell (CMC).			

Advanced to – ET1

ET1 to LET (All Streams)

Table 75A-2. Pre-Selection Requirements for LET (all streams) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an ET(WE)1, ET(CIS)1 or ET(WE)(CIS)1, To be completed within 18 months sea service as an ET.	'Professional| Engineering Technician (GS)|Navy|'	'ET1 Sea 2'	1, 4
Completed 12 months Sea service.	'CMSI12 Months Sea Time ABlNavyl'		4
Streaming Preference recorded on JPA.			5
Serving on a ES1/ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[3].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED)[2].			

[3] Para 6703 b sub para 6.
[2] Para 6703 b sub para 6, 7.

Table 75A-3. Pre-Promotion Requirements for LET (all streams)

Requirement	Competency	Proficiency Level	Notes
Completed Leading Rates Leadership Course (LRLC) by nominated CPD+12 months.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		8
Passed LET(WE) or LET(CIS) Qualifying Course (QC) by nominated CPD+12 months.	'WE|LET(WE) Weapons Career (WE 211)|Navy|' **Or** 'WE|LET(WE) Sensors Career (WE 212)|Navy|' **Or** 'WE|LET(WE) CIS Career (WE 213)|Navy|' **Or** 'WE|LET(CIS) CIS Career Course (WE200)|Navy|'		7 - 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Complete pre-course learning[3].b			10
To be educationally qualified for promotion (EFP) [4].	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy| **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **Or** 'Educational|RN/RM Mathematics Level 1|Navy|' **Or** 'Educational|RN/RM Mathematics Level 2|Navy|'		

Promoted to - Leading Weapon Engineering Technician (Weapon Engineering) or Leading Engineering Technician (Communication Information Systems)

[3] BR 2000(4)(1) Issue Dec 2015 Annex 4J.
[4] Para 9615 a sub Para 5.

WEGS LET to POET (All Streams)

Table 75A-4. Pre-Selection Requirements for POET (all streams) at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an LET(WE). To be completed within 18 months sea service as an LET.	'Professional| Engineering Technician(GS)|Navy|'	LET Sea	1
Serving on an ES2/ FC/ OE1 or ES3/ EC/ 2OE that expires after the nominated CPD[5].			
Recommended for promotion on appraisal report at SED[6].			
Completed 12 months Sea service.	'CMSI12 Months Sea Time LHlNavyl'		4

Table 75A-5. Pre-Promotion Requirements for POET (All Streams)

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		8
Passed POET(WE) or POET(CIS) PQC by nominated CPD+12 Months.	'WE|POET(WE) (W, S,SM,CIS) Career (WE 316)|Navy|' **Or** 'WE|POET(CIS) CIS Career Course (WE305)|Navy|'	Pass	7 - 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[7].	• 'Educational|RN/RM English Level 2|Navy|' **Or** • 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** • Educational|RN/RM Mathematics Level 2|Navy| **Or** • Educational|RN/RM Mathematics Proxy A*- C|Navy|		
Complete pre-course learning[8].			10

Promoted to - Petty Officer Weapon Engineering Technician (Weapon Engineering) or Petty Officer Engineering Technician (Communication Information Systems)

[5] Para 6703 b Sub Para 6.
[6] Para 6703 b sub para 3.
[7] Para 9615.
[8] https://www.dle.mod.uk/enrol/index.php?id=15875.

WEGS POET to CPOET (All Streams)

Table 75A-6. POET(WE) or POET(CIS) to CPOET (WE) or CPOET(CIS) - Pre-Selection Requirements for Chief Petty Officer (WE) or (CIS) at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as a POET(WE) or POET(CIS). To be completed within 18 months sea service as an POET.	'Professional| Engineering Technician(GS)| Navy|'	POET Sea	1 (Evidenced in CDJ against ICF)
Serving on FC/OE1 or EC/2OE or ES1/ES2/ES3 which expires after the CPD (BRd3, Para 6703 b sub para 6.)			
Recommended for Promotion on Appraisal Report at SED (BRd3, Para 6703 b sub para 3, 9.)			
Completed 12 months Sea service (Includes all positions tagged Sea)	'CMSI12 Months Sea Time POINavy|'		

Table 75A-7. Pre-Promotion Requirements for CPOET (All Streams)

Requirement	Competency	Proficiency Level	Notes
Passed CPO ET(WE) QC	WE|CPOET(WE) Career Course (WE 320)|Navy|	Pass	7-14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
EFP in accordance with BRd 3, Para 9634.			

Promoted to - Chief Petty Officer Weapon Engineering Technician (Weapon Engineering) or Chief Petty Officer Engineering Technician (Communication Information Systems)

WEGS CPOET to WO2ET (All Streams)

Table 75A-8. Pre-Selection Requirements for Warrant Officer Second Class (WE) at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES1/ES2/ES3 which expires after the CPD (BRd3, Para 6703 b sub para 6.)			
Recommended for Promotion on Appraisal Report at SED (BRd3, Para 6703 b sub para 3, 9.)			
Completed 12 months Sea service (Includes all positions tagged Sea)	'CMSI12 Months Sea Time CPOINavyI'		

Table 75A-9. Pre-Promotion Requirements for WO2ET(WE)

Requirement	Competency	Proficiency Level	Notes
Passed WO ET(WE) QC by nominated CPD+12 Months	'WE|WO Qualifying Course (WE 535)|Navy|'	Pass	7-14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
EFP in accordance with BRd3, Para 96134.			

Promoted to - Warrant Officer Second Class Engineering Technician (Weapon Engineering) or Warrant Officer Second Class Engineering Technician (Communication Information Systems)

WEGS WO2ET to WO1ET

Table 75A-10. Pre-Selection Requirements for Warrant Officer First Class (WE) at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE which expires after the CPD[9].			
Substantive WO2s, and those selected for WO2 but have yet to reach their CPD, will be eligible for consideration regardless of the seniority held in their rate[10].			
Recommended for Promotion on Appraisal Report at CRD[11].			

Table 75A-11. Pre-Promotion Requirements for WO1ET(WE)

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified for promotion in accordance with Para 9634.[12].			

Promoted to - Warrant Officer First Class Engineering Technician (Weapon Engineering) or Warrant Officer First Class Engineering Technician (Communication Information Systems)

[9] Para 6703 b sub para 6.
[10] Para 6703 b sub para 2.
[11] Para 6703 b sub para 3, 9.
[12] Para 9615.

Notes:

1. CDJ Competence/ICF Framework. *Display required proficiency in current rate. In accordance with competences laid down in the ICF Competency Matrix[13] and the ICF Competency Levels[14]; achieved within the sea employment space, evidenced within the individuals CDJ with mandatory completion, subsequently assessed and authorised by the HOD.*

2. New Entrants. *All new entrants are rated Engineering Technician (Weapon Engineering) (ET(WE)2), Engineering Technician (Weapon Engineering) (Communications and Information Systems) (ET(WE)(CIS)2)[15] or Engineering Technician (Communication Information Systems) ET(CIS)2[16] on joining Phase 1 New Entry Training.*

3. Phase 2 Training. *There are currently two streams upon joining Weapon Engineering General Service. These are Engineering Technician (Weapon Engineering) (ET(WE)) who stream on selection to LET to either Weapons, Sensors or CIS Tech and Engineering Technician (Communication Information Systems) (ET(CIS)) who single stream on joining Phase 1. The last combined ETWE(CIS)2 career course completed 6 Aug 20 with the New ET(CIS)2 career course having commenced 18 May 20.*

4. Potential Fast Track Candidates. *Assessments and recommendations from sea for potential FT candidates at ET Level are to have shown the potential to operate at the technical ability and expected CLM attributes of that of a POET. Recommend should be made on last SJAR prior to attending LET course, hence recommendation is for FT as an LET to POET.*

Potential FT candidates at LET level are to have shown the potential to operate at the technical ability and expected CLM attributes of that of a CPOET. Recommend should be made on last SJAR prior to attending POET course, hence recommended for FT as a POET to CPOET.

The recommendation is to be recorded on JPA with supporting comments included by the 1 and 2 RO in their next SJAR, competence details as follows:

*ET LEVEL - Professional|Fast Track POET Recommend|Navy **
*LET LEVEL - Professional|Fast Track CPOET Recommend|Navy| ***

**Recommend on last SJAR prior to LET course, hence recommended for FT between LET to POET*
*** Recommend on last SJAR prior to LET course, hence* recommended *for FT between POET to CPOET*

(Continued)

[13] ICF Matrix V5.4 - https://modgovuk.sharepoint.com/:x:/r/sites/defnet/Navy/_layouts/15/WopiFrame2.aspx?sourcedoc=%7bf5be280d-362f-44d0-b36f-11b71ceda32c%7d
[14] EGS ICF Competence Levels - https://modgovuk.sharepoint.com/sites/defnet/navy/Docs11/20161116.1/20140327-EGS%20ICF%20Competence%20Levels.pdf
[15] ET(CIS) single stream commenced Phase 1 - 5 May 19 and the last ET(WE)(CIS)2 WE108 course completed 6 Aug 20. (WE109 1903-1904 was made up of Single Stream ET(CIS).
[16] The first ET(CIS)2 WE109 course commenced 18 May 20.

Notes (Continued):

5. Individual Stream Preference. *The Individual's Streaming Preference is to be recorded on JPA within the section My Career, Employee Preferences, Comments, first box, IAW Para 1(c) above.*

ET(CIS) Specialist Ratings who conducted the WE109 Career Course are single streamed upon entry from 1 May 2019, therefore no streaming preference is required.

Divisional Officers - The 1RO is to provide supporting evidence of suitability for the stream in the individual's SJAR.

Streaming – Ratings and Divisional Officers are to be aware that individual streaming preference will be made IAW needs of service.



6. Recommendation for Promotion. *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) in any year will apply[17]. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) 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.*

7. Selection Boards. *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. CM will endeavour to assign selected personnel to Qualifying Courses (QC) depending on course and individual availability (OC).*

8. Failure to Complete Professional and/or Leadership Course. *Refer to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).*

(Continued)

[17] BRd3(1) Para 6703b – Streamlined Eligibility Dates

Notes (Continued):

9. *Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC). Personnel must agree to an extension of service (EoS) that may be required to cover the length of the course and associated ROS on Form S61 (Para 5304 sub para f). Acceptance of the EoS will be required prior to commencement of the relevant QC.*

10. Pre-course Learning. *Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS COLLINGWOOD (not applicable to CIS Specialists).*



11. The suitability of individuals to retake failed elements of the QC or the requirement to be back-classed. *The suitability of individuals to retake failed elements of the QC or the requirement to be back-classed will be determined by the Commanding Officer HMS COLLINGWOOD. A repeat failure of part/all of the course may result in the individual being deselected; continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

12. Unsuitable Candidates. *Where, during the period of the Qualifying Course, candidates are found to be unsuitable for promotion to the next higher rate, they may be withdrawn from training by the Commanding Officer HMS COLLINGWOOD. In such cases, individuals will be deselected and will continue to serve in the lower rate. They will be eligible for future selection in normal course.*

13. Qualifying Courses Failures. *For rules regarding failure, see Para 6912.*

14. Refusal to Undertake the QC. *If successful ratings decide to refuse the course, they will be deselected and continue to serve in their current rate.*

ANNEX 75B

WEGS LEGACY ET(WE) PROMOTION TABLES

1. Engineering Technician (Weapon Engineering) - Legacy

a. The following rules apply to personnel who have not been trained via a Project Faraday/Mountbatten course.

b. Personnel will transfer to the WEGS career pathway detailed at Annex A on completion of a modern career course.

ET(WE)2 to ET(WE)1 - Legacy

Table 75B-1. ET(WE)2 to (ETWE)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Completed Part 1 New Entry Training and Part 2 ET(WE) Career Course. On completion ratings issued ET(WE) Taskbook.			1
At least 6 months since last Career Check (if any) on date due advancement.			
Completed Task Book Section 2A (including ET 2 Safety Check Assessment).			
Recommended for advancement to ET(WE)1 by HOD.			

Advanced to - ET(WE)1

ET(WE)1 to LET(WE) - Legacy

Table 75B-2. Pre-Selection Requirements for LET(WE) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competence	Proficiency Level	Notes
Completed Task Book section 2B.			
Completed 12 months Sea service	'CMSI12 Months Sea Time ABINavyI'		
Operational Performance Statement (RPS) as an ET(WE)1 - Awarded on successful completion of both the Task Book Section 2B and the formal RPS Assessment (within 36 months from completion of Phase 2 training). The Assessment is to be constituted in accordance with the guidance from the BR 2000 Series	'Professional|RPS for ET(WE) DQ40|Navy|'		2
Streaming Preferences submitted and showing on JPA.			3
Serving on an ES1/ FC/ OE1 that expires after the nominated Common Promotion Date (CPD)[1].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED)[2].			

[1] Para 6703 b sub para 6.
[2] Para 6703 b sub para 3.

Table 75B-3. Pre-Promotion Requirements for LET(WE)

Requirement	Competence	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		4
Completed LET(WE) QC by nominated CPD +12 months.			5 - 8
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[3].	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **Or** 'Educational|RN/RM Mathematics Level 1|Navy|' **Or** 'Educational|RN/RM Mathematics Level 2|Navy|'		

Promoted to - LEADING ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

LET(WE) to POET (WE) - Legacy

Table 75B-4. Pre-Selection Requirements for POET(WE) at CRD

Requirement	Competence	Proficiency Level	Notes
Completed LET(WE) Task book.			
Awarded RPS at LET. The RPS Assessment for LET(WE) will be constituted in accordance with the guidance from the BR 2000 Series	'Professional|RPS for LET(WE) DQ40|Navy|'		
Recommended for promotion on Appraisal Report at SED[4].			
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[5].			
Completed 12 months Sea service.	'CMSI12 Months Sea Time LH|Navy|'		

[3] Para 9615.
[4] Para 6703 b sub para 3.
[5] Para 6703 b sub para 6.

Table 75B-5. Pre-Promotion Requirements for POET(WE)

Requirement	Competence	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		4
Passed POET (WE) Qualifying Course (QC) inc Streamed training by nominated CPD +12 months.		Pass	5 - 8
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[6].	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Promoted to - PETTY OFFICER ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

POET(WE) to CPOET (WE) – Legacy

Table 75B-6. Pre-Selection Requirements for Chief Petty Officer (WE) at CRD

Requirement	Competence	Proficiency Level	Notes
Completed Post Course Study Guide.			6
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[7].			
12 months Sea Service as a POET(WE).	'CMS|12 Months Sea Time PO|Navy|'		
Pass RPS Assessment. The RPS Assessment for POET(WE) will be constituted in accordance with Para 7503.	'Professional| RPS for POET(WE) DQ40|Navy|'		
Recommended for promotion on appraisal report at CRD[8].			

[6] Para 9615.
[7] Para 6703 b sub para 6.
[8] Para 6703 b sub para 3.

Table 75B-7. Pre-Promotion Requirements for CPOET(WE)

Requirement	Competence	Proficiency Level	Notes
Passed CPOET (WE) Qualifying Course (QC) by nominated CPD +12 months.	'WE|CPOET (WE) Career (WE320)|Navy|'	Pass	5 – 8
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to – CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

CPOET(WE) to WO2ET(WE) – Legacy

Table 75B-8. Pre-Selection Requirements for Warrant Officer Second Class (WE) at CRD

Requirement	Competency	Proficiency Level	Notes
FOR CPOWEMs ONLY - contact Proms Section and Profession Manager to request they are presented to the next WO2ET Selection Board. This should also feature in page 1 of the SJAR ahead of the CRD.			14 - 15
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. (BRd3, Para 6703 b sub para 6.)			
Recommended for promotion on Appraisal Report at CRD. (BRd3, Para 6703 b sub para 3, 9.)			
Completed 12 months Sea service. (Includes all positions tagged Sea)	'CMSl12 Months Sea Time CPOlNavyl'		

Table 75B-9. Pre-Promotion Requirements for WO2ET(WE)

Requirement	Competency	Proficiency Level	Notes
Passed CPOET Career Course ahead of WOQC	'WE|CPOET(WE) Qualifying Course (WE 320)|Navy|'	Pass	16
Passed WO ET(WE) QC by nominated CPD+12 Months	'WE|WO Qualifying Course (WE 535)|Navy|'	Pass	5-13
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with BRd3, Para 9615.			

Promoted to - WARRANT OFFICER SECOND CLASS ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

WO2ET(WE) to WO1ET(WE) - Legacy

Table 75B-10. Pre-Selection Requirements for Warrant Officer First Class (WE) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[9].			
Substantive WO2s, and those selected for WO2 but have yet to reach their CPD, will be eligible for consideration regardless of the seniority held in their rate.[10].			
Recommended for promotion on Appraisal Report at CRD[11].			

Table 75B-11. Pre-Promotion Requirements for WO1ET(WE)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[12].			

Promoted to - WARRANT OFFICER FIRST CLASS ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

[9] Para 6703 b sub para 6.
[10] Para 6703 b sub para 2.
[11] Para 6703 b sub para 3.
[12] Para 9615.

Notes:

1. ***New Entrants.*** *All new entrants are rated Engineering Technician (Weapon Engineering) (ET(WE)2) on joining Phase 1 Initial New Entry Training..*

2. ***Role Performance Statement (RPS) as an ET(WE)1.*** *Awarded on successful completion of both the Task Book Section 2B and the formal RPS Assessment (within 36 months from completion of Phase 2 training). The Assessment is to be constituted in accordance with the guidance from the BR 2000 Series.*

3. ***Individual Stream Preference.*** *The Individual's Streaming Preference is to be recorded on JPA within the section My Career, Employee Preferences, Comments, first box, as laid down in Annex 75A para 1c.*

Divisional Officers - The 1RO is to provide supporting evidence of suitability for the stream in the individual's SJAR.

Streaming – Ratings and Divisional Officers are to be aware that individual streaming preference will be made IAW needs of service.



4. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). For rules regarding failure, see Para 6912 sub para f.*

5. ***Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC).*** *Personnel must agree to any extension of service (EoS) that may be required to cover the length of the course and associated ROS on Form S61 (Para 5304 sub para f). Acceptance of the EoS will be required prior to commencement of the relevant QC.*

6. ***Pre-course Learning.*** *Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS COLLINGWOOD.*

7. ***Selection Boards.*** *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. CM will endeavour to assign selected personnel to Qualifying Courses (QC) depending on course and individual availability (OC)..*

(Continued)

Notes (Continued):

8. The suitability of individuals to retake failed elements of the QC or to be re-classed. *The suitability of individuals to retake failed elements of the QC or to be re-classed will be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

9. Selection Boards. *Selection Boards will select CPOET(WE)s to be assigned to the WOQC in the following training year. Shortly after each Selection Board has completed sitting, a signal originated by the Ratings' Promotions Section will promulgate the names of successful candidates in alphabetical order. DDPD will endeavour to assign all ratings to WO1QC on an opportunity basis, but the needs of the Service remain paramount.*

10. Refusal. *As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in their current rate.*



11. Failure. *If a candidate fails the WOQC, their suitability to retake the course or elements therein will be considered by the Commanding Officer HMS COLLINGWOOD. A repeat failure of all/part of the course will result in deselection and the rating continuing to serve as a CPOET(WE). Suitability for future WOQC will be through the selection process and will be dependent on the rating's performance as reported by SJAR.*

12. Unsuitable Candidates. *Whilst on the WOQC, if candidates are found to be unsuitable for promotion to WO2ET(WE), they may be withdrawn from training by the Commanding Officer HMS COLLINGWOOD; they will be deselected, continue to serve as CPOET(WE)s and will be eligible for future selection in normal course.*

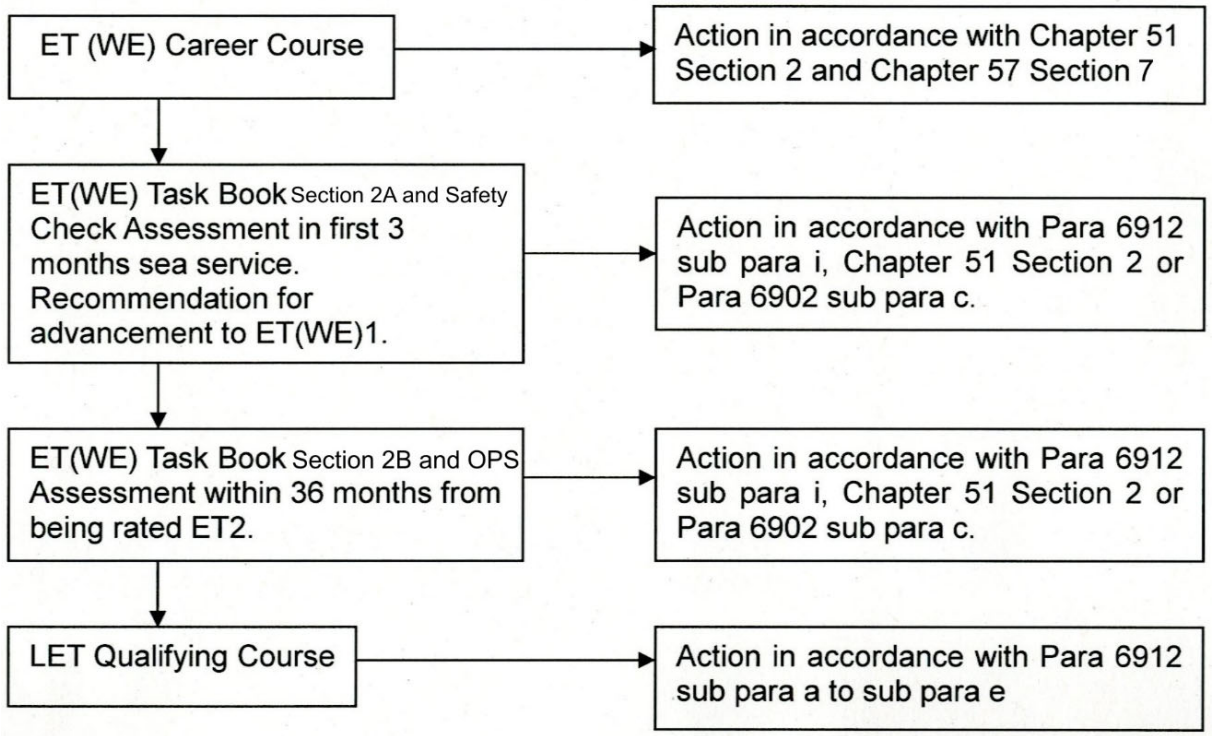
13. EFP Requirement for WO1. *The EFP requirement for consideration for selection for WO1 will not apply to any WO2ET(WE) GS who has been promoted to Warrant Officer under previous EFP regulations. Although EFP will not apply to any WO2 on previous EFP regulations, this will affect eligibility for selection on WOCB in that the criterion is not met.*

14. ***CPOWEM.*** Individuals wishing to be presented to the WO2 selection board must request this in writing/email to Proms and the relevant PM SO2.

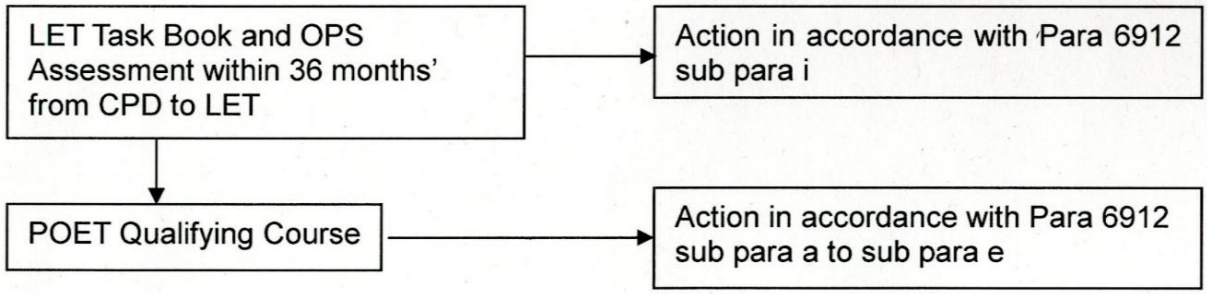
15. This should be completed before the CPO CRD with supporting words in the SJAR

16. Must be completed prior to WOQC (WE 535).

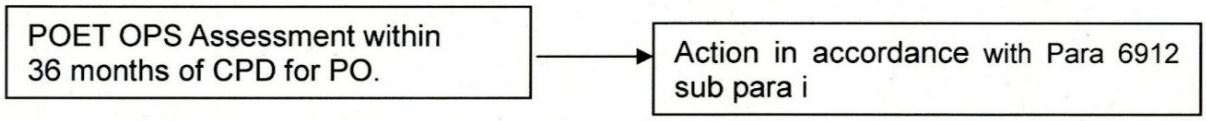
Figure 75B-1. ET (WE) - Rules Regarding Failure



LET (WE)



POET (WE)



ANNEX 75C

WEGS LEGACY WEM PROMOTION TABLES

1. Legacy Rules - Senior Rate Weapon Engineering Mechanics - Adult Entry (Final Entry November 1992) - Promotion Flowchart

PETTY OFFICER WEAPON ENGINEERING MECHANIC (O) or (R)

Chief Petty Officer WEM - Pre-Selection Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[1].

b. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer WEM – Pre-Promotion Requirements

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER WEAPON ENGINEERING MECHANIC (O) or (R)

Warrant Officer 2 WEM - Pre-Selection Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

b. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 WEM - Pre-Promotion Requirements

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. Educationally qualified for promotion (EFP) in accordance with Para 9636.

[1] Para 6703 b sub para 7.

e. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.

Promoted to
WARRANT OFFICER 2 WEAPON ENGINEERING MECHANIC

Warrant Officer 1 WEM - Pre-Selection Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

b. Recommended for promotion on Appraisal Report at CRD.

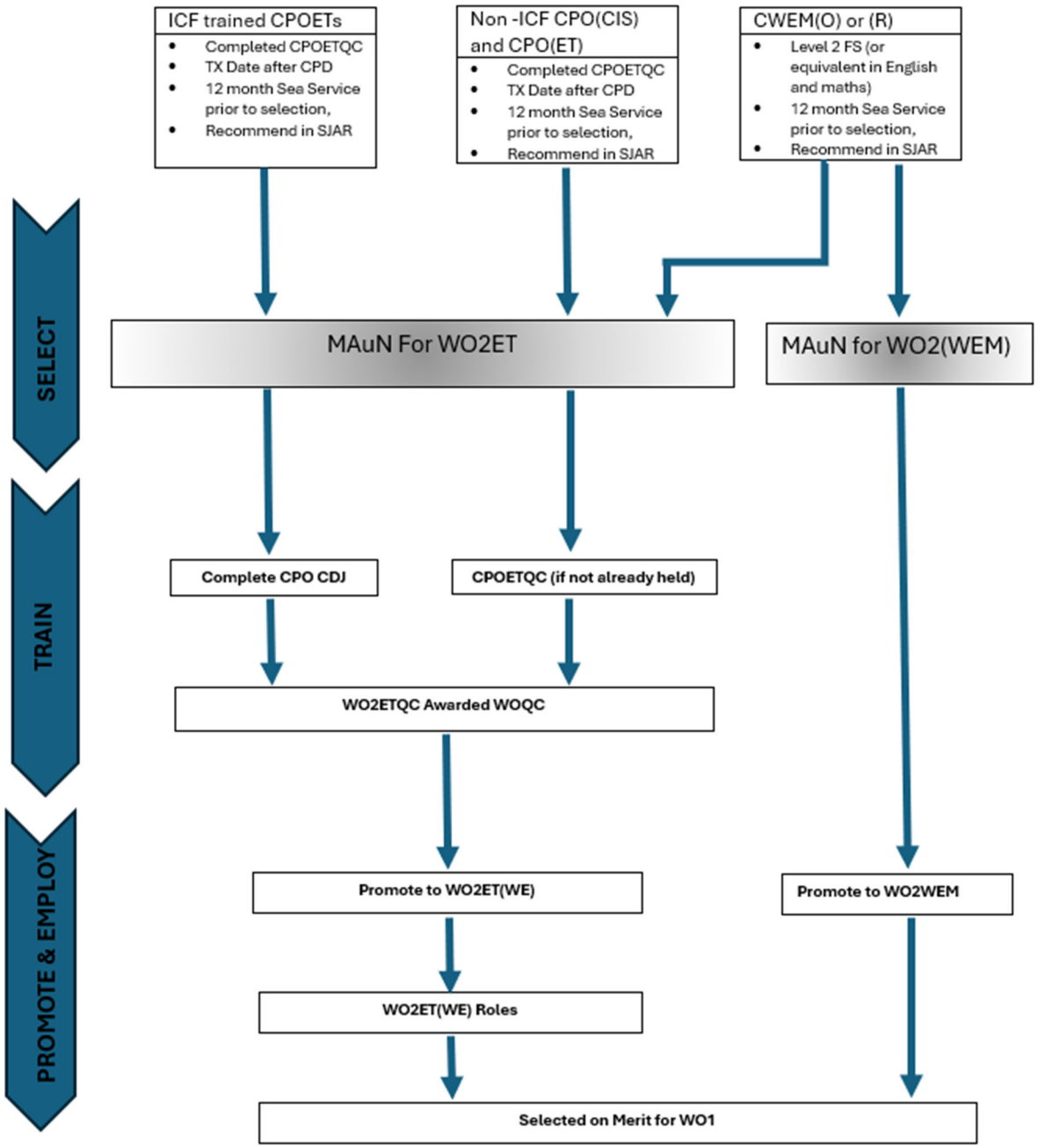
Warrant Officer 1 WEM - Pre-Promotion Requirements

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. Educationally qualified for promotion (EFP) in accordance with Para 9615. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.

Promoted to
WARRANT OFFICER 1 WEAPON ENGINEERING MECHANIC

Figure 75C-1. WEGS CPOET(WE), CPO(WEM), CPOET(CIS) ROUTES TO WARRANT OFFICER 1



ANNEX 75D

WEGS LEGACY WARFARE ET(CIS) PROMOTION TABLES

1. Engineering Technician (CIS Specialist) Entered as Warfare CIS and transferred to WE Branch in April 2015

ET(CIS)2 to ET(CIS)1 - Legacy

Table 75D-1. ET(CIS)2 to ET(CIS)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Completed Part 1 New Entry Training.			
Completed MWS - ET(WE)(CIS) Generic Professional Qualifying Course (PQC).			
At least 6 months since last Career Check (if any) on date due advancement.			
Completed OJT TB - at RPS as ET(WE)(CIS), authorised by HOD[1]. (Para 7703 sub para a and sub-para b).	'Professional|RPS for AB (CIS)(QQ50)|Navy|'		
Recommended for advancement to ET(CIS)1 by HOD.			

Advanced to - ET(CIS)1

[1] Para 7703 sub -a and sub para b.

ET(CIS)1 to LET(CIS) - Legacy

Table 75D–2. Pre-Selection Requirements for LET(CIS) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competence	Proficiency Level	Notes
Complete ET(CIS)1 Career Course (pre-requisite for LH PQC).	'Comms AB(CIS)1/AB(CISSM)1 Career Course Navy|' or 'WARFARE AB(CIS) TEM Navy|'		1
Completed 12 months Sea service.	'CMSl12 Months Sea Time ABlNavyl'		
Achieve full RPS as an ET(CIS)1.	'Professional|RPS for AB(CIS)1 LQ50|Navy|'		1
Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)[2].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED)[3].			

[2] Para 6703 b sub-para 6.
[3] Para 6703 b sub para 3.

Table 75D-3. Pre-Promotion Requirements for LET(CIS)

Requirement	Competence	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		2
Completed LH PQC by nominated CPD +12 months.	'Comms|LS(CIS) Career (COMMS 206)|Navy|'		3 - 7
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[4].	'Educational|RN/RM English Level 1|Navy| **Or** 'Educational|RN/RM English Level 2|Navy| **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy| **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy| **Or** 'Educational|RN/RM Mathematics Level 1|Navy| **Or** 'Educational|RN/RM Mathematics Level 2|Navy|		

Promoted to - LEADING ENGINEERING TECHNICIAN (CIS)

[4] Para 9615.

LET(CIS) to POET (CIS) - Legacy

Table 75D-4. Pre-Selection Requirements for POET(CIS) at CRD

Requirement	Competence	Proficiency Level	Notes
Completed generic OJT TB and TEM OJT TB.			
Achieve RPS as LH[5].	'Professional|RPS for LS(CIS) QQ40|Navy|'		8
Recommended for promotion on Appraisal Report at SED[6].			
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[7].			
12 Months' sea service (excluding Squad time ashore where applicable) since passing LH PQC at CPD[8].	'CMSI12 Months Sea Time LH|Navy|'		

[5] Para 7703 sub-para a and sub-para b.
[6] Para 6703 b sub-para 4.
[7] Para 6703 b sub-para 6.
[8] Para 7704 sub-para d.

Table 75D-5. Pre-Promotion Requirements for POET(CIS)

Requirement	Competence	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months[9].	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		2
Passed POET (WE) Qualifying Course (QC) inc Streamed training by nominated CPD +12 months[10].	'Comms|PO(CIS) Career (Comms 205)|Navy|'	Pass	3 – 7
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[11].	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Promoted to – PETTY OFFICER ENGINEERING TECHNICIAN (CIS)

[9] Para 7703 sub para g and h.
[10] Para 7703 sub para g and h.
[11] Para 9615.

POET(CIS) to CPOET (CIS) - Legacy

Table 75D-6. Pre-Selection Requirements for Chief Petty Officer Engineering Technician (CIS) at CRD

Requirement	Competence	Proficiency Level	Notes
Complete PO's Professional Certification Record.			9
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[12].			
12 months Sea Service as a PO[13].	CMS|12 Months Sea Time PO|Navy|		
Achieved RPS as a PO.	'Professional| RPS for POET(WE) LQ30|Navy|'		8
Recommended for promotion on appraisal report at CRD[14].			

Table 75D-7. Pre-Promotion Requirements for CPOET(CIS)

Requirement	Competence	Proficiency Level	Notes
Passed CPOET (WE) Qualifying Course (QC) by nominated CPD +12 months.	WE|CPOET (WE) Career (WE320)|Navy|	Pass	3 - 7, 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to - CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (WE) CIS

[12] Para 6703 b sub para 6.
[13] Para 7704 sub para d.
[14] Para 6703 b sub para 4.

CPOET(CIS) to WO2ET - Legacy

Table 75D-8. Pre-Selection Requirements for Warrant Officer Second Class (ET) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[15].			
Recommended for promotion on Appraisal Report at CRD[16].			

Table 75D-9. Pre-Promotion Requirements for WO2ET(WE)

Requirement	Competence	Proficiency Level	Notes
Complete WOET (WE) QC by nominated CPD+12 months.	'WE|WO Qualifying Course (WE 535)|Navy|'	Pass	3 - 7, 11 - 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[17].			

Promoted to - WARRANT OFFICER SECOND CLASS ENGINEERING TECHNICIAN

[15] Para 6703 b sub para 6.
[16] Para 6703 b sub para 3.
[17] Para 9615.

WO2ET(WE) to WO1ET(WE) - Legacy

Table 75D-10. Pre-Selection Requirements for Warrant Officer First Class (ET) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[18].			
Substantive WO2s, and those selected for WO2 but have yet to reach their CPD, will be eligible for consideration regardless of the seniority held in their rate[19]			
Recommended for promotion on Appraisal Report at CRD[20].			

Table 75D-11. Pre-Promotion Requirements for WO1ET(WE)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[21].			

Promoted to - WARRANT OFFICER FIRST CLASS ENGINEERING TECHNICIAN

[18] Para 6703 b sub para 6.
[19] Para 6703 b sub para 2.
[20] Para 6703 b sub para 3.
[21] Para 9615.

Notes:

1. ***ET(WE)(CIS)1 Career Course.*** *The final Comms\|AB(CIS)1/AB(CISSM)1 Career (Comms 202)\|Navy\|Career Course took place in Q1 18 and all remaining ET1 CIS Specialist now hold the competence. At this point training moved to ICF with ET(WE)(CIS) completing WE\|ET(WE)CIS Career (WE 108)\|Navy\|.*

2. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/ SRLC before CPD or within 12 months of CPD due to service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). For rules regarding failure, see Para 6912 sub para f.*

3. ***Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC).*** *Personnel must agree to any extension of service (EoS) that may be required to cover the length of the course and associated ROS on Form S61 (Para 5304 sub para f). Acceptance of the EoS will be required prior to commencement of the relevant QC.*



4. ***Pre-course Learning.*** *Pre-course Learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS COLLINGWOOD.*

5. ***Failure.*** *If a candidate fails the QC, their suitability to retake the course, or elements therein, will be considered by the Commanding Officer HMS COLLINGWOOD. A repeat failure of all/part of the course will result in deselection and the rating continuing to serve in the lower rate. Suitability for future QC will be through the selection process and will be dependent on the rating's performance as reported by SJAR.*

6. ***Selection Boards.*** *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. CM will endeavour to assign selected personnel to Qualifying Courses (QC) depending on course and individual availability (OC).*

7. ***The suitability of individuals to retake failed elements of the QC or to be re-classed.*** *The suitability of individuals to retake failed elements of the QC or to be re-classed will be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

8. ***Annual RPS Check.*** *Annual RPS must be completed and recorded on JPA prior to attending LET(CIS)/POET(CIS) Spec QC. 'NCT\|Annual RPS Check\|Navy\|'.*

(Continued)

Notes (Continued):

9. ***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 first sea going Unit as a PO. Once completed, the following competence is to be awarded by the Unit HR Admin: 'Professional|RPS for PO LQ30|Navy|'.*

10. ***Selection Boards.*** *Selection Boards will select CPOET(CIS) to be assigned to the WOQC in the following training year. Shortly after each Selection Board has completed sitting, a signal originated by the Ratings' Promotions Section will promulgate the names of successful candidates in alphabetical order. DDPD will endeavour to assign all ratings to WOQC on an opportunity basis, but the needs of the Service remain paramount.*

11. ***Refusal.*** *As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in their current rate.*

12. ***Failure.*** *If a candidate fails the WOQC, their suitability to retake the course or elements therein will be considered by the Commanding Officer HMS COLLINGWOOD. A repeat failure of all/part of the course will result in deselection and the rating continuing to serve as a CPOET(CIS). Suitability for future WOQC will be through the selection process and will be dependent on the rating's performance as reported by SJAR.*

13. ***Unsuitable Candidates.*** *Whilst on the WOQC, if candidates are found to be unsuitable for promotion to WO2ET(WE), they may be withdrawn from training by the Commanding Officer HMS COLLINGWOOD; they will be deselected, continue to serve as CPOET(CIS)s and will be eligible for future selection in normal course.*

14. ***CPO and WO QCs.*** *On selection to CPOET, legacy CIS SRs are required to complete both CPO (WE 320) and WO (WE 535) Career Courses. On completion they will transfer to the ICF Promotion Tables[22]. All those selected on or after the 2021 selection signal will be required to complete CPOET CC, with follow-on sea assignment[23]. Any CPOET(CIS) prior to this date will continue to follow legacy promotion requirements within these tables.*

[22] Para 7505.
[23] 12 months Sea competency required iaw Table 75-8.

ANNEX 75E

WEAPON ENGINEER GENERAL SERVICE (WEGS) FAST TRACK (FT) SCHEME PROMOTION TABLES

1. WEGS Fast Track

a. Generic Fast Track Policy can be found in BRd 3(1) Chapter 68.

b. **Advancement Flowcharts.** The following rules apply to personnel selected for the EGS Fast Track scheme from Sep 15.

Table 75E-1. Engineering Technician 1 (Fast Track)

Pre-Advancement Requirements

General Service ETWE		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Completed Phase 1 Training. 2. Completed ET(WE) or ET(CIS) Career Course (ET CC), recorded on JPA as 'WE|ET(WE)Career (WE 107)|Navy' or 'WE|ET(WE)CIS Career (WE 108)|Navy' or 'WE|ET(CIS) Career Course (WE109)|Navy|'. WE109 Course replaced WE108 5 May 20 for WEGS ET(CIS). 3. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 1'. To be completed within 4 months' sea service. (2)(11). 4. At least 6 months since last Career Check (if any) on date due advancement. 5. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).	

Advanced to

ENGINEERING TECHNICIAN 1st Class

Table 75E-2. Leading Engineering Technician (Fast Track)

Pre-Advancement Requirements

General Service LET WE		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Completed CBRNDC TB within 6months of joining unit and recorded on JPA as 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|'. 2. Serving on a ES1/FC/OE1 that expires after the nominated Due Date for Advancement. 3. Educationally qualified for promotion (EFP) in accordance with Para 9634 and recorded on JPA as 'Educational|RN/RM QELH/Cpl|Navy|'. 4. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET 1, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 2'. To be completed within 9 months' sea service as an ET, (11). 5. Streaming Preference submitted and showing on JPA (Note Not applicable for CIS Spec) 6. 24 months' seniority from Fast Track Start Date, including a minimum of 9 months' sea service as an ET recorded on JPA as 'CMS|Fast Track ET 9 Month Sea Time|NAVY'. 7. Recommended for advancement on Appraisal Report at Due Date (11). 8. Completed Leading Rates' Leadership Course (LRLC); recorded on JPA as 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' (Para 6909) (8). 9. Passed LET(WE) Qualifying Course (QC) by nominated Due Date; recorded on JPA as 'WE|LET(WE) Weapons Career (WE 211)|Navy' or 'WE|LET(WE) Sensors Career (WE 212)|Navy' or 'WE|LET(WE) CIS Career (WE 213)|Navy' (5), (6), (7), (8), (10), (11). 10. At least 6 months since last Career Check (if any) on date due for Advancement (if later).	

Advanced to

LEADING ENGINEERING TECHNICIAN - not selected for Fast Track to POET

If not selected for Fast Track to POET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in Chapter 67

Advanced to

LEADING ENGINEERING TECHNICIAN – selected for Fast Track to POET

If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date (Note 1)

Table 75E-3. Petty Officer Engineering Technician (Fast Track)

Pre-Advancement Requirements

General Service POET WE		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement. 2. Educationally Qualified for Promotion (EFP) in accordance with Para 9613 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy|'. 3. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a LET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy|' with a Proficiency Level of 'LET Sea'. To be completed within 15 months' sea service as a LET , (9). 4. 24 months' seniority including a minimum of 18 months' sea service as a LET recorded on JPA as 'CMS|Fast Track LET 18 Month Sea Time|NAVY'. 5. Recommended for advancement on Appraisal Report at Due Date (11). 6. Completed Senior Rates' Leadership Course (SRLC); recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103|Navy|' (Para 6909) (8). 7. Passed POET QC by nominated Due Date; recorded on JPA (5), (6), (7), (8), (10), (11). 8. At least 6 months since last Career Check (if any) on due date for Advancement (if later). 9. Recommendation for further Fast Track scheme should be highlighted within body of report text from SEA embarkation phase where GTS.	

Advanced to

PETTY OFFICER ENGINEERING TECHNICIAN - not selected for Fast Track to CPOET

If not selected for Fast Track to CPOET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in BRd 3 Chapter 67

Advanced to

PETTY OFFICER ENGINEERING TECHNICIAN – selected for Fast Track to CPOET

If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 36 months from their FTSD (1)

Table 75E-4. Chief Petty Officer Engineering Technician (Fast Track)

Pre-Advancement Requirements

General Service CPOET WE		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement. 2. Educationally Qualified for Promotion (EFP) in accordance with Para 9634 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy|'. 3. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a POET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician(GS)|Navy| with a Proficiency Level of 'POET'. To be completed within 18 months of joining unit (12). 4. A minimum of 24 months' sea service as a POET recorded on JPA as 'CMS|Fast Track POET 24 Month Sea Time|NAVY'. 5. Recommended for advancement on Appraisal Report at Due Date (11). 6. Passed CPOET(WE) QC by nominated Due Date; recorded on JPA as 'WE|CPO(WE) Career (WE 320)|Navy' (6), (7), (8), (10). 7. At least 6 months since last Career Check (if any) on due date for Advancement (if later).	

Advanced to

CHIEF PETTY OFFICER ENGINEERING TECHNICIAN

Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in BRd 3 Ch 67

Notes:

1. FT Selection Panels and Boards will be co-ordinated by the ATA within the training school and will be convened throughout each term. ETs selected during Phase 2 Training will be awarded an appropriate Fast Track Start Date of 31 Mar, 31 Jul or 30 Nov. The date due advancement by time to LET, subject to meeting the eligibility criteria will be 24 months from this date. Selection for FT from LET to POET will be selection by a termly Selection Board, with a date due advancement to POET, subject to meeting the eligibility criteria of 24 months from the seniority date as a LET. Selection for FT from POET to CPOET will be selection by a termly Selection Board, with a date due advancement to CPOET, subject to meeting the eligibility criteria, of 36 months from their FTSD that is determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date.

2. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRNDC Task Book.

3. Competence as an ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 9 months' sea service as an ET.



4. Stream Preference of either ET(WE) CIS Tech, CIS Spec or S or W, as appropriate is to be submitted into JPA, within the section Personal Preference Comments 1.

5. Pre-course learning is to be completed no later than on completion of 8 months' sea service.

6. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain as a Fast Track, will be determined by the Commanding Officer of the Training School in consultation with WEGS Profession Managers. A repeat failure of part/all of the course will result in the individual being deselected from FT, however, will remain on the QC, but not on the Fast Track scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*7. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the Training School. In such cases, individuals will be deselected from Fast Track and the Qualifying Course and will continue to serve in their current rate. They will transfer from Fast Track back to Selective Promotion as the eligibility route for future selection.*

(Continued)

Notes: (Continued)

8. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).*

9. Competence as an LET(WE)/LET(WE)(CIS)/LET(CIS) is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 15 months' sea service as a LET.



10. ***Refusal to Undertake QC.*** *Individuals who refuse to undertake the QC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.*

11. If for any reason an ET, LET or POET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the ATA on a case by case basis of suitability to remain as a Fast Track. Individuals who are removed from FT will transfer back to the Selective Promotion rules.

12. Competence as a POET(WE)/POET(WE)(CIS)/POET(CIS) is achieved on successful completion of the ICF mandated competences within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 18 months' sea service as a POET.

ANNEX 75F

WEAPON ENGINEER GENERAL SERVICE (WEGS) ACCELERATED APPRENTICE (AA) SCHEME GUIDANCE

1. WEGS AA Scheme

Generic Accelerated Apprentice Policy can be found in BR3 Ch 68.

2. Recruitment

a. **Entry Point 1.** It is envisaged that Direct Entry candidates will supply the majority, but where capacity allows, there will be opportunities for in-service candidates to apply.

b. Service personnel who meet the entry standards are eligible to apply to join the AA scheme at one of two entry points, depending on their career progress to date:

c. **Entry Point 2.** This entry point applies to ET(WE)s who have completed or are near completion of ETICC. It involves initiating candidates into the scheme at the beginning of LETQC, promoting to PLET, and transitioning to the OR4-1 Supp 3 pay spine on day one of LETQC.

d. **Entry Point 3.** This entry point will be for substantive LET(WE)s who have completed both the LETQC and the associated stream training. Candidates will enter the scheme at the Sea Phase[1] and will remain as per their original stream.

3. Application Process

a. It should be noted that in-service entry onto the AA scheme will be based on the needs of the Service, with selection boards taking place termly with maximum authorised numbers (MAuN) set by the WEGS BM WO.

b. Functional Skills Level 2 (or equivalent) in Maths and English is the entry standard applicable to all in-service candidates.

c. The following criteria will be reviewed during selection boards:

(1) SJARs (definition of merit).

(2) Career course academic grades.

(3) Academic and vocational qualifications.

[1] With the exception of LETs from the legacy AA scheme who do not yet hold ET Sea 1 and ET Sea 2 competencies – these candidates, if selected for this scheme, will join the training pipeline at the start of Sea Phase.

d. Interested candidates are to have a recommendation from their Divisional Officer/Line Manager and should apply to the WEGS ATA CM using the form at Appendix 1. A personal statement of no more than 500 words, detailing why the candidate believes they are suited to this accelerated scheme, is to be included with the application form, along with copies of any relevant academic or vocational qualifications. Application forms will only be valid for one selection board.

e. Candidates for Entry Point 2 will likely have insufficient evidence to allow the board to identify merit for the scheme. Candidates will therefore be required to sit an oral board at HMS Collingwood (or via MS Teams, if required) before consideration at the termly selection board.

f. Successful candidates will be required to sign a certificate of understanding which details the return of service[2], entitlement to advancement, and consequences of exiting the scheme via the predetermined exit points. Administration of this process will be overseen by the WEGS ATA CM.

4. Trainee Status

a. Trainees will wear Leading Hand rank slides with white flashes to denote their PLET status, however they will not wear these white flashes during the sea training phase or thereafter. This reflects the fact that LETs undergoing sea training on the revised AA scheme will have successfully completed both LETQC and LRLC.

b. Trainees joining the AA pipeline at Entry Points 2 and 3, who are already selected for LET, will remain in the sub-specialisation to which they were streamed at the point of selection.

c. All trainees on this pipeline, regardless of entry point, are considered as untrained strength and as such will be subject to the appraisals and warnings procedures surrounding ratings on WETG training[3]. Their career management throughout the training pipeline sits with the WEGS ATA CM, located in HMS Collingwood.

5. Scheme Exit Points

a. The following exit points from the AA scheme are available to personnel who are unable to successfully complete the training pipeline in full:

(1) **Exit Point 1.** Trainees unable to complete either Phase 1 (INT(R)) or Phase 2 (WE290AA/WE109AA) training will be subject to Discharge SHORE[4].

[2] Three years upon completion of the respective WE streaming course.
[3] BRd 3(1) Ch.57 Section 7.
[4] Usually Discharge SHORE (deemed unsuitable during training (DUDT)) will be the most suitable mechanism.

(2) **Exit Point 2.** Trainees unable to complete LETQC (including streaming courses) will have two options available to them:

(a) Discharge SHORE[5].

(b) Removal from the AA scheme and placed on STP. Reverted to ET(WE)[6] and considered GTS at this point.

(3) **Exit Point 3.** Trainees unable to achieve all milestones within the time allocated for the sea training phase, or complete POETQC (including streaming courses), will be considered GTS at LET(WE) and removed from the AA scheme.

b. Sea Training Returns and an End of Tour SJAR are to be completed, with Sea Training Returns submitted to the WEGS ATA CM iaw Appendix 2. The WEGS ATA CM should be consulted at all stages of the warning process, or whenever in any doubt.

c. Advancement Flowcharts.

LEADING ENGINEER TECHNICIAN AA (GENERAL SERVICE) FLOWCHART

Entry to HMS RALEIGH (See Note 1)

PROBATIONARY LEADING ENGINEER TECHNICIAN (WEGS)

Leading Engineer Technician AA (General Service) Advancement Criteria

a. Compete Phase 1 New Entry Training.

b. Complete WE290/WE109AA Enabling Course.

c. Undertake Basic Sea Survival Course and Able Rates Leadership Course, dockyard, platform and organisation visits to assist in stream decision.

d. Streaming preference submitted (2).

e. Complete respective LETQC depending on Stream preference.

f. Completed Leading Rates' Leadership Course (LRLC), recorded on JPA as 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'**.**

g. Generic PJT package to assist in employability during sea phase.

h. Undertake AA Sea Time (~18 months) as UTS PLET completing CDJ, CBRNDC TB.

[5] Discharge SHORE will only be available to trainees who entered the scheme via Entry Point 1.
[6] It should be noted that reversion from PLET to ET will incur a reduction in pay.

i. Recommended for advancement.

j. Complete respective POETQC.

k. Complete Senior Rates' Leadership Course (SRLC), recorded on JPA as 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

l. At least 6 months since last Career Check (if any) on date due advancement.

m. Once PAR has been raised to substantive POET, ATA to End Date 'AA competency'. Rating becomes GTS. (3)

Advanced to
PETTY OFFICER ENGINEER TECHNICIAN
(WEAPON ENGINEERING GENERAL SERVICE)



Notes:

1. *The eligibility criteria to be recruited as an AA include that they join educationally qualified for promotion (EFP) to LET in accordance with Para 9615. Appropriate competences should be recorded on JPA. At recruitment AA professional competency should be issued:*

Professional|Advanced Apprenticeship|Navy|

2. *Stream Preference of either CIS Spec / CIS Tech / SENS or WPNS, as appropriate, is to be recorded on JPA, within the section Personal Preference Comments 1.*

3. *On successful completion of the AA pipeline the individual will become a Gain to the Trained Strength and advanced to Petty Officer Engineer Technician. They will then transfer to either the Selective Promotion Flowchart or, if selected, to the Fast Track CPOET Flowchart. Advanced Apprenticeship JPA competency should then be removed by CM to facilitate for Select/Train/Promote eligibility.*

APPENDIX 1 TO ANNEX 75F

ACCELERATED APPRENTICE (AA) SCHEME SEA TRAINING RETURN

To be updated every second month and sent to: Navy People-WFPM WEGS ATA Coord.

FULL NAME		**SERVICE No.**	**RATE**
DATE OF EMBARKATION	**NOMINAL FAD**	**DUE DATE FOR ADVANCEMENT TO PO**	
TRAINING MILESTONE TARGETS to be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit			
Safety Check		CBRDNC Task-book Completion	
PLET CDJ Completion		HOD Assurance Check	

Review Dates	**Dept Training Coord Comments** to include progress assessment (strengths/weaknesses), CDJ feedback, review of training targets including associated risks or need for rescheduling.	**Training Co-Ord Signature**	**WEGS ATA CM Signature**
Month 2	**Safety Check due** ***Passed/Progressing/Warning issued?***		
Month 4			
Month 6	**CBRNDC Task book due** ***Passed/Progressing/Warning issued?***		
Month 8	**CDJ** ***Completed/Progressing/Warning issued?***		
	CDJ		

Month 10	*Completed/Progressing/Warning issued?*		
Month 12	**HOD Assurance Check** *Passed/Progressing/Warning issued?*		
Month 14			
Month 16			
Month 18	**POETQC Booked (Contact WEGS ATA CM)**		
Command Recommendation for Advancement	DEPCO:	**AO Raised**	
		DEPCO:	

ANNEX 75G

WEGS MARITIME COLLEGE CADETSHIP (MCC) SCHEME PIPELINE

1. Introduction

a. The aim of the WEGS MCC scheme is to expeditiously qualify a POET from ET level using a combination of civilian college training and training at sea on a RN platform. This is followed by SRLC alongside their Select-Train-Promote (S-T-P) counterparts.

b. Following the initial success of the Marine Engineering Glasgow Maritime College Cadetship pilot introduced in 2023, funding has been approved for a comparable WE scheme in Edinburgh College for up to 3 cadets. The WEGS College Cadetship scheme commenced in Jan 25 for the first candidates.

c. The Computer Networking HND[1] is a 2-year residential course which incorporates the industry-recognised CISCO CCNA (CISCO CERTIFIED NETWORK ASSOCIATE) curriculum.

2. College Cadetship

The WEGS MCC scheme will deliver SQEP WEGS OR6 to the frontline in approximately 3.5 years. Selection of in-service candidates will be based on merit through a process outlined in paras 6-8. An indicative timeline of the cadetship is at Table 75G-1.

Figure 75G-1. Cadetship Timeline

Phase(s)	Location	Duration (approximate)
1-4	Maritime College	104 weeks (Inc ALA)
5	HMS Collingwood	TBC (Stream Dependant)
6	Sea Period as PLET	TBC(6-12 mnths)
7	Technical/PJT training (including SRLC)	TBC (3-6 mnths)

3. Timeline Description

There are subtle variations in course syllabus across the maritime colleges, but the cadetships will generally comprise of the modules listed below.

[1] HND is a Level 5 qualification in England and Wales, equivalent to the Foundation Degree awarded on completion of POQC; the HND course is intended to be taken in lieu of LETQC and POQC.

Figure 75G-2. Timeline Description

Phase	Location	Short Courses
1A, B and C	Edinburgh College	• Multiuser Operating Systems • Project Management for IT • Networking Technology • Computing: Networking • Developing Software: Introduction • Computer Systems Fundamentals • Troubleshooting Computing Problems • Team Working in Computing • Computing: PC Hardware and OS Essentials • Professionalism and Ethics in Computing • Computing: Graded Unit 1 • Network Security Concepts • Ethical Hacking
2	HMS Collingwood/RN Establishment	Note: to progress with CDJ and attend RN Courses
3A, B and C	Edinburgh College	• Routing Technology • Switching Technology • Internetworking Technology • Managing a Web Server • Server Administration • Client Operating Systems • Computing: Networking: Graded Unit 2 • Data Security • Digital Forensics
4	HMS Collingwood/RN Establishment	Note: to progress with CDJ and attend RN Courses.
5	HMS Collingwood	• Technical top up courses • BSSC/ISSC
6	Sea Phase	Marinisation/Consolidation
7	HMS Collingwood	• SRLC • PJT's • CDJ Issue • Technical top up courses • Rated POET

4. Application

Service personnel that possess or are expected to attain the competencies below by 1 Nov 24 may apply to be considered for selection for the WECC scheme:

a. Educational qualifications[2]:

(1) Five GCSEs including Mathematics, English Language and either Physics or Chemistry or Dual Science at grade 4/C

or

(2) 9-4 Scottish equivalent.

b. WE 107/109 (no module failures).

c. Not currently subject to any professional warnings or ongoing disciplinary investigation.

d. Interested candidates should apply to the WEGS Accelerated Training Authority (ATA) using the form at Annex 75H. A personal statement of no more than 500 words, detailing why the candidate believes they are suited to this accelerated scheme, is to be included with the application form, along with copies of any relevant academic or vocational qualifications.

e. **All applications must be received no later than 1st Nov 24.** This will allow successful applicants to be assigned by their Career Manager to an appropriate position under the WEGS ATA CM.

5. Interview

Following a pre-interview selection, based on the quality and content of the completed application forms, candidates will be invited for interview with WEGS PM SO2 and WEGS PM WO. Interviews will take place in person in Portsmouth, however virtual interviews may be arranged as required.

6. Successful Applicants

Successful applicants will be required to conduct pre-course learning prior to college start date. This documentation will be provided by course tutors via WE ATA CM.

7. Trainee Status

a. To match other AA schemes, successful candidates will be advanced to Probationary LET (PLET) on their course start date and will be transferred to the OR4-1 Supp 3 pay spine. Trainees will be promoted to POET on successful completion of SRLC and will be subject to a 36 month return of service from completion of training.

[2] Personnel with combinations of vocational and academic qualifications will be considered on a case-by-case basis through consultation with WEGS PM WO.

b. During Phases 2, 4 and beyond, Trainees will be required to wear RNPCS (Rig 22) along with LH rank slides and white flashes to denote their PLET status.

c. During the college phases, trainees are to wear smart, civilian attire and are to align with the college's leave schedules. They must submit their leave requests via JPA. Whilst under training in Edinburgh, they will be accommodated in RN-funded student accommodation on the College Campus and entitled to Food and Incidental Allowance[3].

d. All trainees on this pipeline, regardless of entry point, will be subject to the appraisals and warnings procedures surrounding ratings on the trained strength[4], along with WETG training warnings associated with Phase 3 trainees[5]. Their career management and divisional care throughout the training pipeline sits with the WEGS ATA CM, located in HMS Collingwood.

8. RN Engagement

To maintain strong engagement with the Service throughout their college experience, candidates are required to periodically visit a nearby Royal Navy establishment (WE ATA CM to facilitate). During these visits, they will have the opportunity to utilise gym facilities and gain access to MODNET, fostering a deeper connection with the Service and enhancing their overall training experience.

[3] JSP 752 Ch.5 Section 5 – Food and Incidentals Allowance.
[4] BRd 3(1) Ch.57 Section 8.

ANNEX 75H

FT, AA AND MCC ACCELERATED SCHEMES APPLICATION FORM

Email to Navy People WFPM WEGS ATA Coord once complete

Applicant			
Forename (Preferred name)		Surname	
Service Number		Rank/Title	
Mobile contact number		Streaming preference	
MOD Email		External Email	

Divisional Officer/Reporting Officer			
Rank/Title		Surname	
Service Number		MOD Email	
Work contact number		Mobile contact number	

I am interested in the following scheme/s:

FT ☐ AA ☐ MCC ☐

Preferred College (if applicable): .....

Qualifying criteria check:

Academic Qualifications relevant to scheme/s Y/N

Personal statement attached (no more than 500 words). Y/N

Details of additional academic / vocational qualifications (certificates to be attached):
……
……
……

Divisional Officer/Reporting Officer's comments:

I have checked the above rating's qualifications and endorse that the individual is eligible to transfer to a non-selective promotion scheme. I agree that the individual may be released to attend interview if required.

Signed: **Date:**

Rank: **Name:**

Unit: **Appointment:**

ANNEX 75I

WEAPON ENGINEERING SUBMARINES (WESM) PROMOTION TABLES

WESM TWS/SWS/CIS

Note: Historic competencies for a small percentage of individuals may not align with the following table. In outlier circumstances personnel should defer to CM or PM for advice.

1. ET(WESM)2 to ET(WESM)1

Table 75I-1. ET(WESM)2 to (ETWESM)1 Requirements

Requirement	Competence	Profession	Notes
Completed Part 1 New Entry Training and Part 2A ET(WESM) Career Course.	WE|ET(WE)/ET(WESM) Career (WE 107)|Navy|' **or** 'WE|ET(WE)CIS Career (WE 108)|Navy|'	All	1, 2
Completed Part 2B ET(WESM) Career Course.	SM|ET(WESM)(TWS) Career (UW441AJN)|Navy|	TWS	
Completed Part 2B ET(WESM) Career Course.	SM|ETWESM(CIS) Career (UP172QJN)|Navy|	CIS (Dual Trained)	13
Completed Part 2B ET(WESM) Career Course.	SM|SWS (VAN) LCHRTECH Course Qualified|Navy| **or** SM|SWS (VAN) FCTECH Course Qualified|Navy| **or** SM|SWS (VAN) NAVTECH Course Qualified|Navy|	SWS	
–BSQ qualified Submariner.	SM|Submarine Service|Navy	All	
At least 6 months since last Career Check (if any) on date due advancement.		All	
Completed Task Book Section 2A (including ET 2 Safety Check Assessment).		All	4
Recommended for advancement to ET(WESM)1 by HOD.		All	4

Advanced to - ET (WESM)1

2. ET(WESM)1 to LET(WESM)

Table 75I-2. Pre-Selection Requirements for LET(WESM) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competence	Profession	Notes
Streaming Preferences submitted and showing on JPA.		TWS	3
Serving on an ES1/ FC/ OE1 that expires after the nominated Common Promotion Date (CPD).See Chapter 67		All	
Recommended for promotion on appraisal report at Selection Eligibility Date (SED). See Chapter 67.		All	

Table 75I-3. Pre-Promotion Requirements for LET (WESM)

Requirement	Competence	Profession	Notes
Pass ET(WESM) OPS Assessment. **Must be achieved prior to attendance on LETQC.**	'Professional|OPS for ET(WESM)|Navy|'	All	6
Minimum 24 months length of service remaining post technical training to complete attached Return of Service (RoS).		All	7, 12
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'	All	10
Completed LET(WESM) QC by nominated CPD +12 months.	WE|LET(WESM) Career Course(WE214X)|Navy|	All	7 – 10, 12
Completed LET(CISSM) QC by nominated CPD +12 months.	'SM|LS(CISSM) Career (UP174QJN)|Navy|'	CIS	7 – 10, 12, 10, 13
In date Annual RPS Check. Must be completed prior to attendance on LETQC.	'CMS|Annual RPS Check AB1|Navy|'	CIS	13, 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **Or** 'Educational|RN/RM Mathematics Level 1|Navy|' **Or** 'Educational|RN/RM Mathematics Level 2|Navy|'	All	

Promoted to - LET (WESM)

3. LET(WESM) to POET (WESM)

Table 75I-4. Pre-Selection Requirements for POET (WESM) at CRD

Requirement	Competence	Profession	Notes
Completed LET(WESM) Task book.		All	
Pass LET(WESM) OPS Assessment.	'Professional|OPS for LET(WESM)|Navy|'	All	5 – 6, 15
Recommended for promotion on Appraisal Report at SED. See Chapter 67.		All	
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.		All	

Table 75I-5. Pre-Promotion Requirements for POET (WESM)

Requirement	Competence	Profession	Notes
Minimum 36 months length of service remaining post professional career course to complete attached Return of Service (RoS).		All	7, 12
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'	All	10
Passed POET (WESM) Qualifying Course (QC) by nominated CPD +12 months.	WE|POET(WE) (W S SM CIS) Career (WE 316)|Navy|	All	6 – 10, 12
Passed POET(CISSM)QC by nominated CPD +12 months.	'SM|PO(CISSM) Career (UP175QSN)|Navy|'	CIS	6 – 8, 10, 12, 13
In date Annual RPS Check. Must be completed prior to attendance on POETQC.	'CMS|Annual RPS Check LH|Navy|'	CIS	13, 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	
To be educationally qualified for promotion (EFP) in accordance with See Chapter 96.	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'	All	

Promoted to - POET (WESM)

4. POET (WESM) to CPOET (WESM)

Table 75I-6. Pre-Selection Requirements for CPOET (WESM) at CRD

Requirement	Competence	Profession	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.		All	
Completed 12 months Sea Service as a POET(WESM).	'CMS|12 Months Sea Time PO|Navy|'	All	11
Pass POET (WESM) OPS Assessment.	'Professional|OPS for POET(WESM)|Navy|'	All	5 – 6, 15
Recommended for promotion on appraisal report at CRD. Chapter 67.		All	

Table 75I-7. Pre-Promotion Requirements for CPOET (WESM)

Requirement	Competence	Profession	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	

Promoted to - CPOET (WESM)

5. CPOET (WESM) to WO2ET (WESM)

Table 75I-8. Pre-Selection Requirements for WO2ET (WESM) at CRD

Requirement	Competence	Profession	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Chapter 67.		All	
Recommended for promotion on Appraisal Report at CRD. Chapter 67.		All	

Table 75I-9. Pre-Promotion Requirements for WO2ET (WESM)

Requirement	Competence	Profession	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.		All	

Promoted to – WO2ET (WESM)

6. WO2ET (WESM) to WO1ET (WESM)

Table 75I-10. Pre-Selection Requirements for WO1ET (WESM) at CRD

Requirement	Competence	Profession	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Chapter 67.		All	
Recommended for promotion on Appraisal Report at CRD. Chapter 67.		All	

Table 75I-11. Pre-Promotion Requirements for WO1ET (WESM)

Requirement	Competence	Profession	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	
To be educationally qualified for promotion (EFP). in accordance with Chapter 96.		All	

Promoted to – WO1ET (WESM)

Notes:

1. *All new entrants are rated Engineering Technician (Weapon Engineering Submarine) 2 (ET(WESM)2) on entry. Individuals are streamed TWS, CIS or SWS during phase one training.*

2. *Phase 2 training is completed at various training establishments. All ET(WESM)s will undertake the Submarine Escape Rescue Abandonment and Survivability (SMERAS), Firefighting (CBRNDC12 SM) and Submarine Qualification (SMQ).*

3. *On advancement to ET(WESM)1, ET(WESM) TWS individuals are to submit their WESM preferences on JPA in the Employees Preference, Comments by stating 'WESM TWS Preference: Sensors or Weapons'*



4. *On completion of ET(WESM) Task Book Part 2 and Safety Check and on being recommended, ratings will be advanced to ET(WESM)1.*

5. *OPS assessments are to be constituted in accordance with BR 2000(4) (oral aspects only).*

6. *Rules regarding failure and lack of progress (see Chapter 75).*

7. *Personnel who do not have sufficient length of service remaining to meet the requirement of the Return of Service attached to the LETQC or POETQC may be offered an extension of service (EoS). Acceptance of the EoS will be required prior to being loaded onto QC. Failure to accept an EoS will lead to the candidate being automatically de-selected.*

8. *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. CM will endeavour to assign selected personnel to Qualifying Courses (QC) as soon as reasonably practicable.*

(Continued)

Notes (Continued):

9. *The suitability of individuals to retake failed elements of the QC, or to be back classed, will be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

10. Failure to Complete Professional and/or Leadership Course. *Refer to Chapter 67 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).*

11. *Completed 12 months sea service in current rank, JPA competence recorded iaw Chapter 59.*

12. Refusal. *As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in the lower rate. Personnel who start QC and have signed for the RoS will be held to the full duration of that RoS even if they remove themselves from QC at any point.*



13. *Single side engineers under the WESM CIS trade are not required to complete UP 172, UP 174 or UP 175 (CISSM Career courses) at any rate to meet promotion requirements. Furthermore, dual trained WESM CIS are required to undertake annual RPS examinations.*

14. CIS Dual Trained - Annual RPS Check.

a. All personnel are expected to remain at RPS while building up experience towards promotion. Lead Schools will define and regulate the standards required to pass an Annual RPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting RPS checks is given in BR 1984.

b. The RPS examination forms part of the annual RPS Check and is valid for 12 months from the date of the examination. The examination is to be conducted at the RPT Facility in Faslane. Ratings assigned or loaned to units outside of these geographical locations are to contact the RPT Facility Faslane to request authorisation to conduct an 'outstation RPS examination'.

15. Additional requirements to achieving OPS for dual trained WESM CIS. *Dual trained personnel should refer to the additional requirements within BRd 2000(4)(3) in achieving OPS for their specific rate.*



Note. *The following rules apply to personnel who entered the RN as a Warfare CIS Specialist and transferred to the Weapon Engineering Branch on 1 Apr 15 and those streamed CISSM. No remaining legacy personnel exist in the rate of ET(CISSM)2.*

7. ET (CISSM)1 to LET (CISSM)

Table 75I-12. Pre-Selection Requirements for LET (CISSM) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competence	Proficiency Level	Notes
Serving on an ES1/ FC/ OE1 that expires after the nominated Common Promotion Date (CPD). See Chapter 67.			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED). See Chapter 67.			

Table 75I-13. Pre-Promotion Requirements for LET (CISSM)

Requirement	Competence	Proficiency Level	Notes
Pass ET(CISSM) OPS Assessment. **Must be completed prior to attendance on LETQC.**	'Professional|OPS for AB(CISSM)(QQ50)|Navy|'		
In date Annual RPS Check. **Must be completed prior to attendance on LETQC.**	'CMS|Annual RPS Check AB1|Navy|'		1
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD+12 months.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		4
Completed LET(CISSM) QC by nominated CPD +12 months.	'SM|LS(CISSM) Career (UP174QJN)|Navy|'		4
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **Or** 'Educational|RN/RM Mathematics Level 1|Navy|' **Or** 'Educational|RN/RM Mathematics Level 2|Navy|'		

Promoted to - LET (CISSM)

8. LET (CISSM) to POET (CISSM)

Table 75I-14. Pre-Selection Requirements for POET (CISSM) at CRD

Requirement	Competence	Proficiency Level	Notes
Completed LET(CISSM) Task book.			
Pass LET(CISSM) OPS Assessment.	'Professional|OPS for LS(CISSM) QQ40|Navy|'		
Recommended for promotion on Appraisal Report at SED. See Chapter 67.			
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.			

Table 75I-15. Pre-Promotion Requirements for POET (CISSM)

Requirement	Competence	Proficiency Level	Notes
12 months sea service as LET(CISSM).	'CMS|12 Months Sea Time LH|Navy|'		3
In date Annual RPS Check. **Must be completed prior to attendance on POETQC.**	'CMS|Annual RPS Check LH|Navy|'		1
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		4
Passed POET(CISSM)QC by nominated CPD +12 months.	'SM|PO(CISSM) Career (UP175QSN)|Navy|'		4
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Promoted to - POET (CISSM)

9. POET(CISSM) to CPOET (CISSM)

Table 75I-16. Pre-Selection Requirements for CPOET (CISSM) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.			
Completed PO CISSM Professional Certification Record.			2
Pass POET(CISSM) OPS Assessment.	'Professional|OPS for PO(CISSM) AQ30|Navy|'		1
Recommended for promotion on appraisal report at CRD. See Chapter 67.			

Table 75I-17. Pre-Promotion Requirements for CPOET (CISSM)

Requirement	Competence	Proficiency Level	Notes
12 months Sea Service as a POET(CISSM).	'CMS|12 Months Sea Time PO|Navy|'		3
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to - CPOET (CISSM)

10. CPOET (CISSM) to WO2ET (CISSM)

Table 75I-18. Pre-Selection Requirements for WO2ET (CISSM) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.			
Recommended for promotion on Appraisal Report at CRD. See Chapter 67.			

Table 75I-19. Pre-Promotion Requirements for WO2ET (CISSM)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.			

Promoted to – WO2ET (CISSM)

11. WO2ET (CISSM) to WO1ET (CISSM)

Table 75I-20. Pre-Selection Requirements for WO1ET (CISSM) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.			
Recommended for promotion on Appraisal Report at CRD. See Chapter 67.			

Table 75I-21. Pre-Promotion Requirements for WO1ET (CISSM)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.			

Promoted to – WO1ET (CISSM)

Notes:

1. CISSM Branch Training - Annual RPS Check.

a. All personnel are expected to remain at RPS while building up experience towards promotion. Lead Schools will define and regulate the standards required to pass an Annual RPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting RPS checks is given in BR 1984.

b. The RPS examination forms part of the annual RPS Check and is valid for 12 months from the date of the examination. The examination is to be conducted at the RPT Facility in Faslane. Ratings assigned or loaned to units outside of these geographical locations are to contact the RPT Facility Faslane to request authorisation to conduct an 'outstation RPS examination'.



2. 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 first sea going Unit as a PO. Once completed the competence 'Professional|OPS for PO(CISSM) |Navy|' is to be awarded by the Unit HR Admin.*

3. *Completed 12 months sea service in current rank, JPA competence recorded iaw Chapter 59.*

4. Failure to Complete Professional and/or Leadership Course. *Refer to Chapter 67 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).*

CHAPTER 76

ENGINEERING PROFESSION - AIR ENGINEER SPECIALISATION - AIR ENGINEERING AND SURVIVAL EQUIPMENT TECHNICIANS

(Sponsor: NAVY PEOPLE-WFPM ENG AE SO1)

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CHAPTER 76

ENGINEERING PROFESSION - AIR ENGINEER SPECIALISATION - AIR ENGINEERING AND SURVIVAL EQUIPMENT TECHNICIANS

7601. FAA Engineering Specialisation - General Terminology

a. The Air Engineering (AE) sub-specialisation rating structure comprises technician, artificer and mechanic streams. Ratings are titled ‘Air Engineering Technician’, ‘Air Engineering Artificer’ or ‘Air Engineering Mechanic’ as appropriate and, from promotion to Leading Hand (LH) up to and including Chief Petty Officer (CPO), will specialise in one of the following trades:

Mechanical	(M)
Avionics	(Av)

b. In recognition of the wider managerial role of the Warrant Officer, AE trade categories are not retained above the rate of Chief Petty Officer.

c. The Survival Equipment (SE) sub-specialisation rating structure comprises a technician stream only. Ratings are titled ‘Survival Equipment Technician’.

7602. Fast Track Scheme for Accelerated Advancement to the Rate of Leading Air Engineering Technician and Petty Officer Air Engineering Technician

a. The Fast Track (FT) scheme consists of a sequence of training, experience and rigorous continuous assessment culminating in advancement to LAET and/or POAET on a combined time and merit basis. The FT route provides early attendance on the LAET and/or POAET Qualifying Courses (QC) with a reduced time spent at AET and LAET for ratings to gain experience on a Squadron. Individuals who successfully complete the LAET FT scheme will not be automatically selected for POAET FT and must be re-selected and pass further assessment to continue on the scheme.

b. Selection for the FT Scheme is carried out by the FT Selection Board (FTSB), chaired by NAVY PEOPLE-WFPM ENG AE SO1, selecting FT ratings three times each calendar year, dependent on the Service requirement. Such selections will be made from a pool of candidates who have already successfully passed a FT Assessment Board (FTAB) post AET QC or LAET QC. Detailed regulations for the FT scheme are contained in the Manual of Naval Air Engineering Training (MNAET). There is also a Field Nomination (FN) route for the LAET FT scheme detailed within the MNAET Chapter 1.3.

7603. Air Engineering Accelerated Apprentice Scheme for Direct Entry as a Probationary Leading Hand

a. Air Engineering Accelerated Apprentices (AE AA) join HMS RALEIGH as Probationary Leading Hands (see Para 6809) until they become a Gain to the Trained Strength (GTS) as an LAET on completion of a 2 year bespoke training pipeline (see Annex 76C). Once GTS, the AE AA will be subject to the normal selection process of a LAET.

b. In order to maintain oversight of the scheme, NAVY PEOPLE-CM OR ENG AE2 monitors the number of AE AA students in the training pipeline and coordinates their attendance on courses.

c. Further detail on the AA scheme can be found at Para 6810. The AA Warnings and Failure policy is laid down at Annex 68N.

7604. Spare

7605. Recommendations for Promotion and Advancement - General

All recommendations for promotion and advancement are to be made with due regard to the conditions in Para 6901.

7606. Certificate of Competence to Supervise Aircraft Maintenance / Survival Equipment Maintenance

Achievement of the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) and Certificate of Competence to Supervise Survival Equipment Maintenance (CCSSEM) represents the final stages in the training and assessment process to reach the Role Performance Statement (RPS) for the LAET and LSET in terms of duties and tasks. Full details of the award of CCSAM and CCSSEM are set out in the MNAET.

7607. Aircraft Certificate of Competence

The Aircraft Certificate of Competence (ACC) is awarded on successful completion of CPOAET QC and CPOAET Workplace Training (WT) and represents the final stage in the training and assessment process to reach the RPS for the CPOAET in terms of duties and tasks. Full details, including the Enabling Objectives for the award of ACC, are set out in the MNAET.

ANNEX 76A

AIR ENGINEERING TECHNICIANS – PROMOTION FLOWCHART AND FAILURE POLICY

1. Air Engineering Technicians - Promotion Flowchart

AET 2

AE Technician 1 - Advancement Criteria

a. Complete Phase 1 New Entry Training (see Note 1).

b. For branch transfers, a minimum of Level 1 Functional Skills in English and Mathematics, and attainment of the relevant DAA scores as for AET entry.

c. Complete AET QC (Phase 2A Training) (see Note 2).

d. Complete AET WT (Phase 2B Training), and award of QM and QS (see Notes 3,4 and 5).

e. Twelve months' seniority as an AET2.

f. Recommended for advancement.

g. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to
AET 1 (see Note 6)

Leading AE Technician - Pre-Selection Requirements

a. Minimum of 18 months' seniority as AET1 12 months prior to the Common Promotion Date (CPD) (Para 6703 b sub para (2)).

b. Serving on a ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (6)).

c. 2RO recommendation for promotion on Appraisal Report at CRD (see Note 13).

d. Issued the Pre-LAET QC Training Performance Record Task Book. Recorded as JPA competence 'Professional |Task Book Issued (AV) – AET (SK50)|Navy' or 'Professional |Task Book Issued (M) For AET (TE80)|Navy'

Leading AE Technician – Pre-Promotion Requirements

a. Completed Pre-LAET QC Training Performance Record Task Book (see Note 5). Recorded as JPA competence ‘Professional |Task Book Completed (AV) – AET (SK53)|Navy’ or ‘Professional |Task Book Completed (M) For AET (TE83)|Navy’

b. Passed LAET QC by nominated CPD+12 months (see Notes 4c, 8, 9 &16).

c. Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’ (16).

a.

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. Educationally qualified for promotion (EFP) in accordance with Para 9615. Achieved Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

Promoted to
LAET (M) or (AV)

Petty Officer AET- Pre-Selection Requirements

a. Hold Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) and recorded as JPA competence ‘FAA|Certificate Of Competency-Supervise A/C Maint|Navy|’ or ‘Professional|Certificate Of Competence For LAEM/LAET (TQ40)|Navy|’ (Para 7606) (see Note 10).

b. Minimum of 2 years’ seniority as a LAET 12 months prior to the CPD.

c. 2RO recommendation for promotion on Appraisal Report at CRD.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

e. Not serving on a Navy Tailored Career.

f. Not serving on an Extension of Service.

Petty Officer AET- Pre-Promotion Requirements

a. Completed LAET WT Task Book((see Note 9).

b. Completed POAET QC by nominated CPD+12 months (see Notes 11 and 16).

c. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|' (see Note15).

b.

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. EFP in accordance with Para 9615. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CPD and appropriate competences recorded on JPA.

Promoted to **PETTY OFFICER AET (see Note 12)**

Chief Petty Officer AE Technician - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a POAET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy Tailored Career.

d. Not serving on an Extension of Service.

e. Completed Senior Rates' Leadership Course (SRLC) by nominated CRD and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

f. 2RO recommendation for promotion on Appraisal Report at CRD.

Chief Petty Officer AE Technician - Pre-Promotion Requirements

a. Completed CPOAET QC by nominated CPD+12 months (see Note 15).

c.

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to **CHIEF PETTY OFFICER AET**

Warrant Officer 2 AE Technician – Pre-Selection Requirements

a. Minimum of 3 years' seniority in the rate 12 months prior to CPD.

b. Hold Aircraft Certificate of Competence (ACC) (Para 7607). Recorded as JPA competence 'FAA|ACC Aircraft Certificate of Competence|Navy|'.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. 2RO recommendation for promotion at CRD.

e. Not serving on a Navy Tailored Career.

f. Not serving on an Extension of Service.

Warrant Officer 2 AE Technician - Pre-Promotion Requirements

a. For CPOAETs, completed WO2AETQC by nominated CPD+12 months (see Note16).

d.

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 2 AET

Warrant Officer 1 AE Technician - Pre-Selection Requirements

a. No minimum seniority requirements for a serving WO2AET.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. 2RO recommendation for promotion at CRD.

d. Not serving on a Navy Tailored Career.

e. Not serving on an Extension of Service.

Warrant Officer 1 AE Technician - Pre-Promotion Requirements

e.

a. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to **WARRANT OFFICER 1 AET**

Notes:

1. New entrants join the Air Engineering (AE) specialisation as an Able Rating (AET2) with a seniority of date of entry. They undergo Phase 1 Training before being assigned to the Royal Navy Air Engineering and Survival School (RNAESS) for the Air Engineering Technician Qualifying Course (AET QC) (also known as Phase 2A training).

2. Selection for the Fast Track scheme may occur during AET QC (Phase 2A) or LAET QC training. Regulations governing those selected to the Fast Track are detailed separately at Para 7602 and Annex 76B.

3. Following training at RNAESS, ratings are assigned to an Air Station for AET Workplace Training (AET WT) (also known as Phase 2B Training). During this period, ratings are required to become 'Qualified to Maintain' (QM) and 'Qualified to Sign' (QS). Regulations regarding the award of QM and QS are contained in the MNAET.



4. ***Trade Categorisation.***

a. A completed Trade Preference Card (TPC) is to be submitted within 6 months of successful completion of AET WT (award of QM/QS), but not prior to advancement to AET1. The TPC template can be found in the MNAET; it must be signed by an Air Engineer Officer (AEO)/Senior Maintenance Rating (or other Services equivalent) and submitted to the Administration Office of the Engineering Training School that provided the individual's AET WT. ETSs are to co-ordinate returns, forwarding completed TPCs to the AE Trade Categorisation Authority at RNAESS. ETSs are to manage the administration of TPC submission and hasten overdue categorisations. AE trade categorisation will be carried out on a monthly basis and the AE Ratings Career Manager (RCMAE) will be informed of the trading decision for each rating. The submission of a TPC ensures that ratings may nominate the trade of their choice, however, the requirements of the Service will remain the overriding factor. Ratings will not be allowed to change their trade preference unless authorised by the AE Branch Manager; where an individual seeks re-categorisation they are to request to do so in writing to the Trade Categorisation Authority.

b. Trade categorisation of AETs does not prevent their employment outside that trade category. Ratings will adopt their new trade category title on promotion to LAET.

c. Ratings who have successfully completed LAET QC are eligible to wear the appropriate (M) or (AV) one star trade badge.

(Continued)

Notes (Continued):

5. ***Pre-LAET QC Training Performance Record Task Book.***

a. A traded Training Performance Record Task Book (TPR) will be issued as soon as the AET is notified of their trade categorisation. Completion of a traded TPR is not a requirement for selection to LAET but it is a prerequisite for attendance at Qualifying Course. TPRs will be prepared by RNAESS and issued by the local Engineering Training School or equivalent.

b. Completion of the TPR is the responsibility of the individual. Sufficient opportunity should exist for a rating to complete the task book within the constraints of normal assignment. It would reasonably be expected that ratings could complete the TPR on most Units within a 9 month period following its issue. For those ratings assigned to a non-Squadron position following their AET WT consolidation period, employing Units should, where practicable, maximise opportunities for TPR completion. Where this proves not to be feasible, the Unit/rating is to engage with the RCMAE to identify a suitable follow on assignment to enable TPR completion on the next Unit. Only in exceptional circumstances will RCMAE consider assigning ratings outside of normal processes in order that a TPR may be completed.



c. Once issued, TPRs are to be retained by the individual rating. Divisional Officers are to carry out routine checks on the progress of ratings in completing their TPR and are to complete the TPR Task Book Monitoring Form (TMF).

d. Completed TPRs are to be presented to the local Engineering Training School or equivalent for a JPA TPR completion competence to be added. The TPR Completion Certificate should then be dispatched to RNAESS. Loss of a TPR before it is fully completed will prejudice a rating's prospects for promotion to LAET since completion is a prerequisite for attendance at.

e. Completion of a TPR is a mandatory requirement for attendance at the LAET QC. In exceptional circumstances RNAESS will consider individual cases where TPR completion has not been possible. Reporting instructions are included in the TPR.

6. On advancement to AET1, ratings are eligible to wear one star on their (AE) specialisation badge.

7. ***Preparation for Promotion.*** *Preparation for promotion to LAET is the responsibility of the individual. Ratings should maximise the opportunities to achieve the necessary experience and educational qualifications and, in particular, must achieve a good knowledge of the work in their designated trade category.*

(Continued)

Notes (Continued):

8. A return of service for training applies to LAETs on completion of the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) Board (Chapter 53 refers).

*9. **LAET WT Task Book.***

a. A LAET WT TB shall be issued to all ratings on completion of LAET and represents those tasks to be completed to meet the Operational Performance Statement for a LAET. Completion of the TB is the responsibility of the individual and is a mandatory requirement prior to attempting the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) Board.

b. Line Management shall make sure that the completion of the LAET WT tasks is positively encouraged and actively managed within their units. To this end, LAETs undertaking CCSAM Training are not to be employed in ancillary or non-technical roles to the extent that the completion of the LAET WT tasks is prejudiced.

c. Once issued, TBs shall be retained by the individual rating until successful completion of CCSAM and then returned to RNAESS. The date that the TB is issued and completed should also be recorded on JPA as a competence.



d. Individuals who have been selected for promotion shall make sure that the Task Book completion competence ('Professional|Task Book completed (M)-LAET(SJ52)|Navy|' or 'Professional|Task Book completed (Av)-LAET(SJ51)|Navy|') is recorded on JPA prior to attendance at POAET QC.

10. Ratings who have successfully completed LAETQC, Leading Rates Leadership Course and hold CCSAM are eligible to wear 2 stars on their trade badge.

*11. **Pre-POAET QC Academic Preparation Material***

a. Preparation material for is available on the Defence Learning Environment for personnel selected for promotion to POAET. The material is a summary of the subjects which have been taught on LAETQC and acts as a refresher to ensure personnel are at the appropriate standard to start the POAET QC.

b. Whilst completion of this material is not mandatory, due to the short nature of the POAET QC there will be little opportunity for those who fall behind to catch up. Individuals are strongly recommended, therefore, to complete this refresher training to avoid the risk of being back classed or deselected.

c. A Return of Service for training applies to POAETs on completion of POAET QC (Chapter 53 refers).

(Continued)

Notes (Continued):

12. Trade badges shall be worn in accordance with Chapter 39.

*13. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation.*

*14. **Spare***

*15. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6719 for rules on the impact on a rating's promotion if they fail to complete Professional Qualifying Course and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

16. ***EFP requirement for WO1.** It is considered that WO2AETs have been promoted to Warrant Officer under previous EFP regulations and, as such, there is no further EFP requirement for consideration for selection for WO1.*

2. Air Engineering Technicians - Rules Regarding Failure

The action to be taken when an AET fails training or an examination is shown below:

Table 76-1. AET Failure Policy

Failure Point	Failure Action
AET2	
Phase 1 Training	Consider back classing and re-examine. Consider branch change or Discharge SHORE (Chapter 54).
Phase 2a Training AET QC	Repeated failures. Consider branch transfer or Discharge SHORE (Chapter 54).
Phase 2b Training AET WT	Tiered warnings in accordance with the MNAET and Chapter 57
AET1	
LAET QC	Tiered warnings in accordance with MNAET. Consider back classing and re-examine.
LRLC	Not to be promoted. Refer to Chapter 69.
LAET	
CCSAM	Tiered warnings in accordance with MNAET Consider reversion (see Note)
POAET QC	Tiered warnings in accordance with MNAET. Not to be promoted. Consider back classing and re-examine.
SRLC	Not to be promoted. Refer to Chapter 69.

Failure Point	Failure Action
POAET CPOAET QC	 Tiered warnings in accordance with MNAET. Not to be promoted. Consider back classing and re-examine.
CPOAET ACC WO2AET QC	 Tiered warnings in accordance with MNAET Consider reversion to POAET Tiered warnings in accordance with MNAET. Not to be promoted. Consider re-examination.



Note. *For those that joined under the Accelerated Apprentice scheme there is not the option for reversion as they have not held the rate of AET. As such, the options following failure are either Discharge SHORE or transfer to AET at the PM's discretion.*

ANNEX 76B

AIR ENGINEERING TECHNICIANS FAST TRACK SCHEME – QUALIFICATIONS FOR SELECTION AND SUBSEQUENT ADVANCEMENT

1. Air Engineering Technician Fast Track Scheme - Qualifications for Selection and Subsequent Advancement

On selection to the FT Scheme from (AET QC Training) by the Fast Track Selection Board (before or after advancement to AET1) (see Note 1).

AET 1

Leading AET - Advancement Criteria (Fast Track)

a. Minimum of 9 months' experience in a Squadron or Flight.

b. Educationally qualified for promotion (EFP) in accordance with Para 9615. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics before selection to Fast Track Scheme and appropriate competences recorded on JPA (see Note 2).

c. Completed Pre-LAET QC Training Performance Record Task Book.

d. Recommended for advancement (see Note 3).

e. Minimum of 18 months' seniority as AET1.

f. Passed LAET QC without attracting any academic or disciplinary warnings and maintaining above average course results (see Note 4).

g. Completed Leading Rates' Leadership Course and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'.

h. Assignment Order issued by RCMAE (see Note 5).

i. At least 6 months since last Career Check (if any) on date due advancement.

j. Rating returns to the Select-Train-Promote pipeline once substantively promoted LAET unless selected for POAET FT (see Note 1).

Advanced to
LAET (M) or (AV)

k. Subsequent promotion as per normal intake in the AET stream (Annex 76A).

l. On selection to the POAET FT Scheme from LAET QC by the FTSB (post CCSAM) (see Note 1).

POAET - Advancement Criteria (Fast Track)

a. Complete LAET WT Task Book.

b. Awarded the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) inside the stipulated timeline (within 6 months WT consolidation not including aircraft specific TEMs as defined in Para 7606 and the MNAET Para 2.2.4).

c. Minimum of 24 months' experience in a Squadron or Flight complement position, post award of CCSAM.

d. EFP in accordance with Para 9615. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics before attendance at POAET QC and appropriate competences recorded on JPA.

e. Minimum of 18 months' seniority as LAET.

f. Recommended for advancement.

g. Passed POAET QC (4).

h. Completed Senior Rates' Leadership Course and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

a.

i. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to
PETTY OFFICER AE TECHNICIAN

j. Subsequent promotion is as per normal intake in the AET stream (Annex 76A).

Notes:

1. *The rules for selection to the Fast Track (FT) scheme and associated administrative arrangements are detailed in the MNAET.*

2. *Ratings will not normally be allowed to join the FT scheme unless they meet the educational requirements for promotion to LH. FT ratings will need to meet the educational requirements for promotion to before the end of LAETQC to continue on the scheme as LAETs, as will those wishing to join the Scheme at this point. No ratings will be assigned to POAET QC who do not meet the educational requirements for promotion to.*



3. *Failure to achieve the criteria stipulated for FT or to continue to demonstrate the potential for higher managerial and leadership responsibilities and for further technician training will result in removal from the FT scheme (7602). SJARs are to include a positive reference with regard to continued retention of FT status. Where the unit Level J no longer supports the rating's retention on the FT scheme, the individual is to be given a formal warning and, if no improvement is seen, should be removed from the FT scheme (informing the AE PM and AE FT Recording Authority as appropriate).*

4. *RCMAE will normally assign FT ratings to the first available LAET QC or POAET QC dependent on meeting the criteria above, continuing FT status, course availability and the needs of the Service.*

5. *FT ratings do not have a Common Promotion Date (CPD) so a 'Due Date' is used in place of CPD, this is to provide equality across all those on the FT scheme by allowing for the availability of Leadership Courses. A 'Due Date' of 4 weeks from QC completion will be calculated by RCMAE when a Promotion Authority Request is raised by the rating's parent Unit.*

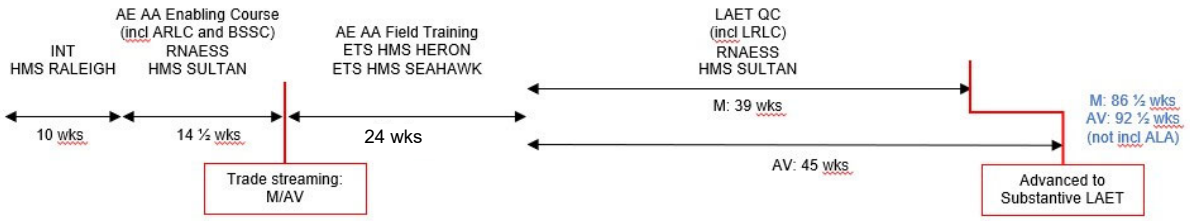
ANNEX 76C

ACCELERATED APPRENTICE (AA) AE SCHEME PIPELINE

1. Introduction

The aim of the AA AE scheme is to qualify a LAET within two years of entry. Following Initial Naval Training (INT), the AA pipeline consists of 2 bespoke technical training courses. These are principally a compression of Phase 2 for the AET pipeline, covering the same milestones but with a bespoke Task Book during AA AE Field Training at a Typed Air Station. This is followed by LAET Qualifying Course (LAETQC) and Leading Rates' Leadership Course (LRLC) alongside their AET counterparts. Further detail can be found in the Manual of Naval Air Engineering Training.

Figure 76C-1. Pipeline Schematic



2. Pipeline Description

a. **INT.** The AA recruits undergo the same training as their AET counterparts and should be treated in the same manner. They join as Probationary LAET (P/LAET).

b. **AE AA Enabling Course.** AE AA is a compressed version of the AETQC where the AA trainees develop their system knowledge and learn how to operate in the air environment safely. This will also include Able Rates' Leadership Course (ARLC) and Basic Sea Survival Course (BSSC). At the end of this time their trade preference card will be submitted to NAVY PEOPLE-CM OR ENG AE2 who will stream them as Mechanical (M) or Avionic (Av) in consultation with AE PM WO1.

c. **AE AA Field Training.** AE AA Field Training provides exposure to a squadron environment and an aircraft type. They will be expected to complete their AA Field Phase Task Book, which is based upon the standard Ph2B AET task book, with some additional CLM elements.

(1) The first 19 weeks is a compressed version of Phase 2b of the AET pipeline which culminates in achieving the Qualified to Sign (QS) and Qualified to Maintain (QM) competences.

(2) The following five and a half weeks are spent undertaking the LAET development section of the Task Book where the focus is understanding the role of a supervisor in addition to other CLM tasks.

d. **LAETQC.** LAETQC is the standard traded course alongside their Select-Train-Promote (STP) counterparts. AAs may be selected for the FT Scheme during this phase.

e. **LRLC**. LRLC is the standard 4-week course.

f. **Return of Service (RoS).** Candidates will be considered as Gains to the Trained Strength (GTS) on completion of INT(R), LRLC, LAETQC and subsequent streamed training. MTS will start from this point IAW para 5302 with personnel initially working towards their Certificate of Competence.

3. Accelerated Apprentice Scheme - Air Engineering- Advancement Flow Chart

New Entry Training (1).

PROBATIONARY LAET

Leading AET - Advancement Criteria (see Note 2)

a. Completed Phase 1 New Entry Training.

b. Completed AA AE Enabling Course.

c. Completed Basic Sea Survival Course and Able Rates Leadership Course.

d. Completed Field Phase including award of QM and QS and completion of AA Field Phase Task Book.

e. A completed Trade Preference Card (TPC) is submitted.

f. Passed all aspects of LAETQC.

g. Completed Leading Rates' Leadership Course and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|

h. Recommended for advancement.

i. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to
LAET (M) or (AV) (see Note 4)



Notes:

1. *The eligibility criteria to be recruited as an AA AE include that candidates join educationally qualified for promotion to LAET in accordance with Para 9615.*

2. *Failure of career or leadership courses by an AA trainee is to be managed in accordance with the AA Warnings and Failure Policy at Annex 68K.*

3. *On successful completion of the AA pipeline, the individual will become a Gain to the Trained Strength and be advanced to Leading Air Engineer Technician. They will then transfer to either the Selective Promotion Flowchart or, if selected, to the Fast Track POAET Flowchart.*

ANNEX 76D

SURVIVAL EQUIPMENT TECHNICIAN – PROMOTION FLOWCHART AND FAILURE POLICY

1. Survival Equipment Technician - Promotion Flowchart

New Entry Training (see Note 1).

SURVIVAL EQUIPMENT TECHNICIAN 2

SET 1 - Advancement Criteria

a. Complete Phase 1 New Entry Training and SET QC (Phase 2A Training).

b. Complete SET WT (Phase 2B Training) and award of QM (see Note 2).

c. Recommended for advancement (see Note 3).

Advanced to
SURVIVAL EQUIPMENT TECHNICIAN 1

Leading Hand SET Pre-Selection Requirements

a. Minimum of 18 months' seniority as SET1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (2)).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (6)).

c. 2RO Recommendation for promotion on Appraisal Report at CRD (4).

Leading Hand SET Pre-Promotion Requirements

d. Successful completion of Leading Rates Qualifying Course (see Notes 5 and 10).

e. Completed Leading Rates' Leadership Course; recorded as JPA competence 'Miscellaneous|Leading Rates' Leadership Course (RNLA 102)|Navy|' (see Notes 5 and 9).

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. Educationally qualified for promotion in accordance with Para 9615. Achieved Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

Promoted to
LEADING SURVIVAL EQUIPMENT TECHNICIAN

PO SET - Pre-Selection Requirements

a. Hold Certificate of Competence to Supervise Survival Equipment Maintenance (CCSSEM) and recorded as JPA competence 'FAA|Certificate Of Competency-Supervise SE Maint|Navy' (see Note 6).

b. Completed Leading Rates' Leadership Course (LRLC); recorded as JPA competence 'Miscellaneous|Leading Rates' Leadership Course (RNLA 102)|Navy|' (see Notes 5 and 9)

c. Minimum of 2 years' seniority as LSET 12 months prior to the CPD.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

e. Not serving on a Navy-Tailored Career.

f. Not serving on an Extension of Service.

g. 2RO recommendation for promotion on Appraisal Report at CRD (see Note 4).

PO SET - Pre-Promotion Requirements

h. Successful completion of Petty Officer Qualifying Course (see Notes 5 and 10)

i. Completed Senior Rates' Leadership Course (SRLC), recorded as JPA competence 'Miscellaneous|Senior Rates' Leadership Course (RNLA 103)|Navy|' (see Notes 5 and 9).

j. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

k. Educationally qualified for promotion in accordance with Para 9615. Achieved Level 2 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER SURVIVAL EQUIPMENT TECHNICIAN

CPO SET - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a PO SET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy Tailored Career.

d. Not serving on an Extension of Service.

e. Completed Senior Rates' Leadership Course, by nominated CRD and recorded as JPA competence 'Miscellaneous|Senior Rates' Leadership Course (RNLA 103)|Navy|'.

f. 2RO Recommendation for promotion on Appraisal Report at CRD.

CPO SET - Pre-Promotion Requirements

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER SURVIVAL EQUIPMENT TECHNICIAN

Warrant Officer 2 SET - Pre-Selection Requirements

a. Minimum of 3 years' seniority as CPO SET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy-Tailored Career.

d. Not serving on an Extension of Service.

e. 2RO recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 SE Technician - Pre-Promotion Requirements

a. For CPOSETs, completed WO2QC by nominated CPD+12 months (see Note 16).

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 2 SE TECHNICIAN

Warrant Officer 1 SET - Pre-Selection Requirements

a. No minimum seniority requirements for a serving WO2SET.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. 2RO recommendation for promotion at CRD.

d. Not serving on a Navy Tailored Career.

e. Not serving on an Extension of Service.

Warrant Officer 1 SET - Pre-Promotion Requirements

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 1 SURVIVAL EQUIPMENT TECHNICIAN



Notes:

1. *All new entrants are rated SET2 with seniority from date of entry. They undergo Phase 1 Training before being assigned to the Defence School of Air Engineering (Gosport) for the Survival Equipment Technician Qualifying Course (SET QC) (also known as Phase 2A Training).*

(Continued)

Notes (Continued):

2. *Survival Equipment Technician Workplace Training (SET WT) (also known as Phase 2B training) is primarily carried out at a Royal Naval Air Station SE section. Successful completion of SET QC and WT culminates in the award of 'Qualified to Maintain' (QM). Regulations regarding the award of QM are contained in the MNAET.*

3. *All SET2 must have successfully completed SET QC, SET WT, QM Award and a minimum of 12 months' reckonable service before being recommended for advancement to SET1.*

4. ***Recommendation.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation.*



5. *Ratings selected for promotion to Leading Survival Equipment Technician (LSET) or Petty Officer Survival Equipment Technician (POSET) will be promoted on the CPD if they have successfully completed the LSETQC/POSETQC and LRLC/SRLC respectively prior to this date. Ratings who are unable to complete the relevant professional and/or leadership training by the CPD are to be treated in accordance with Para 6719.*

6. *Certificate of Competence to Supervise Survival Equipment Maintenance (CCSSEM). Survival Equipment personnel who have passed the LSET Professional Qualifying Course subsequently undergo Workplace Training at a Royal Naval Air Station SE Section. Successful completion of WT culminates in the award of CCSSEM, and regulations regarding this award are contained within the MNAET.*

7. *There are no professional or leadership training requirements for promotion to CPO SET or WO1 SET.*

8. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6719 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with control) or non-service reasons (within control).*

9. ***Rules Regarding Failure.*** *The actions to be taken when SET ratings fail training or an examination are shown below:*

Table 76-2. SET Failure Policy

Failure Point	Failure Action
SET2 Phase 1 Training	Consider back classing and re-examine. Consider branch change or Discharge SHORE (Chapter 54).
Phase 2a Training SET QC	Repeated failures. Consider branch transfer or Discharge SHORE (Chapter 54).
Phase 2b Training SET WT	Tiered warnings in accordance with the MNAET and Chapter 57.
SET1 LSET QC	Tiered warnings in accordance with MNAET. Consider back classing and re-examine.
LRLC	Not to be promoted. Refer to Chapter 69.
LAET CCSSEM	Tiered warnings in accordance with MNAET Consider reversion.(See Note)
POSET QC	Tiered warnings in accordance with MNAET Not to be promoted. Consider back classing and re-examine.
SRLC	Not to be promoted. Refer to Chapter 69.
POSET	
CPOSET WO2AET QC	Tiered warnings in accordance with MNAET Not to be promoted. Consider re-examination.
WOSET	

Notes:

1. *With due regard to SERE course availability and planning constraints, ratings who fail SERE051 or SERE059 may be allowed to continue on to SET WT. Failure on either of these courses is subject to the warnings procedure. The training deficiency must be recorded on the rating's SJAR and include the remedial action required.*

2. *Ratings subject to the provisions of Note 1 must have passed SERE051 and SERE059 before they can successfully complete SET WT.*

CHAPTER 77

WARFARE PROFESSION

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 77

WARFARE PROFESSION

7701. General

This Chapter covers the career regulations for all General Service Warfare Profession specialisations with the exception of Divers (Chapter 78), Cryptologic Technicians (Chapter 84), Photographers (Chapter 92) and Intelligence Specialist (Chapter 94).

7702. Specialisations of the Warfare Profession (General Service)

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

Specialisation Designator (BD).

WS	Warfare Specialist
(AWW)	(Abovewater Warfare Weapons)
(AWT)	(Abovewater Warfare Tactical)
(UW)	(Underwater Warfare)
(EW)	(Electronic Warfare)
SEA	Seamanship
MW	Mine Warfare
H	Hydrographic
METOC	Meteorological and Oceanographic
D	Diver (See Chapter 78)
CT	Cryptologic Technician (See Chapter 84)
Phot	Photographer (See Chapter 92)
INT	Intelligence Specialist (See Chapter 94)

b. **Specialisation Selection.** General Service ratings will be recruited by profession and Individuals will be streamed into the various Warfare sub-specialisations, based on educational requirement and needs of the Service. The Warfare Ratings Profession Managers will manage requests from individuals to transfer specialisation, both within the Warfare Profession and the RN as a whole, on a case-by-case basis.

7703. Warfare Profession Training - Career Progress and Pre-Joining Training

Career Progression for Warfare Professions are detailed within Annex 77A to Annex 77E. In addition to Career training, individuals outside of the WS spectrum may be required to undertake Pre-Joining Training 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 WS 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 TB (TPS + OJT = OPS) for AB / LH and PCR for PO. On achievement of OPS as an AB1, LH and PO, the Warfare Training Co-ordinator must inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annexes 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 rate on JPA. It is important that achievement of OPS is inputted 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 relevant 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 WS specialisations an initial warning is set at 12 months from commencement of their WTTB, whilst SEA, MW, H, and METOC are set at 18 months (unless it has been given earlier, supported with 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 on the grounds of un-employability will be sought.

c. **Pre-Joining Training (AWW, AWT, UW, H & METOC).** PJTs are the method of training WS ratings in a specific role, prior to joining a sea going unit, as required by the UPL. Whilst undertaking a PQC, a rating who has been assigned to a unit 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.

(1) **Pass.** Warfare Training Group (WTG) is responsible for conducting PJTs and is to report successful completion and ensure that WTG training support facilitators[1] input the relevant competences to JPA.

[1] https://modgovuk.sharepoint.com/teams/61416/QMS%20Documentation/PD-1202%20Training%20Facilitation.docx?web=1

(2) **Failure.** In the event of failure[2], a written report is to be forwarded by WTG to the individual's parent unit and the receiving ship. The individual may 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 7705. As PJTs are taught at the end of a PQC pipeline, the rating will have to wait until the end of the next training pipeline before re-commencing the PJT.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability. Able Ratings who fail a PJT a second time are not to be employed in any UPL position number that requires that competence and are not to attempt that PJT for another 12 months. The rating's parent unit is to assess the individual's employability. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Profession Manager.

(4) **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format and is to be included in their WTTB.

d. **Initiation of DV process for AB1 EW.** On award of AB1 competency Career Managers are to consider initiating the DV application process to align with employment requirements.

e. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless the individual is in date for the Annual OPS Check in the lower rate. The PQC and LRLC / SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CMC to load candidates on a PQC and relevant leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of PQC at least within 12 months of selection. On implementation, it is possible that a surge in applications will exceed available places. The Career Manager's judgement will be necessary to manage pinch-points.

f. **Failure to Complete Professional and / or Leadership Course.** Refer to Para 6713 for rules on the impact on a rating's promotion if they fail to complete PQC and / or LRLC / SRLC before CPD or within 12 months of CPD because of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). If the LH or PO PQC is refused, Para 6910 will apply.

[2] https://modgovuk.sharepoint.com/teams/61416/QMS%20Documentation/PD%20-%201304%20Trainee%20Warnings%20and%20Failures.doc?web=1

g. **OPS Lead Authority.** The following table details the Lead School where there is an OPS Check.

	WS	SEA	MW	HM
OPS Check	WTG	RNSoS & WSTG(STE)	WTSG(STE) & WTG	WSTG(STE) & HMTG

Sea / MW / H OPS Checks all have both Seamanship and Specialist components, i.e.

SEA = Seamanship (RNSoS & WSTG(STE)) + Tactical Communications (WTG)
MW = Seamanship (RNSoS & WSTG(STE)) + MW (WTG)
H = Seamanship (WSTG(STE)) + FOST H

7704. JPA Recording - Competences, Annual OPS Check, and Sea Time

a. **Recording of Competences.** Once a WS rating has successfully completed a PQC, WTTB or PJT and achieved OPS that competence is to be input to JPA by the appropriate unit HR administrator.

b. **Annual OPS Check.** All personnel are expected to remain at OPS while building experience towards promotion. Sub-Specialisation Training Groups or 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 of core warfare disciplines are expected, where possible, to maintain OPS. It is recognised, however, that this may not be possible due to location and employment patterns. Therefore, all individuals rejoining Front Line Units from shore assignments are to be given an OPS check as soon as practical after arrival, recorded on JPA as:

'CMS|Annual OPS Check AB1|Navy'.

(3) An Annual OPS Check is not a pre-selection requirement.

(4) An Annual OPS Check is a pre-requisite for all promotion career courses for AB-LH and LH-PO.

(5) Divisional Officers and Line Managers of ABs and LHs who are serving ashore when selected for the next higher rate are to arrange for an Annual OPS check via the lead training school (see table below) prior to the individual attending promotion career training.

(6) OPS qualifications will be checked on attendance of LH and PO career course training. Ratings who are not in date for an Annual OPS Check will be returned to Unit.

c. **Sea Service.** A minimum period of 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 Annexes for individual specialisation minimum sea time requirements). Para 6904 defines criteria for award of sea service.

7705. Promotion Boards and Eligibility

Warfare GS 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 (CRDs) for all ranks and rates are stated in JSP 757. 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 relevant 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 previous report recommendation. 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.

7706. Warfare Profession Badges

a. Specialisation badges are to be shipped on completion of Phase II 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 LH PQC.
Crown	On completion of the PO PQC.

7707. Education For Promotion

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics or a suitable equivalent for either or both of these qualifications. See Chapter 96 for further information.

7708. Warfare Profession - General Service - Promotion Flowcharts

Detailed promotion flows for each of the Warfare Profession sub-specialisations are listed in the Annexes to this Chapter (see bookmarks), along with specific notes relevant to that specialisation.

ANNEX 77A

WARFARE SPECIALIST - PROMOTION FLOWCHART

Table 77-A1 AB WS (AWT/AWW/EW/UW)2 to AB WS (AWT/AWW/EW/UW)1 Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed WTG AB(WS)PQC in relevant Sub-Specialisation			
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to sea billet			
Completed WTTB - achieved RPS as AB(WS), authorised by Warfare HOD	Professional|RPS for AB1 WS(AWT)|Navy| Professional|RPS for AB1 WS(AWW)|Navy| Professional|RPS for AB1 WS(EW)|Navy| Professional|RPS for AB1 WS(UW)|Navy|		Para 7703 sub Para a & 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 7703 sub para a.
Advanced to AB1 AB WS (AWT/AWW/EW/UW)1			

Table 77-A2 LH WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77-A3 LH WS (AWT/AWW/EW/UW) 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 9634
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	Para 7703 sub para g and sub para h
Passed LH PQC by nominated CPD+12 months (awarded 2-star specialisation badge AWT, AWW, EW or UW)			Para 7703 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 LH WS (AWT/AWW/EW/UW)			

Table 77-A4 PO WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB in relevant Sub-Specialisation. Achieved RPS.	Professional|RPS for LH WS(AWT)|Navy|' Professional|RPS for LH WS(AWW)|Navy|' Professional|RPS for LH WS(EW)|Navy|' Professional|RPS for LH WS(UW)|Navy|'		
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77-A5 PO WS (AWT/AWW/EW/UW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para e and sub para f
Pass PQC for PO by CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para e and sub para f
12 months' sea service (excluding Squad time ashore where applicable) as a LH at the CPD.	CMS|12 Months Sea Time LH|Navy|		Para 7704 sub para c
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 9634
Promoted to PO WS (AWT/AWW/EW/UW)			

Table 77-A6 CPO WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved RPS as a PO	Professional|RPS for PO WS(AWT)|Navy| Professional|RPS for PO WS(AWW)|Navy| Professional|RPS for PO WS(EW)|Navy| Professional|RPS for PO WS(UW)|Navy|		See Note
Serving on ES2 / FC / OE1 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 7705

Table 77-A7 CPO WS (AWT/AWW/EW/UW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service as a PO at the CPD	CMS|12 Months Sea Time PO|Navy|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO WS (AWT/AWW/EW/UW)			

Table 77-A8 WO2 WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 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 9634
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77-A9 WO2 (AWT/AWW/EW/UW) 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 (AWT/AWW/EW/UW)			

Table 77-A10 WO1 WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 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 9634
Recommended for promotion on Appraisal Report at CRD			

Table 78-A11 WO1 WS (AWT/AWW/EW/UW) 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 (AWT/AWW/EW/UW)			



Note. *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 RPS and can be awarded the competence.*

ANNEX 77B

SEAMAN SPECIALIST - PROMOTION FLOWCHART

Table 77B-1 AB2 (SEA) to AB1 (SEA) Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RNSoS / WTG AB(SEA)PQC	Warfare|AB Seamanship (SEA 103)|Navy| Warfare|AB(SEA) Career (COMMS 204)|Navy|Miscellaneous |Helmsman (SEA 112)|Navy|		Description: Competency associated with Career course training
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to sea billet		Achieve Local Boats Crew endorsement (Bowman)	
Completed WTTB - (Sections 1-2, Seamanship and Tactical Communication) - achieved RPS as AB (SEA), authorised by Warfare HOD.	Professional|RPS for AB1 (SEA)|Navy|		Para 7703 sub Para a & 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 7703 sub para a
Advanced to AB1 (SEA)			

Table 77B-2 LH (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (5)
12 months' sea service	CMS|12 Months Sea Time AB|Navy|		
Achieved Sea 127 Waterjet Drive Coxswain qualification by CRD	Miscellaneous|Waterjet Drive Coxswain (SEA 127)|Navy|		Can be achieved by an AB2 Note 1
Achieved Sea 113 Water Safety Equipment Maintainer and Supervisor qualification by CRD	Ratings (General)|Water Safety Equipment Maintainer/Supervisor (SEA 113)|Navy|		Can be achieved by an AB2 Note 1
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77B-3 LH (SEA) 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 9634
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	Para 7703 sub para e and sub para f
Passed LH (SEA) PQC by nominated CPD+12 months (awarded 2-star specialisation badge)			Para 7703 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 LH (SEA)			

Table 77B-4 PO (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB in relevant Sub-Specialisation. Achieved RPS.	Professional|RPS for LH (SEA)|Navy|		
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77B-5 PO (SEA) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para e and sub para f
Pass PQC for PO by CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para e and sub para f
12 months' sea service (excluding Squad time ashore where applicable) as a LH at the CPD.	CMS|12 Months Sea Time LH|Navy|		Para 7704 sub para c
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 9634
Promoted to PO (SEA)			

Table 77B-6 CPO (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 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			7705

Table 77B-7 CPO (SEA) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service as a PO at the CPD	CMS|12 Months Sea Time PO|Navy|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO (SEA)			

Table 77B-8 WO2 (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 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 9634
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77B-9 WO2 (SEA) 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 (SEA)			

Table 77B-10 WO1 (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 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 9634
Recommended for promotion on Appraisal Report at CRD			

Table 78B-11 WO1 (SEA) 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 (SEA)			



Notes:

1. *Failure to achieve SEA 127 and SEA 113 by CRD will result in ratings not being presented to the LH selection board.*

2. ***Petty Officer (SEA) RPS.*** *PO(SEA) complete PQC at RPS therefore once completed RNSoS will award the RPS competence.*

ANNEX 77C

MINE WARFARE SPECIALIST PROMOTION FLOWCHART

Table 77C-1 ABLE RATE 2 (MW) to AB 1 (MW) Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RNSoS / MWS AB2 (MW) PQC			
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to MCMV crew or MTXG			
Achieved OPS as AB (MW)	Professional|OPS for AB1 (MW)|Navy|	Pass	Para 7703 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 7703 sub para a
Advanced to AB1 (MW)			

Table 77C-2 LEADING HAND (MW) 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 7705

Table 77C-3 LEADING HAND (MW) 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 MW)			Para 7703 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 LH (MW)			

Table 77C-4 PETTY OFFICER (MW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as LH (MW)	Professional|OPS for LH (MW)|Navy|	Pass	Para 7703 sub para a and sub para b.
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 7705 sub para a

Table 77C-5 PETTY OFFICER (MW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para h
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para g / h and Note 2
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 (MW)			

Table 77C-6 CHIEF PETTY OFFICER (MW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO	Professional|OPS for PO (MW)|Navy|		Note 1.
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 7705

Table 77C-7 CHIEF PETTY OFFICER (MW) - 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)			
Promoted to CPO (MW)			

Table 77C-8 WARRANT OFFICER 2 (MW) 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 7705

Table 77C-9 WARRANT OFFICER 2 (MW) 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 (MW)			

Table 77C-10 WARRANT OFFICER 1 (MW) 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 7705

Table 77C-11 WARRANT OFFICER 1 (MW) 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 (MW)			



Note. PO(MW). *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 crew or MTXG as a PO. Once completed, an individual has achieved OPS and can be awarded the competence.*

ANNEX 77D

HYDROGRAPHIC SPECIALIST - PROMOTION FLOWCHART

Table 77D-1. ABLE RATE 2 H to AB1 H Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed HMTU / MWS AB2 HYD PQC			Note 1
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to sea billet			
Achieved OPS as AB H	Professional|OPS for AB1 H|Navy|	Pass	Para 7703 sub para a and sub para b Note 2
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7703 sub para a
Advanced to AB1 H			

Table 77D-2. LEADING HAND H 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 7705

Table 77D-3. LEADING HAND H 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 H			Para 7703 sub para e and sub para f
Completed 12 months sea (excluding Squad time ashore where applicable) as an AB at the CPD	CMS|12 Months Sea Time AB|Navy|		Para 7704 sub para d
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LH H			

Table 77D-4. PETTY OFFICER H Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as LH H	Professional|OPS for LH H|Navy|	Pass	Para 7703 sub para a and sub para b.
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 7705 sub para a

Table 77D-5. PETTY OFFICER H Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Complete 12 months' sea service (excluding Squad time ashore where applicable) as a LH at the CPD	CMS|12 Months Sea Time LH|Navy|		Para 7704 sub para d
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para h
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para g / h
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 H			

Table 77D-6. CHIEF PETTY OFFICER H Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO	Professional|OPS for PO HM(H)|Navy|		Note 3 & 4a
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 7705

Table 77D-7. CHIEF PETTY OFFICER H Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service as a PO HM(H) only	CMS|12 Months Sea Time PO|Navy|		Para 7704 sub para d
Passed CPO PQC by nominated CPD+12 months			Para 7703 sub para g / h
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO H			

Table 77D-8. WARRANT OFFICER 2 H 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 7705

Table 77D-9. WARRANT OFFICER 2 H 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 H			

Table 77D-10. WARRANT OFFICER 1 H 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 7705

Table 77D-11. WARRANT OFFICER 1 H 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 H			



Notes:

*1. **Phase 2 Training.** AB (HM)s will complete the (HM)(H)course at MWS HMTU and seamanship specialisation training delivered at MWS (STU) located at HMS RALEIGH.*

*2. **OPS.** AB1 H are not deemed to be at full OPS until completion of their H and Seamanship WTTBs.*

*3. **PO H.** On completion of the PQC an individual will be issued a Professional Certification Record (PCR). The PCR is to be completed within 12 months of joining the first sea going Unit as a PO. Once completed an individual has achieved OPS and can be awarded the competence.*

ANNEX 77E

METEOROLOGICAL AND OCEANOGRAPHIC SPECIALIST - PROMOTION FLOWCHART

Table 77E-1. ABLE RATE 2 METOC to AB1 METOC Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed HMTU / MWS AB2 METOC PQC			
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to air station			
Achieved OPS as AB METOC	Professional|OPS for AB1 METOC|Navy|	Pass	Para 7703 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 7703 sub para a
Advanced to AB1 METOC			

Table 77E-2. LEADING HAND METOC 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 7705

Table 77E-3. LEADING HAND METOC 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 METOC)			Para 7703 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 LH METOC			

Table 77E-4. PETTY OFFICER METOC Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as LH METOC	Professional|OPS for LH METOC|Navy|	Pass	Para 7703 sub para a and sub para b.
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 7705 sub para a

Table 77E-5. PETTY OFFICER METOC Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para h
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para g / h
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 METOC			

Table 77E-6. CHIEF PETTY OFFICER METOC Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO	Professional|OPS Meteorological Forecasting |Navy|		Note 1
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 7705

Table 77E-7. CHIEF PETTY OFFICER METOC Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed CPO PQC by nominated CPD+12 months HM(M) only			Para 7703 sub para g / h
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO METOC			

Table 77E-8.WARRANT OFFICER 2 METOC 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 7705

Table 77E-9. WARRANT OFFICER 2 METOC 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 METOC			

Table 77E-10. WARRANT OFFICER 1 METOC 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 7705

Table 77E-11. WARRANT OFFICER 1 METOC 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 METOC			

Note. Meteorological Qualification.

a. A PO METOC rating who has passed the PQC will be assigned to an Air Station or sea billet to complete a WTTB. An individual has 3 months to complete the WTTB. The completion of the WTTB signifies an individual has achieved OPS and is to be awarded the following competence:

'Professional|OPS Meteorological Forecasting|Navy|'

b. In accordance with Aeronautical Meteorological Forecaster (AMF) guidelines there is a need to conduct an annual RPS check for all forecasters. The following competence is to be used:



'CMS|AnnualOPS Meteorological Forecasting|Navy|'

c. In order to track where individuals were certified as a Bench Forecaster the following competences are to be used:

'Professional|Meteorological Bench Forecaster Culdrose|Navy|'

'Professional|Meteorological Bench Forecaster Yeovilton|Navy|'

'Professional|Meteorological Bench Forecaster Marham|Navy|'

'Professional|Meteorological Bench Forecaster JOMOC|Navy|'

'Professional|Meteorological Bench Forecaster Waddington|Navy|'

CHAPTER 78

WARFARE PROFESSION - DIVER

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 78

WARFARE PROFESSION - DIVER

7801. General

This Chapter covers the specific career regulations for General Service Warfare Profession Divers.

7802. Direct Entry into the Diver Specialisation

a. In order to commence training, the following eligibility criteria apply:

(1) Be aged 18-37.

(2) Be recommended by Careers staff.

(3) Must attend and pass the Potential Diver's Assessment (PDA) at the Defence Diving School (DDS).

(4) Must pass the Diver's Physical Fitness Test (DPFT).

(5) Must hold a full UK Driving Licence. An individual who has a full driving licence from their original country can join the service. At this point they will become a resident in the UK and iaw the government policy can drive in the UK for up to 12 months from the day they became a resident. An individual must apply for a provisional licence, pass the theory and the practical test to get a full UK driving licence to continue driving on UK roads.

b. All candidates must complete a diving medical in accordance with the Diver specialisation requirements contained in BRd 1750A (Handbook of Naval Medical Standards).

c. After successful completion of Phase 1 Training at HMS RALEIGH, candidates will undertake the Phase 2 Able Rate 2 (Diver) (AB2 (D)) Professional Qualifying Course (PQC). Promotion and the award of diving competences will be in accordance with Annex 78A and Annex 78B.

7803. Profession Transfer Entry into the Diver Specialisation

a. Profession transfer entry will complement direct entry to the Diver specialisation.

b. Volunteers for transfer to the Diver specialisation will be considered from ratings of any profession or specialisation and must satisfy the following eligibility criteria:

(1) Be an Able Rating (AB) who has achieved Operational Performance Standard (OPS) as an AB1 on the date of application, or a Leading Hand.

(2) Passed the Diver's Physical Fitness Test in accordance with JSP 286 (The Military Diving Manual).

(3) Attended a PDA at the DDS - the PDA is valid for 2 years, after which it must be retaken if the individual has not completed the AB2 (D) course.

(4) Be aged 18-37.

(5) Be in MEDCAT MFD A4 / L1 / M1 / E1 and meet the required medical standards for the Diver specialisation in accordance with BRd 1750A (renewed annually).

(6) Be recommended by their Commanding Officer for the Diver specialisation.

(7) Must hold a full UK Driving Licence. An individual who has a full driving licence from their original country can join the service. At this point they will become a resident in the UK and iaw the government policy can drive in the UK for up to 12 months from the day they became a resident. An individual must apply for a provisional licence, pass the theory and the practical test to get a full UK driving licence to continue driving on UK roads.

c. When the PDA has been successfully completed, workforce clearance to change profession / specialisation is to be requested via NAVYPEOPLE-CMMAILBOX@MOD.GOV.UK in accordance with current regulations. Workforce clearance, if granted, will be valid for two years. The applicant will then be allocated a place on an AB Diver PQC.

d. IAW 5128 b individuals will transfer into the Diving profession on starting training.

7804. Warfare Profession Training - Career Progress and Pre-Joining Training

Career Progression for ratings in the Diver specialisation is detailed in Annex 78A. In addition to Career training, individuals may be required to undertake Pre-Joining Training in accordance with the Unit Position List (UPL).

a. **Operational Performance Standard.** On successful completion of PQCs for AB2, LH and PO, which includes Diver and EOD training, a Diver rating will have attained the Role Performance Statement (OPS) for the current rate. On the subsequent assignment after completing professional training the Warfare Training Co-ordinator is to inform the unit Human Resource (HR) administrator in order for the relevant competences to be inputted to JPA (see Annex 78B for details). 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 rate on JPA. It is important that achievement of OPS is inputted 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 Professions Manager.

b. **Pre Joining Training.** PJTs are the method of training Divers 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 which are responsible for conducting PJT courses are to report successful completion and ensure that HR administrators input the relevant competences on 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 TEM course, a written report is to be forwarded by MWS units and establishments (as appropriate) to the individual's parent unit and the receiving ship. The individual may be considered for Discharge SHORE in accordance with Chapter 54 or, in the case of LH, immediately warned by the parent unit for reversion in accordance with Para 7806. The need to assign a rating to the next available PJT course may mean that the formal warning period may be less than 3 months. The Course Booking Cell (CBC) may allocate an individual who has failed a PJT to a place on a later PJT.

(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 number that requires that competence and are not to attempt that PJT for another 12 months. The organisation or ship is to assess the individual’s employability. If deemed unemployable, the matter is to be referred to the Diver Ratings Professions Manager.

c. **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format.

d. **Attendance on Next Higher PQC.** A rating will not be eligible to attend the PQC for a higher rate unless that individual is in date for the Annual OPS Check in the lower rate. The PQC and LRLC / SRLC should normally be undertaken as a package. The Promotion Selection Signal will be the trigger for the CMC to load candidates on a PQC and relevant leadership course. Although it will not be possible to achieve this for every individual immediately, priorities will be amended to achieve commencement of PQC within 12 months of selection. On implementation, it is possible that a surge in applications may exceed available places. The Career Manager’s judgement will be necessary to manage pinch-points.

e. **Failure to Complete Career and / or Leadership Course.** Refer to Para 6713 for rules on the impact on a rating’s promotion if the individual fails to complete PQC and / or LRLC / SRLC before CPD or within 12 months of 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.

f. **OPS Lead Authority.** The Lead Authority responsible for an OPS Check for the Diver Specialisation is the Diving Standards Team Navy (DST(N)), on behalf of Superintendent of Diving, which ensures that diver currency and competence is maintained.

7805. JPA Recording – Competences and Annual OPS Check

a. **Recording of Competences.** Once a WB rating has successfully completed a PQC, WTTB, PJT and achieved OPS, that competence is to be input to JPA by the appropriate unit HR administrator. Annex 78B gives guidance on what, when and who has responsibility for the award of diving competences.

b. **Annual OPS Check.** Personnel are expected to remain at OPS while building experience towards promotion. Lead Authorities 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 of core diving disciplines are expected, where possible, to maintain OPS. It is recognised, however, that this may not be possible due to location and employment patterns. Individuals re-joining Diving Units from non-diving assignments are therefore, to be given a OPS check as soon as practicable after arrival; recorded on JPA as ‘CMS|Annual OPS Check AB1|Navy’.

(3) An Annual OPS Check is a pre-requisite for all Promotion Career Courses for AB-LH and LH-PO.

(4) Divisional Officers and Line Managers of ABs and LHs who are serving ashore when selected for the next higher rate are to arrange for an Annual OPS check via MWS DDS prior to the individual attending Promotion Career training.

(5) OPS qualifications will be checked on attendance of LH and PO Career Course training. Ratings who are not in date for OPS will be returned to Unit.

7806. Promotion Boards and Eligibility

Diving 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 (CRDs) 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 previous report recommendation. 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 non-achievement of 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.

(2) **CDPS Boards.** Only individuals with a clear recommendation in their SJAR can be selected, either in the potential and or the recommendations boxes.

7807. Education for Promotion

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics (or a suitable equivalent) for either or both of these qualifications. See Para 9615 for further information.

7808. Diver Specialisation - Promotion Flowchart

A detailed promotion flow for the Diving specialisation is at Annex 78A.

7809. Diver Specialisation - Award of Diving Competences

A detailed explanation of when Diving competences should be awarded and end dated is at Annex 78B.

7810. Employment on Clearance Diver Pay Spine

Regulations for employment on the Clearance Diver Pay Spine are at Annex 78C.

ANNEX 78A

DIVER SPECIALISATION PROMOTION FLOWCHART

Table 78-A1 AB(Diver)2 to AB(Diver)1 Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RALEIGH, DDS AB(D) and EOD training			
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7807
Achieved OPS as AB (D)	Professional|OPS for AB1 (D)|Navy|		
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7804 sub para a
Request for change of category to Special Service Pay (Diving) forwarded to parent UPO			Annex 78B
Advanced to AB1 (Diver)			

Table 78-A2 Leading Hand (Diver) 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 7806 sub para b

Table 78-A3 Leading Hand (Diver) 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	Para 7804 sub para f and sub para g
Passed LH (D) PQC by nominated CPD+12 months (awarded 2-star specialisation badge)			Para 7804 sub para f and sub para g
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LH(Diver)			

Table 78-A4 Petty Officer (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a LH (D)	Professional|OPS for LH (D)|Navy|		
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 7806

Table 78-A5 Petty Officer (Diver) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7804 sub para f and sub para g
Pass PQC for PO(D) by CPD+12 months (awarded PO(D) specialisation badge (Crown))			Para 7804 sub para f and sub para g
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(Diver)			

Table 78-A6 Chief Petty Officer (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO(D)	Professional|OPS for PO(D)|Navy|		
Serving on ES2 / FC / OE1 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			

Table 78-A7 Chief Petty Officer (Diver) 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)			
Promoted to CPO(Diver)			

Table 78-A8 Warrant Officer 2 (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 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			

Table 78-A9 Warrant Officer 2 (Diver) 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 (Diver)			

Table 78-A10 Warrant Officer 1 (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 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			

Table 78-A11 Warrant Officer 1 (Diver) 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 (Diver)			

ANNEX 78B

DIVER SPECIALISATION - AWARD OF DIVING COMPETENCES

1. AB Diver (D)

a. When the Diving|AB Diver Career (DDS100)|Navy| competency has been awarded an individual is deemed to be at the Operational Performance Standard (OPS) for Diving AB(D)2. The following Recruitment & Retention Payment (Diver) (RRP(D)) is to be awarded[1] with the same end date as the DDS 100 competency:

"Specialist Pay|Diving Pay – Cat 2 (All ranks)|Navy|".

b. When an individual has completed training at the Defence Explosive Ordnance Disposal (EOD), Munitions and Search (DEMS), which includes the Bomb Disposal Engineering Foundation and the RN Elementary Underwater EOD (0807) the following competencies are awarded:

"RE|BOMB DISP ENGR FOUNDATION|Army|"

"Explosives|RN Elementary UW EOD (0807)|Navy|".

c. On completion of Diver and EOD training an individual is deemed to be at OPS for AB(D) 1. The following competency action is required:

Award "Professional|OPS for AB1 (D)|Navy|".

End date "Specialist Pay|Diving Pay - Cat 2 (All ranks)|Navy|".

Award "Specialist Pay|Diving Pay - Cat 3a EOD (All ranks)|Navy|no"[2]

2. LH (Diver)

a. When the Diving|LH Diver Career (DDS101)|Navy| competency has been awarded an individual is deemed to be at the OPS for Diving. The following competency action is required:

End date "Specialist Pay|Diving Pay - Cat 3a EOD (All ranks)|Navy|no"

Award "Specialist Pay|Diving Pay - Cat 4 (Leading Rate and above)|Navy|"[3].

[1] Payment of RRP(D), however, will not commence until an individual is assigned to a position that has been tagged for RRP(D) (i.e. non-Workforce Resilience & Training Margin (WRTM) position).
[2] The start date will be the last date when either the DDS 100, Bomb Disposal Engineering Foundation or the RN Elementary UW EOD has been awarded.
[3] The start date must be the same date the DDS 101 has been awarded.

b. When an individual has completed the 0804 (Defence EOD No 2 CMD) and the 0813 (Intermediate UW EOD) at DEMS the following competencies are awarded:

"Explosives|Defence EOD CMD No2|Joint|".

"Explosives|RN Intermediate UW EOD (0813)|Navy|".

c. On completion of Diver and EOD training an individual is deemed to be at OPS for LH(D). The following competency action is required:

Award "Professional|OPS for LH (D)|Navy|".

End date "Specialist Pay|Diving Pay - Cat 4 (Leading Rate and above)|Navy|".

Award "Specialist Pay|Diving Pay - Cat 4a EOD (Leading Rate and above)|Navy|"[4].

3. PO (Diver)

a. When the Diving|PO Diver Career (DDS102)|Navy| competency has been awarded an individual is deemed to be at the OPS for Diving. The following competency action is required:

End date "Specialist Pay|Diving Pay - Cat 4a EOD (Leading Rate and above)|Navy|".

Award "Specialist Pay|Diving Pay - Cat 5 (Petty Officer and above)|Navy|"[5]

b. When an individual has completed the DEMS DEOC CMD 0064 (Defence EOD Operator (CMD) and the 0808 Course (RN UW Advanced EOD) at DEMS the following competencies are awarded:

"Explosives|Defence EOD Op CMD|Joint|".

"Explosives|RN Advanced UW EOD (0808)|Navy|".

c. On completion of Diver and EOD training an individual is deemed to be at OPS for PO(D). The following competency action is required:

Award "Professional|OPS for POO (D)|Navy|".

End date "Specialist Pay|Diving Pay - Cat 5 (Petty Officer and above)|Navy|".

Award "Specialist Pay|Diving Pay - Cat 5b EOD (Petty Officer and above)|Navy|"[6].

[4] The start date will be the last date when either the DDS 101, Defence EOD No 2 CMD or the RN Intermediate UW EOD has been awarded.
[5] The start date must be the same date the DDS 102 has been awarded.
[6] The start date will be the last date when either the DDS 102, Defence EOD Op CMD or the RN Advanced UW EOD has been awarded.

d. When an individual has completed and been awarded the Explosives|Defence EOD Op IEDD|Joint| competency RRP(D) Cat 5a can be awarded. The following competency action is required:

End date “Specialist Pay|Diving Pay - Cat 5b EOD (Petty Officer and above)|Navy|”.

Award “Specialist Pay|Diving Pay - Cat 5a IEDD (Petty Officer and above)|Navy|”.

4. Clearence Diver Pay Spine (CDPS)

When an individual has been selected for CDPS the RRP(D) specialist pay competency will be end dated. CDPS includes and EOD element of RRP(D) and individuals are NOT entitled to receive CDPS and any form of RRP(D).

ANNEX 78C

EMPLOYMENT ON CLEARANCE DIVER PAY SPINE - ROYAL NAVY SENIOR RATING DIVERS

1. Origin

The Clearance Diver Pay Spine (CDPS) was introduced in 2009 as part of the recommendations of the Specialist Pay (Diving) (now RRP(D)) Quinquennial Review. Full details of the CDPS regulations are set out in JSP 754 Chapter 4 Section 11, which remains the definitive authority for CDPS eligibility.

2. Requirement

The intention of the CDPS is to create, for selected PO(D) and above at or beyond 15 years' length of service, a structure that makes non pensionable RRP(D) pay into pensionable basic pay and offers an extended career in diving / EOD employment. Personnel on CDPS are no longer eligible for RRP(D) but will receive the equivalent rate of pay as part of their new 'basic' rate of pay. This new basic rate will also have factored in the amount that is equivalent to the EOD Supplement. These enhancements are to recognize their diving and EOD skills as well as the Service's need to retain them employed in diving and diving related assignments beyond the Initial Pension Point (IPP).

3. Terms of Employment

Royal Navy Senior Rating Divers employed under the CDPS are normally to be employed on Diving, Diving Related, EOD or EOD Related assignments. A Diving / EOD assignment is one requiring an individual to undertake diving or EOD operations using their professional qualification as required by the post specification. A Diving / EOD Related assignment is one that requires the individual to utilise specialist diving or EOD knowledge and expertise, but which does not necessarily require the incumbent personally to undertake diving or EOD operations.

4. Eligibility

Substantive Petty Officers, Chief Petty Officers and Warrant Officers of the RN Diver Profession will be eligible to transfer to the CDPS if they meet the following criteria:

a. Have completed Diver training at DDS and EOD training at DEMS which includes:

(1) PO(D) Professional Qualifying Course.

(2) Defence EOD Operator Training.

(3) RN Underwater Advanced EOD Training.

b. Have completed 15 years or more paid reckonable service.

c. Are serving on a permanent pensionable engagement.

d. The following additional criteria will apply:

(1) Personnel must be in receipt of RRP(D) (either at Full or Reserve Band rates).

(2) Personnel must not have applied for Early Termination (also known as premature voluntary retirement (PVR) or Voluntary Outflow (VO)).

(3) Personnel must not have been permanently medically downgraded as unfit for diving duties. Personnel who are temporarily downgraded will have their suitability for entry onto CDPS assessed on a case-by-case basis by the Service Manning Authorities.

(4) Personnel must be able to provide a minimum of 5 years' service from date of entry to CDPS to their Normal Retirement Date.

5. Application Procedure

Application for entry to the CDPS will be through an individual's SJAR. The 'Volunteer for Further Service' box should be selected, and Reporting Officers should make comment in the text on an individual's suitability for EC and CDPS.

6. Return of Service

Although there is no ROS associated with CDPS, it is recommended that personnel fully understand the implications on their pension should they choose to apply for ET (or VO) within 5 years of selection (see JSP 754 Ch 4 sect 11 Art 04.1120).

7. Selection Criteria

Transfer to CDPS is not automatic; it will be by selection. The number, skill-set and rate of personnel selected each year will be established by the Ratings' Warfare Profession Manager and will be commensurate with the Service's requirement to achieve the desired Sustainable Experience Profiles.

8. Selection Board

A CDPS Selection Board may be held at the same time as the Senior Rate Extended Stage 3 (ES3) Boards. The board will be open to all PO-WO's with 15 years' or more service, as described in Para 2 above.

9. 'Opt-out' of transfer to CDPS

Individuals are permitted to 'opt-out' and those not wishing to accept the CDPS offer are to notify NAVY PEOPLE-Proms Audit Mgr.

10. Entry onto JPA

Ratings will be automatically transferred to CDPS and JPA updated IAW the CDPD Notification. Personnel will enter at their current increment and will retain their current Incremental Basic Date (IBD).

11. Extended Service

As well as introducing more favourable pension terms for divers, the CDPS may also offer an extended career for those selected. The length of extension will be subject to annual review by the Ratings' Warfare Profession Manager, who will ensure that the desired Sustainable Experience Profiles are maintained.

12. Medical Downgrading

The current single-Service regulations for medical downgrading will remain unchanged for CDPS personnel. CDPS personnel who are temporarily medically downgraded will remain on the CDPS. However, CDPS personnel who are permanently medically downgraded and cannot fill either a diving or diving related post (see para 3 above) will not remain on the CDPS. In these circumstances personnel should be offered a transfer to a non-diving specialisation (workforce requirements permitting), reversion to the Main Pay scales and employed on EOD duties only (when RRP(D) may be paid) or discharge from the Service (see JSP 754 Pt 2 Ch 4 Sect 11 for further details).

13. Promotion

All personnel on CDPS will remain eligible for promotion to the next higher rank in accordance with current policy and as merited by the Service Manning Authority.

14. Re-entry / Transfer into the Diver Branch

Eligible PO(D)s and above who have previously served on a full time engagement and who have re-joined the Service are eligible for immediate transfer to the CDPS, provided that there is a workforce requirement. On re-joining, the individual will enter the CDPS in accordance with JSP 754 04.1105 and 04.1108-04.1109. Their IBD will be the date that they enter the CDPS. Transfers from other branches / Services will be in accordance with single-Service regulations at the Able Rate level.

15. Transfer out of the Diver Branch

Personnel who transfer out of the Diver Branch will move back to a commensurate Main Pay Scale or, if this is not possible, to a Specially Determined Rate of Pay (SDRP). Unless the transfer is due to medical downgrading, personnel will forego their entitlement to an enhanced pension.

16. Pay and Pensions

Details of pay and pension for CDPS personnel can be found in JSP 754 Chapter 4 Section 11.

CHAPTER 79

WARFARE PROFESSION - SUBMARINE SERVICE

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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Annex 79A: Submarine Service Warfare Specialist - Promotion Flowcharts

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.*

CHAPTER 80

LOGISTICS AND PERSONNEL PROFESSION - ROYAL NAVY POLICE

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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Annex 80A: RN Police - Promotion Flowchart

CHAPTER 80

LOGISTICS AND PERSONNEL PROFESSION - ROYAL NAVY POLICE

8001. Introduction

a. This Chapter covers the career regulations for General Service Logistics and Personnel Profession - RN Police (RNP).

b. The role of the RNP is to deliver an agile and professional policing capability for the Royal Navy.

c. The Provost Marshal Navy (PM(N)) is the competent authority for the investigation of all criminal and disciplinary offences investigated by RNP (QRRN Article 3603). PM(N) has a duty to the Defence Council for the conduct and direction of all such investigations and is to ensure that all investigations are conducted independently from the Chain of Command and free from improper interference (QRRN Article J.3604), PM(N) therefore has functional authority over all RNP personnel for these purposes.

8002. Entry into the RN Police

Entry into the RNP may be achieved in one of the following ways:

a. Profession Transfer or Lateral Transfer for Officers.

b. Service Transfer - from RM, Army or RAF.

c. Direct Entry.

8003. Profession / Service Transfer

The following criteria must be met for Profession / Service Transfers into the RN Police:

a. An AB1 or Mne with at least 12 months' service since attaining Role Performance Statement (OPS) at the date of application. A Leading Hand (LH) or Corporal (Cpl). A Petty Officer (PO) or Sergeant (Sgt) or above may be considered on a case-by-case basis.

b. Officers who have completed BRNC may apply for lateral transfer to the RN Police subject to a successful assessment period and police vetting.

c. Have a permanent medical category of Medically Fully Deployable (MFD) (A4 / L1 or L2[1] / M1 / E1) with a minimum colour perception standard of CP3.

d. Hold GCSE Grade 9-4 (2017 onwards or Grade A* - C (pre-2017) in English and Mathematics or equivalent for both qualifications in accordance with Chapter 96.

e. Six months or more service since last Career Check (if any).

[1] L2 Medical Employment Standard Code will be dependent on medical restriction. Each application will be considered by PM(N) on a case-by-case basis.

f. Have clearance for transfer.

g. Be a British citizen or dual British / other nationality status (see Annex 51A).

h. Hold a full UK manual driving licence. (An individual may attend the RNP Assessment and Selection Board however clearance to attend the Joint Police Initial Course (JPIC) will NOT be granted until an individual has a full UK manual licence and it is recorded on JPA.)

8004. Direct Entry (DE) RN Police

a. The following criteria are required for Direct Entry into the RN Police:

Entry Qualifications:

(1) **Age.** 18-37 years.

(2) **Nationality.** Be a British citizen or Dual British / other nationality status (See Annex 51A).

(3) **Educational qualifications.** 2 x GCSE (English and Maths Grade 9-4 or A*-C pre 2017).

(4) **DAA score.** 60. NR-2, MC-0, WR-2, VR-3, EC-0 & SR-1.

(5) **Visual Acuity.** 2.

(6) **Colour perception.** 3.

(7) **Hearing.** 2.

(8) **Medical Standards.** Medically Fully Deployable (MFD). (A4 / L1 or L2[2] / M1 / E1) with a minimum colour perception standard of CP3.

(9) **Driving Licence.** Full manual UK Car Driving Licence. Must be recorded on JPA.

Pre-Entry Criteria:

(1) Passed RNP Specialisation Selection Board (held during Pre Royal Navy Course (Rating) (PRNC(R)).

(2) Passed Police Vetting in accordance with RNP Vetting Policy and College of Policing Authorised Professional Practice[3].

[2] L2 Medical Employment Standard Code will be dependent on medical restriction. Each application will be considered by PM(N) on a case-by-case basis.
[3] https://www.college.police.uk/app/professional-standards/vetting

b. **Badges.** DE will wear the RNP Crown badge on completion of Phase 2, together with the appropriate rank epaulette / badge. They will not be entitled to wear the RNP specific LH epaulettes or be issued with a Service Police Warrant Card until successful completion of JPIC.

c. **Phase 1 and 2 Training.** Entrants will complete standard Phase 1 basic training at HMS RALEIGH as AB2 RNP, before progressing to Phase 2 pre-sea professional training, which combines the mandatory elements of ARLC, First Aid and BSSC with a 2 week seamanship course (SEA 105). The purpose of the Phase 2 package is to prepare DE for Phase 3 marinisation prior to proceeding to JPIC. On successful completion of Phase 2, RNP DE will become GTS. This will be recorded in JPA under 'Logistics|RNP Direct Entry Course (RNP 001)|Navy|'. Divisional care during Phase 2 will be provided by Corporate Squadron, HMS RALEIGH.

d. **Phase 3 - Marinisation Phase.** The primary purpose of the DE, ship-based, marinisation Phase is to develop Whole Ship Awareness, conduct sea watches, other ship-borne duties and to complete the AB RNP marinisation Task Book. This task book allows individuals to develop by completing tasks whilst attached to individual departments onboard. During the marinisation phase there is the opportunity to complete the AB to LH CBRNDC Task Book. Although badged as RNP, DE will NOT be qualified or be familiar with RN Policing and as such will have no policing powers until they successfully complete the JPIC; therefore, they are not to be employed onboard in a policing capacity. Departmentally, DE RNP are Logistics Branch Ratings. The RNP Career Manager is responsible for engaging with the Sea SOTR cell for allocation of DE RNP to sea units.

e. **Onboard Training Programme.** DE will be expected to proactively manage and 'own' their training. In view of their lack of RN experience, however, it is intended that their training programme should be managed by the EWO / Logistics Depco to ensure that it is completed within the marinisation period.

f. **Advancement to AB1 RNP.** On completion of the marinisation TB an AB2 RNP will have achieved OPS as AB RNP. They will then be advanced to AB1 RNP. All units are to return feedback forms / completion certificates to the RNP CWO, who will inform the RNP BM and CM. An individual will be awarded the OPS competence in JPA under 'Professional|OPS for AB1 RNP|Navy|'.

g. **Career Management.** Throughout their career, DE will be career managed by the RNP CM.

h. **SJAR Reporting.** The DE selection and training pipeline mitigates the risk associated with the lack of RN service experience as much as practicable. DEs are required to progress directly from marinisation Phase to JPIC and LRLC. Due to the limited time DE spend in the marinisation Phase (up to 6 months), it is important to formally capture and comment on all aspects of their performance, such as CLM and employment and training (including Task Book progress). It is equally important to highlight any concerns regarding an individual's suitability for the RNP specialisation (to progress / timescales) to the RNP CWO, as soon as possible.

i. The SJAR process should assess the individual's attitude to training and readiness to progress and identify any areas that need to be addressed during JPIC to increase the likelihood of success at LRLC. To this end, all opportunities to demonstrate and develop CLM during marinisation Phase should be exploited. As DE are directly recruited to become LH(Police), a positive recommendation for promotion to LH is not a pre-requisite for attending JPIC. The SJAR needs only to contain a textual recommendation, therefore, to continue to the next stage of training. A Short Stand-Alone Tour (SSAT) is to be raised.

j. **Unsuitability for RNP.** It is entirely possible that some individuals may not progress within an acceptable time frame or ultimately be unsuitable for further employment within RNP. If this is the case the following procedure is to be followed:

(1) Raise a MPAR identifying all aspects of their performance (positive and negative) and agree a timeframe for the individual to address their short comings. The RNP CWO is to be kept informed at all stages.

(2) At the end of the agreed timeframe, if the individual has failed to achieve the required standard, a Special SJAR is to be raised in respect to potential future training and employment within RNP. The report is to be made in consultation with the RNP CWO.

k. **Phase 3 Joint Police Initial Course (JPIC).** On successful completion of the Marinisation Phase, AB1 RNP will be assigned to the JPIC. From this point, with the exception of failure / removal from JPIC and LRLC, standard RNP specialisation rules will apply.

l. **Training Failures.** In common with Professions Transfers, until successful achievement of OPS as LH(Police), DE will be deemed to be under training as RNP. The policy regarding removal from RN Police Professional / Career Training (JPIC) and Leading Rates Leadership Course will, therefore, apply to DE, with the exception of the option to return to source profession. In that instance, there will be two options:

(1) DE will be given career counselling and a suitable branch transfer proposed, subject to Service Need, after consultation with the relevant Professions Manager.

(2) **Discharge SHORE (Inadequacy)**[4]. Failure to complete RNP training and achieve OPS as LH(Police) implies that an individual is unable to perform the duties of the lowest rate in their professional profession specialisation, due to physical or mental incapacity (not of a nature to warrant medical discharge) or incompetence, and therefore may be discharged SHORE.

m. **Career Check.** The implications of a DE being awarded a Career Check prior to JPIC will be dealt with on a case-by-case basis by PM(N), in consultation with the Logistics and Personnel Profession Manager.

[4] BRd3(1) 5443.a(3) (Discharge SHORE (Inadequacy).

n. **RNFT/PES.** DE are required to remain in date for RNFT/PES at all times. Failure to do so will be dealt with under the normal provisions of BRd 3(1).

o. **Return of Service (ROS).** On completion of JPIC[5], individuals who Branch Transfer into RNP are required to complete a 3-year ROS This will apply to DE RNP and will supersede any other ROS.

p. **Training Holdovers.** DE on holdover will, where possible, be loaned to a Regional Command Unit (RCU) to further develop their knowledge of RNP prior to JPIC.

8005. Working with Children / Vulnerable Adults – Criminal Record Checks

a. Certain positions within the RNP require personnel to hold a valid Enhanced Disclosure level clearance certificate issued by the Disclosure and Barring Service (DBS) or through Disclosure Scotland. See Chapter 60 Section 7 on criminal record checks required by law and MOD policy.

b. Application for Criminal Record Check clearance will be made by the RNP Career Manager on assignment to one of the RNP positions.

8006. Application for Entry into the RN Police

An application form to join the RNP is to be completed; individuals are to be aware of the following cautionary statements:

a. **Financial.** The RNP is in a privileged position with regard to access to information. Applicants to the RNP should not therefore be under pressure from undischarged debts or liabilities. Most applicants have debts, such as mortgages, undischarged loans and credit / store cards and debts which, provided they are within a candidate's means and manageable are not a bar to assignment to the RNP. The RNP Application Form is the medium used by the candidate to record their financial position and contains information regarding the imposition of County Court Judgments and Bankruptcy.

b. **Convictions.** The RNP Application Form is the medium used by the candidate to record any Service and criminal convictions and contains information regarding such convictions. All convictions and cautions should be declared during the police vetting process.

c. **Police National Computer Check (PNC).** A request will be made through the PNC data base concerning information held relating to RNP applicants. In view of the nature of RNP work, applicants are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 S.3(a)(ii) and Schedule 1 Pt II S.6. RNP applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary or administrative action.

[5] BRd3(1) 53C-3 (ROS for Further Training).

d. **Police Vetting.** From 1 Jun 23, all RNP personnel are required to obtain and maintain police vetting in accordance with the College of Policing Authorised Professional Practice (APP) on vetting. RNP candidates must complete the required vetting application following successful completion of the RNP Selection Board. Personnel who fail to obtain or maintain the required level of vetting will be subject to a vetting review and may be refused entry to, or removed from, the RNP specialisation, as appropriate. Vetting remains subject to continual assessment, and personnel must declare any change in circumstances that may affect their suitability. Following a vetting review, a formal decision will be issued. The outcome may result in the individual's vetting being:

(1) Granted

(2) Reinstated

(3) Granted subject to specific conditions

(4) Downgraded to a lower level of clearance; or

(5) Refused.

8007. RNP Aptitude Clearance

a. When an individual has been recommended for the RNP specialisation an application is to be submitted to NAVY PEOPLE-TRG-HQ-N5 SWP WO1 for permission to proceed to aptitude.

b. When permission is granted, the individual’s unit is to liaise with the RNP CWO to arrange a mutually agreed date for the applicant to attend an RNP Selection Board

c. Prior to an applicant’s attendance at the Selection Board, the following is to be submitted to the RNP CWO at RNP HQ:

(1) A full hard copy record of the applicant’s Appraisal Reports over the preceding 5 years.

(2) Education certificates.

(3) LRLC / SRLC reports, if applicable.

8008. RN Police - Selection Board Procedure

a. Applicants who are called to appear before the RNP Selection Board will be required to undertake the following:

(1) Written Exercise.

(2) A short presentation.

(3) A verbal communication exercise.

(4) Selection Board Interview.

b. A successful Selection Board pass and workforce clearance will be valid for 2 years.

c. The Divisional Officer, the applicant and NAVY PEOPLE-TRG-HQ-N5 SWP WO1 will be informed of the results of the RNP Selection Board by the RNP CWO.

d. On successful pass of the Selection Board, candidates are required to complete the police vetting application which will be initiated by the RNP HQ on CoreVet.

8009. Profession Transfer Workforce Clearance

a. Once an individual has passed the RNP Selection Board, workforce clearance to change Profession / Specialisation is to be requested via NAVY PEOPLE-TRG-HQ-N5 SWP WO1 in accordance with current regulations and subject to the attainment of police vetting.

b. Personnel who have successfully passed the RNP Selection Board and are waiting to be assigned to the JPIC must continue to meet the criteria at Para 8003. Failure to achieve this requirement may result in the candidate been debarred from transfer / selection to the RNP.

c. On receipt of an Assignment Order detailing a candidate for JPIC, Divisional Officers are to check that the rating meets all the requirements for the Course listed at Para 8003. Queries regarding eligibility which cannot be answered in this Chapter should be referred to the Professions Manager or the RNP CWO immediately, particularly if they concern a discipline issue, Career Check or seniority.

8010. Attending JPIC

Individuals attending JPIC must be aware of the following.

a. The JPIC attracts a training Return of Service (ROS) of 36 months from the end of course (see Chapter 53). Students must complete RN Form S2658 prior to, or on, Day 1 of the JPIC, following which the form is to be returned to the RN Police Career Manager for recording on JPA and follow up action. RNP candidates who do not accept this condition of service will be debarred from attending JPIC.

b. It is a mandatory requirement that all RNP students commencing JPIC be registered with the Royal Military Police Advanced Apprenticeship Scheme. Induction into the apprenticeship scheme will take place during Week 1 of the JPIC (see also the RNP Manual). The 3 remaining units of the Royal Military Police Advanced Apprenticeship Scheme in Policing (C&G Diploma in Policing) must be completed within 20 months of the end of JPIC. IOT complete the scheme, once the Portfolio is finalised, the student will be required to attend an End Point Assessment (EPA) at DSPS, Southwick Park. The EPA is one day where the student will conduct a written exam, portfolio talk and an environmental assessment. This will conclude the Apprenticeship scheme.

c. Public & Personal Safety Training (PPST) is fundamental to further development and promotion within RNP; it will also be conducted during training and throughout their career, therefore individuals must ensure they are physically fit and in date for RNFT/PES.

8011. Passing JPIC

On successful completion of JPIC the following rules apply:

a. An individual leaves their original specialisation and joins the RNP.

b. An individual's seniority date is to be amended to the last date of JPIC.

c. An individual will be advanced to LH(Police) once the criteria at Annex 80A have been satisfied.

d. All LH(Police) ratings are subject to a 12-month probationary period.

e. See Para 6909 regarding non-completion of LRLC and exceptional advancement to Acting Higher Rate (AHR).

8012. Reversion and Disrating

a. If, at the end of one year's service as a LH(Police), an individual is considered to be unsuitable or unable to attain the required standard required of a LH(Police), they will be returned to their source profession or specialisation with original seniority as an AB or LH. The same process will apply to police vetting failures except where a person has advanced to a higher rank. Where this occurs engagement is to take place between the RNP HQ COS and Professions Management to determine the future employment of RNP who are unable to hold police vetting.

b. If an individual fails LRLC they will be returned to their former specialisation.

c. Failure to achieve OPS 24 months after completion of the JPIC constitutes grounds for reversion and, unless exceptional circumstances exist (the RNP Profession Manager and PM(N) is to be consulted where any doubt exists), the Commanding Officer is to initiate the reversion process. This may conclude in returning to their former specialisation and rate, with original seniority.

d. In common with other sideways entry specialisations, ratings who are reverted or disrated to the Able Rate will be returned to their former specialisation and categories. Re-advancement and future employment within the RNP will not normally be permitted. Each individual, however, will be considered on a case-by-case basis by the RNP Profession Manager in consultation with PM(N).

8013. Initial Employment of Leading Hands (Police)

a. On successful completion of the Joint Police Initial Course (JPIC), all newly qualified Leading Hands (Police) are assigned to a Regional Crime Unit (RCU). During this assignment they must complete both the Professionalising Investigation Programme Level 1 (PIP1) and the Non-Home Office Police Officer Apprenticeship (NHOPOA), which typically takes approximately 18 months.

b. Until both PIP1 and the NHOPOA have been successfully completed, personnel are not considered trained strength and are not eligible for assignment to any other Royal Navy Police post. Exceptionally, assignment prior to qualification may only be authorised by the Provost Marshal (Navy).

c. Once PIP1 and the NHOPOA have been completed, the individual will be deemed to have achieved the Operational Performance Standard (OPS). At this point they become trained strength and may be assigned to any RNP GPD position.

d. Personnel who achieve OPS before the average 18-month period has elapsed will become eligible for assignment to other GPD positions and for promotion to the next higher rank, subject to normal career management and promotion processes.

8014. JPA Recording – Competences, OPS / Annual OPS Check, RNFT and Sea Time

a. **Recording of Competences.** Once a RNP rating has successfully completed a PQC, TEM and achieved OPS, that competence is to be input to JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check that JPA has been updated with the relevant competence.

b. **Achieving OPS.** The period allocated to achieve OPS is up to 18 months which allows time for probation to be completed and to generate a SQEP person to fulfil the sea role as a LH(Police). LH(Police) will be required to be competent to investigate offences without the supervision of a PO(Police).

c. **Annual OPS Check.** The continued maintenance of OPS (including RNFT/PES) is fundamental to all further development and promotion. In order to monitor individual maintenance of OPS, an annual OPS Check is to be conducted. In exceptional circumstances, some individuals may be unable to achieve the mandatory annual OPS Checks. Where this is the case, the Branch Manager should be consulted for advice.

d. **RNFT/PES.** Ratings are to be in date for RNFT/PES or in possession of either a permanent medical exemption as issued by a Royal Naval Medical Board of Survey (RNMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Chapter 67.

e. **AB-LH CBRNDC TB.** If completion of the AB-LH CBRNDC TB has not already been achieved, LH(Police) must obtain this competence on joining their first sea going unit.

8015. Education For Promotion (EFP)

The joining criteria for RNP is to hold GCSE Grade 9 – 4 (2017 onwards) or Grade A* - C (pre-2017) in English and Mathematics (or equivalent for both qualifications), and therefore an individual is educationally qualified for subsequent promotion in accordance with Chapter 96.

8016. Incidents to be Reported to Provost Marshal (Navy)

In accordance with Para 5755.b responsibility lies with RNP line management to report the following personnel incidents to PM(N) via the RNP HQ Professional Standards Department (PSD)/RNP CWO:

a. Death, life threatening injury to, or illness of RNP personnel.

b. Allegations of disciplinary or criminal conduct against RNP personnel, whether on or off duty.

c. Incidents involving RNP personnel which are likely to attract media interest.

d. All complaints made against RNP personnel, whether by civilian or military personnel.

e. All instances of RNP being placed on Formal Warning Levels 1, 2 or 3 (see Chapter 57).

8017. Suspension of RN Police Personnel from Police Duties, Insignia[6] and Warrant Cards

The professionalisation of the Service Police has dictated several changes to the conduct and standards, vetting, and training of members of the RNP. This requirement, driven by Service Justice Reform, external inspectorates and legislative change, also imposes a requirement to modernise the RNP profession and retire legacy terms associated with the former Regulating Branch. Both ethically and legally, those who wear RNP insignia are required to be vetted to College of Policing standards[7] and remain current and competent with accredited police professional training. For this reason, only regular serving members of the RNP who have passed police vetting and hold a police warrant card, are permitted to identify as RNP and exercise Service Police powers.

a. **Former RNP.** Former RNP, including veterans and those serving on FTRS commitments out with the Service Police, no longer hold current police vetting status and are not issued a warrant card. Accordingly, they are not permitted to wear any RNP insignia or use police role titles, as to do so presents risk to the individuals and to the organisation.

b. **Relevant Insignia.** To support professionalisation it is necessary to retire legacy insignia and therefore the branch badge for RNP is to be withdrawn for ratings working dress pending redesign. RNP personnel will be identified by the term ‘Police’ on epaulettes in all uniforms other than Number One jackets.

[6] RNP insignia includes all RNP Rank Slides, MAA Ringlet, PO(Police) Tie Pins and any other RN Police accoutrements.
[7] In addition to UKSV vetting.

c. **Implementation.** With immediate effect, former RNP personnel who remain in service but are no longer on the RNP workforce complement are to remove RNP insignia. All serving and vetted members of the RNP who leave regular service are to return RNP warrant cards to the Professional Standards Department (PSD) within the RNP HQ on Whale Island where vetting status will be updated to reflect removal from police duties.

d. **Suspension from Police Duties.** RNP warrant cards will be withdrawn from any individual suspended from police duties as a result of alleged misconduct, pending a vetting decision, or due to an irrecoverable non-conduct-related matter. The warrant card will be retained by RNP PSD until a formal decision has been made regarding the individual's status and any reinstatement to police duties. PM(N) may also direct the removal of all RNP insignia and other identifiers associated with Service Police powers and authority for the duration of the suspension or restriction.

e. **Management of RNP Personnel Suspended from Police Duties.** Personnel suspended from police duties will normally be assigned to an MA6 position in accordance with the RNP Vetting Policy, with divisional care provided by the appropriate regional PSG. Exceptionally, individuals may be retained within a policing environment in a non-operational and non-public-facing capacity, undertaking duties that do not require police powers or accreditation. In such cases, responsibility for divisional management and welfare will transfer to RNP HQ.

f. **NPPV JPA Competency and restrictions.** Where an individual's police vetting is withdrawn or suspended, RNP PSD is to remove the NPPV JPA competency[81] and add restrictions for employment to JPA. This is essential to protect policing professional standards and ensure that only personnel holding the required vetting are assigned to police posts. When an individual's vetting has been formally reinstated, RNP PSD will update JPA with the relevant NPPV competency and remove any associated restrictions.

g. **Management of Personnel Following Permanent Vetting Withdrawal.** Where police vetting is permanently withdrawn and reinstatement is not possible, personnel are to be removed from the RNP specialisation. In such cases, the individuals Divisional Officer is to liaise with Career Management to determine appropriate alternative employment or branch transfer options iaw extant Service Policy[9]. Further guidance is contained within the RNP Vetting policy[10].

8018. RN Police Officer Requirements

Divisional Officers should consult with the RNP Recording Authority (COS) and RNP CWO on the career development of potential RN Police and RM Police Troop Officer candidates. Refer to Chapter 50 for full details on RNP UY and SUY requirements.

8019. RNP OJARs and SJARs

Reporting Officers who are not members of the Service Police are not to comment on an individual RNP member's exercise of their investigatory functions in OJARs / SJARs (see Para 2042 sub para c).

[8] AGC|PROVOST VETTING NPPV 2 FULL|ARMY and AGC|PROVOST VETTING NPPV 3 FULL|ARMY
[9] BRd 3 Ch 51.
[10] 20250625-RNP_Vetting_Policy_V3-OS.pdf

8020. RNP Surge Capability for Major Police Investigation/Incident

In the event of a major police investigation/incident, RNP surge personnel will be assigned (MA10B RNP HQ Incident RNP Surge|1820553) by the RNP Career Manager to RNP HQ to augment the Defence Serious Crime Unit (DSCU) as required. For independence, PM(N) will formally email the relevant COs to temporarily assume command of RNP surge personnel. RNP surge personnel will be selected by RNP HQ AH (OPS), RNP CWO and the RNP Career Manager on the basis of type of investigation/incident and the competences held by individuals. Naturally, in such circumstances, normal notice for assignment is not feasible and individuals can be expected to be moved from the outset of the major investigation / incident until completion. See PM(N) Policy Notes for further details.

ANNEX 80A

RN POLICE - PROMOTION FLOWCHART

Table 80A-1. Direct Entry RNP

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RALEIGH / RNSoS Phase II Training	Provost & Security |RNP Direct Entry Course (RNP 001)|Navy|		Note 1
Achieve OPS as an AB RNP	Professional|OPS for AB1 RNP|Navy|		Note 2
At least 6 months since last Career Check (if any) on date due advancement			
Achieved NPPV	AGC|PROVOST VETTING NPPV FULL|		
Advanced to ABLE RATE 1 (Police)			

Table 80A-2. Leading Hand (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LRLC	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed Joint Police Initial Course (JPIC)	Provost & Security|Service Police-RN Police Initial Course (RNPIC)|Navy|		Note 3
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
At least 6 months since last Career Check on date due advancement			
Contract to be amended to ES2 and Tx date amended to reflect 20 years' service			IAW current policy
Advanced to LEADING HAND (Police)			

Table 80A-3. Petty Officer (Police) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS	Professional|OPS for LH RNP Navy		
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Recommended for promotion on Appraisal Report at CRD			

Table 80A-4. Petty Officer (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Senior Rates' Leadership Course (SRLC) at CPD	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Completed Apprenticeship and achieved EPA		As Achieved	
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Completed MIC1	MANAGEMENT OF INVESTIGATIONS1(MIC1)		
Promoted to Petty Officer (Police)			

Table 80A-5. Chief Petty Officer (Police) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Serving on ES2 / FC / OE1 / TC or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 80A-6. Chief Petty Officer (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Completed MIC2	MANAGEMENT OF INVESTIGATIONS2(MIC2)		
Promoted to CHIEF PETTY OFFICER (Police)			

Table 80A-7. Warrant Officer 2 (Police) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 80A-8. Warrant Officer 2 (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	**AGC|PROVOST VETTING NPPV FULL|**		
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 WARRANT OFFICER 2 (Police)			

Table 80A-9. Warrant Officer 1 (Police) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Recommended for promotion on Appraisal Report at CRD			

Table 80A-10. Warrant Officer 1 (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
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 WARRANT OFFICER 1 (Police)			



Notes:

1. As part of the Phase II course individuals will receive the following competencies:

Warfare|AB Seamanship (SEA 105)|Navy|
Miscellaneous|Helmsman (SEA 112)|Navy|
Medical|Level 2 First Aid (CBRNDC 23)|Navy
Miscellaneous|Able Rates Leadership Course (RNLA 104)|Navy|

2. An individual will be assigned to a sea training billet and will deemed to have achieved OPS by attaining the competences in Note 1 and have completed the Marinisation TB. At this point a PAR is to be raised.

3. As part of the JPIC course individuals will receive the following competencies:

Provost & Security|Service Police-RN Police Initial Course (RNPIC)|Navy|
Provost & Security|Service Police-Intoxemeter Course|Navy|
Provost & Security|Service Police-Personal Safety Training Basic User|Navy|

CHAPTER 81

WARFARE PROFESSION - FLEET AIR ARM

(Sponsor: NAVY PEOPLE-WFPT AV SO1)

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CHAPTER 81

WARFARE PROFESSION - FLEET AIR ARM

8101. General Terminology

a. Naval Airman entrants will be required to qualify in Aircraft Handling (AH) or Aircraft Controller (AC) specialisations. Aircrewman (ACMN) can be recruited as a Direct Entry or from within. Whilst the NA(METOC) specialisation has been superseded by the OM(HM) specialisation, branch management of legacy NA(METOC)s is undertaken by the GS Warfare Branch Manager – see Chapter 77.

b. For the purposes of this Chapter, Airman and Aircrewman refer to both male and female ratings.

8102. Examination for Advancement or Promotion - General

a. **Recommendations.** All recommendations for advancement/promotion, examination or course are to be made with due regard to the conditions in Para 6901.

b. **Application for Examination.** Applications for examination are to be made in accordance with Para 6914.

c. **Examinations.** The types of examination used in the Air categories are as follows:

(1) Professional Qualifying Examinations (PQE) - set and marked by the Specialist Schools.

(2) Provisional Examinations (PE) - set and marked by the Specialist Schools.

(3) Local - conducted by officers of the rating's own ship or squadron.

The general rules for examinations, including failures and refusal to take a Qualifying Course or Examination, are given in Para 6911 to Para 6914 and Lead School publications and apply to all examinations in the Fleet Air Arm (non-Air Engineering).

d. PE and PQE dates are published by DIN or RNTM.

8103. Removal of Aircraft Controller Qualification

The rules and procedures regarding the withdrawal of AC qualifications are detailed in BRd 768 NATMO ANNEX 3202(3)B Article 05 & BRd767 NAO FAA2102(3).

ANNEX 81A

NAVAL AIRMAN (AIRCRAFT HANDLER) SPECIALISATION – PROMOTION FLOWCHART

1. Naval Airman (Aircraft Handler) Specialisation - Promotion Flowchart

New Entry: Up to 39 years of age.

Table 81A-1. Naval Airman (AH)2 to Naval Airman (AH)1 - Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training.			
Completed Naval Airman (Aircraft Handler) Qualifying Course (Phase 2 Training).			See Notes 1, 2 and 3
Achieved OPS as NA(AH) by completion of OJT.	Professional|OPS for NA(AH) UQ50|Navy		See Note 3.
Minimum of 6 months' seniority post completion of Naval Airman (Aircraft Handler) Qualifying Course (Phase 2 Training)			
At least 6 months since last Career Check (if any) on date due advancement.			
Awarded and advanced to NA(AH)1			See note 3 and 4.
Continue instruction to achieve Functional Skills Level 2 – required for award of Trailblazer apprenticeship - in English and Mathematics.			Not required for advancement to NA1.

Table 81A-2. Leading Airman (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Minimum of 18 months' seniority as NA(AH)1 12 months prior to Common Promotion Date (CPD).			Para 6703 b sub para (2)
Achieved RPS as NA(AH) by completion of Task Book/OJT.	Professional|RPS for NA(AH) UQ50|Navy		See Note 4.
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.			.
Completed Able Rates Leadership Course (ARLC)	Miscellaneous|Able Rates Leadership Course (RNL		

Table 81A-3. Leading Airman (Aircraft Handler) – Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Leading Airman (Aircraft Handler) Qualifying Course.	Professional|Professional Qualifying Examination/Course For LA (AH)/(SE) (UD40)|Navy|		
Completed Leading Rates' Leadership Course (LRLC). Competence.	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Promoted to Leading Airman (Aircraft Handler).			

Table 81A-4. Petty Officer (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Professional Examination for PO(AH).	Professional|Provisional Examination For POACMN and POA(AH)/(SE)/(METOC)/(PHOT) (UC30)|Navy|		See Note 5.
Minimum of one year's seniority as a LA(AH) 12 months prior to the CPD.			
Serving on ES2/FC/OE1 or ES3/EC/2OE			
Recommended for promotion on Appraisal Report at CRD.			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615

Table 81A-5. Petty Officer (Aircraft Handler) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Petty Officer (Aircraft Handler) Qualifying Course.	Professional|Professional Qualifying Examination/Course For POACMN and PO (AH)/(SE)/(METOC)/(PHOT) (UD30)|Navy		
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Petty Officer (Aircraft Handler)			

Table 81A-6. Chief Petty Officer (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Serving on ES2/FC/OE1 or ES3/EC/2OE			
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.			

Table 81A-7. Chief Petty Officer (Aircraft Handler) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Chief Petty Officer (Aircraft Handler)			

Table 81A-8. Warrant Officer 2 (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE			
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			.

Table 81A-9. Warrant Officer 2 (Aircraft Handler) - 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 Warrant Officer 2 (Aircraft Handler)			

Table 81A-10. Warrant Officer 1 (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE			
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			

Table 81A-11. Warrant Officer 1 (Aircraft Handler) - 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 Warrant Officer 1 (Aircraft Handler)			

Notes:

1. Ratings entering the Fleet Air Arm in the Naval Airman (AH) specialisation enter as a Naval Airman 2. They undergo Phase 1 New Entry Training at HMS RALEIGH and are then assigned to Naval Airman (Aircraft Handler) Phase 2 Qualifying Course (NA(AH)QC) at the RN School of (RNSFDO), RNAS Culdrose.

2. Ratings who fail NA(AH)QC may be 'back-classed' or, unless willing to transfer to another specialisation under existing regulations, will normally be recommended for Discharge Unsuitable During Training (DUDT) by the Commanding Officer RNAS Culdrose.

3. NA(AH) completing NA(AH)QC should be assigned to core AH roles in either; QEC, 1700 NAS or TAS Fire Station, ensuring they are able to consolidate training under supervision of an AH specialisation training lead.

4. ***Instructions for Completion of NA(AH) OJT***



a. On completion of NA(AH)QC, NA(AH)s are required to undertake On-Job Training, as applicable, to develop the individual from Training Performance Standard (TPS) to Operational Performance Training (OPS), depending on their first assignment. OPS is achieved by individuals completing Continuation Training Logs (CTL) these include::

(1) .BRd 761 Form 001 QEC – NA(AH) Induction and Continuation Training Record.

(2) BRd 761 Form 002 RFA Platforms – NA(AH) Induction and Continuation Training Record.

(3) .RN Fire Station Maintenance of Competence (MOC) Risk Critical Package.

b. On completion of one of the requirements listed at Note 4.a above, the individual is to be awarded JPA competence 'Professional|OPS for NA(AH) UQ50|Navy'. This competence is only to awarded by RNSFDO Staff Officer.

c. The completion of NA(AH) Task Book is no longer required for advancement to NA(AH)1 but it is to be completed for eligibility for selection for LA(AH).

5. 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) NAVY PEOPLE-CM WAR FAA AH2, which will authorise the promotion and change the rate on JPA.

(Continued)



Notes: (Continued)

6. ***Aircraft Handler Provisional Examinations (PE).*** *The PE for PO (AH) may be taken at any time by confirmed Leading Hands (or post the CPD for which selected by those who have completed pre-promotion training but have yet to be promoted for reasons shown at Para 6714 sub para c), provided that the rating's Commanding Officer considers that the candidate is adequately prepared for the Petty Officer (AH) Qualifying Course (PO(AH)QC) and has the potential for future promotion to Petty Officer. Applications for the examination should be forwarded to the Commanding Officer, RNSFDO, RNAS Culdrose, HELSTON, on Form S442 in duplicate. Examination papers will be forwarded to the candidate's ship or establishment and completed papers should be returned without delay. CO RNSFDO will inform Commanding Officers and Navy Command/DDPD of results.*

ANNEX 81B

NAVAL AIRMAN (AIRCREWMAN) SPECIALISATION – PROMOTION FLOWCHART AND QUALIFICATIONS FOR ENTRY

1. Naval Airman (Aircrewman) Specialisation - Qualifications for Entry

a. **Direct Entry Aircrewman.** Direct Entry Naval Airmen (Aircrewman) (ACMN) will arrive at HMS RALEIGH for Part 1 Training having satisfied the following entry criteria:

(1) Minimum of 2 GCSE or equivalent at Grade A-C.

(2) Nationality or Dual (British plus one other). or Dual (British plus one other).

(3) Aged up to 34 years.

(4) Min DAA Score 60.

(5) Aircrew medical standard achieved.

(6) Passed Flying Aptitude Tests (FATS).

(7) Successful PRNC leadership assessment.

b. **Professions Transfer and Sideways Entry Candidates.** Eligibility criteria for transfer into the Aircrewman (ACMN) Spec, in addition to meeting criteria set at Para 1 and Para 5126, are as follows:

(1) Able Rate/Leading Hand or Substantive Mne/Cpl of any specialisation.

(2) In date PES.

(3) Medically Fully Deployable MES when applying for workforce clearance.

(4) Six months since last Career Check (if any).

(5) Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA when applying for manning clearance.

(6) Clear potential for early promotion indicated **in latest SJAR by achieving minimum performance standard of B+ (YES)**

c. **Branch Transfer Procedure for Application.** Refer to para 5126.

d. **Aircrewman Suitability.**

(1) The Aircrewman suitability assessment is conducted at RAF Cranwell and utilises the Flying Aptitude Tests (FATS) procedure. For those who are successful they will need to arrange for a medical by the Aviation Medicine Division (AvMed), Institute of Naval Medicine (INM), to determine their fitness for flying/controlling duties. Successful candidates who have passed FATS and met the aviation medical criteria will then be presented to a final selection board. The annual board will select applicants based on merit and FATS scores, numbers selected will be determined by the Aviation Profession Manager, in consultation with the Flying Training Pipeline Manager, against current and forecast ACMN requirement. Boards will consider RN and RM applicants: RM for CDO ACMN; RN for ASW or CDO ACMN.

(2) Successful candidates will return to their units to await assignment to flying training. Due to the differences in their pathway prior to extraction, FATS for RM candidates remain extant for 36 months. It is stressed that a pass of FATS does not guarantee further flying training will be given as candidates with a higher score in FATS pass will be given priority over those with lower passes. RN and RM candidates will be streamed either Anti-Submarine Warfare (ASW) or Commando (CDO) to meet the Service requirement. Candidates who are not assigned to flying training within the 2-year period of workforce clearance will need to obtain an extension of the clearance if they wish to continue with their application.

e. **Flying Training.**

(1) **Return of Service.** ACMN are required to give a minimum of 6 years' Return of Service from completion of flying training (Award of Flying Badge or 'Wings') - refer to Chapter 53. Consequently, volunteers will be required to sign a RN Form S2658 prior to being assigned to course.

(2) **Length of Training.** Candidates can expect to undertake the following courses subject to streaming:

(a) All ACMN attend a series of short courses which will include Basic Sea Survival, Aviation Maritime Survival, First Aid, Crew Resource Management, Permissive Land Survival and Aviation Medicine.

(b) **Level C SERE.** All ACMN are required to complete Level C SERE, which takes place at RAF St Mawgan (2 weeks).

(c) **Aircrewman Grading/Streaming.** ACMN will be streamed ASW or CDO during an assessment phase at No1 FTS Shawbury, RNAS Yeovilton and RNAS Culdrose (2 weeks).

(d) **Rotary Wing Ground School.** All ACMN attend this course at No1 FTS Shawbury for general aviation awareness training (6 weeks). On Day 1 of Ground School personnel will be transferred to the ACMN category.

(e) **Joint Aircrewman Course.** ASW Aircrewmen undertake Course 361 and 406 (5 Months) at RAF Shawbury and RAF Valley. CDO ACMN undertake Courses 320, 435 and 436 (13 months) at RAF Shawbury and RAF Valley.

(f) **Initial Acoustic Course.** 824 NAS, RNAS Culdrose for ASW ACMN (12 weeks).

(g) **Air 338 Military Skills Course.** RN (Non Commando Trained) and DE only. RNAS Yeovilton for CDO ACMN (4 weeks).

(h) **Merlin HC Mk4/4a Aircraft Conversion and Operational Conversion Phases (CTT/CTR).** 846 NAS, RNAS Yeovilton, for CDO ACMN (28 weeks).

(i) **Merlin HM Mk2 Aircraft Conversion and Operational Conversion Phases (CTT/CTR).** 824 NAS, RNAS Culdrose for ASW ACMN (50 weeks).

(3) **Failures During Flying Training.** Students suspended from flying training will be referred to the Chair of the Naval Aviation Board (CNAAB). Confirmation of a failure will result in withdrawal from flying training and return to source branch. Direct Entry ACMN failures will be considered for transfer to other branches on a case-by-case basis.

(a) Students are required to achieve both the Training Performance Standard (TPS) and to have displayed sufficient spare capacity to ensure likely success at the next stage of training in order progress further. Consequently, students may achieve TPS but, due to concerns with respect to their capacity, be adjudged unlikely to progress to frontline service. These students are regarded as ‘training risks’ and will normally be referred to the Chair of the Naval Aviation Board (CNAAB)for assessment of suitability for further flying training and subsequent recommendation for future employment within the Service (see BRd 3(1) Para 5742).

(b) Training Risk is defined as: "An individual who, in the judgement of the relevant instructional staff, does not show the capacity, character and potential to operate as an ACMN in the front-line maritime environment.”

(c) In the unusual event that an individual fails to successfully complete C of C, they will be referred to CNAAB in accordance with BR 767 and, should they be removed from flying duties as a result of that referral, they will (except in exceptional circumstances) lose entitlement to wear the flying badge.

(4) **Award of 'Wings'**. On successful completion of Flying Training and confirmation of successful completion of LRLC/CLDC, ratings will be awarded the Flying Badge ('Wings') and rated Acting Petty Officer Aircrewman or Acting Sergeant RMAC as appropriate.

(5) **Promotion in Source Branch after Selection for Training.** All individuals transferring to the ACMN specialisation will no longer be considered for promotion in their source branch once Aircrew training has started (see Para 6703).

(6) **First Assignment.** On completion of the Flying Training/Conversion to Role, ACMN will be assigned to a Front Line Squadron for a probationary period where they will be required to successfully complete On Job Task Book Training, followed by the award of a Certificate of Competence (CofC). Failure to achieve a CofC will be treated in the same manner as a failure during Flying Training and, if confirmed by CNAAB, an individual will revert to source branch at their original rate/rank and seniority. Direct Entry ACMN failures will be considered for transfer to other branches on a case-by-case basis.

(7) **Subsequent Suspension from Flying Duties.** Post CofC, POACMN/Sgt RMAC and above who are permanently grounded for any reason may be retained in the ACMN category and employed on non-flying duties until the end of their current engagements, provided that they remain medically fit for General Service. They will be ineligible for further advancement/promotion from the date of grounding. They will be given the option of Discharge with normal terminal benefits. Any medical conditions will be assessed in accordance with current Royal Navy Medical Board of Survey (RNMBOS) process and reviewed by a Royal Navy Medical Employability Board (RNMEB).

Table 81B-1. Transfer Actions.

Action	Responsibility
Request workforce clearance for sideways transfer to ACMN in accordance with Para 5126	Current unit
E-mail response – Provisionally approved/not approved	NAVYPEOPLE-CMMAILBOX@MOD.GOV.UK
If provisionally approved:	
Arrange Aircrew Medical under guidance of FGen NAvn FT PM SO2	NAVY PEOPLE-CM WAR FAA ACMN AC
Attendance at FATS	NAVY PEOPLE-CM WAR FAA ACMN AC
Email NAVYPEOPLE-CMMAILBOX@MOD.GOV.UK for final approval for BT	Current Unit
Streaming Board conducted	DT RN MA SO2 RN FT Pipeline Manager
Assign to flying training course to meet NCHQ CAP AV FT pipeline requirements	NAVY PEOPLE-CM FT PIPELINE MGR / NAVY PEOPLE-CM WAR FAA ACMN AC
Main Trade for Pay (MTfP) - Changed to reflect transfer to FAA on Day 1 of Ground School	NAVY PEOPLE-CM WAR FAA ACMN AC
Assume career management responsibility on Day 1 of Ground School	NAVY PEOPLE-CM WAR FAA ACMN AC

2. Anti-Submarine Warfare and Commando Aircrewman Specialisations - Promotion Flowchart

Table 81B-2. Naval Airman (ACMN)2 to Acting Leading Airman (ACMN) Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			Direct Entry.
Completed RN ACMN FATs.			Direct Entry and Branch Transfers (para 1a and 1b).
Completed Able Rates Leadership Course	Miscellaneous| Able Rates Leadership Course (RNLA 104)|Navy|		Direct Entry only.
Advanced to NA (ACMN)1			
Completed IFTC.			Para 1.e(a)
Advanced to A/LA (ACMN) RM Transfer as substantive Cpl (ACpl if CLDC is not complete prior to FT).			

Table 81B-3. Acting Leading Airman (ACMN)/CPL (RMAC) to Acting Petty Officer Aircrewman/Acting Sergeant RM Aircrewman Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Completed Military Aviation Ground School.			Para 1.e
Completed 'Basic and Advanced Rotary Wing Training' at No1 Flying Training School RAF Shawbury and RAF Valley.			Para 1.e
Completed Leading Rates' Leadership Course (LRLC) or CLDC Competence.	Relevant Competency Recorded		DE and RN Branch Transfer only
Completed Initial Acoustic Course for ASW ACMN.			Para 1.e
Completed Air 338 Course for CDO ACMN.			DE and RN Branch Transfer only
Completed relevant CTT and CTR for either ASW or CDO Merlin Aircraft.			Para 1.e
Promoted to Substantive Leading Hand/Corporal			
Advanced to Acting Petty Officer Aircrewman/ Acting Sergeant RM Aircrewman.			

Table 81B-4. Substantive Promotion Criteria to Petty Officer Aircrewman/Acting Sergeant RM Aircrewman. All to be completed within 2 years of achieving GTS as an Aircrewman.

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC)/ Sergeants Leadership and Development Course (SLDC)	Relevant Competency recorded.		
Completed On Job Training Task Book.			
Awarded Certificate of Competence – recorded as JPA competence.	Professional|Certificate Of Competence PO/SGT ACMN|NAVY		
Promoted to Petty Officer/Sergeant Aircrewman.			

Table 81B-5. Chief Petty Officer/Colour Sergeant Aircrewman - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC)/ Sergeants Leadership and Development Course (SLDC)	Relevant Competency recorded.		
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
Recommended for promotion on Appraisal Report at CRD.			See Note 1.

Table 81B-6. Chief Petty Officer/Colour Sergeant Aircrewman - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Chief Petty Officer/Colour Sergeant Aircrewman			

Table 81B-7.Warrant Officer 2 Aircrewman - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 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			See Note 1.

Table 81B-8. Warrant Officer 2 Aircrewman - 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 Warrant Officer 2 Aircrewman See Note 4			

Table 81B-9. Warrant Officer 1 Aircrewman - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			See Note 1.

Table 81B-10. Warrant Officer 1 Aircrewman - 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 Warrant Officer 1 Aircrewman See Note 4			



Notes:

*1. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation.*

*2. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on 1a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).*

3. RMOR on promotion from CSGT to WO2 will also be required to complete the RM Advanced Command Course (ACC). In addition, on promotion from WO2 to WO1, complete the RM WO1 course in common with all RMOR (see Annex 91C).

ANNEX 81C

AIRCRAFT CONTROLLER SPECIALISATION – CAREER AND PROMOTION FLOWCHART AND QUALIFICATIONS FOR ENTRY

1. Aircraft Control Specialisation - Qualifications for Entry

a. **Direct Entry Aircraft Controllers.** Direct Entry Aircraft Controllers will arrive at HMS RALEIGH for Phase 1 Training having met the following entry criteria:

(1) Nationality or Dual (British plus one other).

(2) Aged 18-34.

(3) Min DAA Score 60.

(4) Air Traffic Control (ATC) medical standard achieved.

(5) Visual Acuity II Colour Perception 2.

(6) Successful completion of Computer Based Aptitude Test (CBAT)

b. **Branch Transfer Candidates.**
Applications to the AC spec are to be submitted following the guidance laid down within BRd 3 Chapter 51. In addition to the eligibility criteria, candidates will only be considered for transfer, on successful completion of CBAT, Initial Aviation Medical (IAME) and subject to service requirement.

c. Along with the requirements detailed in Para 1.a., additional eligibility criteria for Profession Transfer and Sideways Entry are as follows:

(1) Have at least 3 years to serve on completion of LACPQC.

(2) In date RN PES.

(3) At least 6 months since last Career Check.

(4) Medical Employment Standard (MES) Category is Medically Fully Deployable.

(5) Recommended by Commanding Officer.

d. **The Training Pipeline from New Entry to Role PS LAC.** Upon completion of Phase 1 Training at HMS RALEIGH, or upon successful sideways entry the AC candidate will undertake the following professional courses:

(1) **AWT 270 - AB WS (AWT) Type 23 Career Course.** This course introduces Direct Entrant candidates and branch transferees from non-WS specialisations to the structure of the Action Information Organisation (AIO) and the Command System which is commonly used by ACs in the Fleet. The 12 weeks of training, which primarily takes place at HMS Collingwood, includes attendance on CBRNC 1 (Basic Sea Survival Course) and RNLA 104 (Able Rates Leadership) which are mandatory requirements from Direct Entrant candidates to complete. Candidates are also required to achieve Maths and English Functional Skills Level 2 at this stage, if this competency is not already held.

(2) **Air 201 - Leading Aircraft Controller Professional Qualifying Course (LACPQC).** The main qualifying course for ACs is split between AIR 201 Part 1 at the RN School of Aircraft Control (RNSAC) at RNAS Yeovilton, and AIR 201 Part 2 at the Aviation Training Element (AvTE) at HMS Collingwood. See Note 4 for trainees who commenced LACPQC prior to 1 Oct 25.

(3) **Air 201 Part 1 - LACPQC Basic Modules.** The part of the course involves a Helicopter Controller (Non-Tactical) module which teaches and develops core control skills, including responses to emergencies. Other modules included are focused on training candidates to perform the role of Command Aviation Advisor in a ASW and ASuW tactical environment, as well as developing the skills required to procedurally control multiple aircraft simultaneously. Successful candidates will be advanced to Acting Probationary Leading Aircraft Controller (PLAC) RNLA 102 (Leading Rates Leadership Course) will also be completed immediately following Part 1.

(4) **Marinisation Phase/First Sea Assignment as TPS.** Upon successful completion of AIR 201 Part 1 and RNLA 102. PLACs will be TPS and are assigned to a Front-Line Unit with an RPS LAC for their Marinisation Period. Whilst TPS, PLACs remain under training and will be under the mentorship of the SURFLOT AC Mentor Team, to maximise aviation exposure and ensure both their LAC and CBRN task books are completed within 6 months of completing AIR 201 Part 1. See Note 4 for trainees who commenced LACPQC prior to 1 Oct 25.

(5) **Air 201 Part 2 - LACPQC Advanced Modules.** This part of the course brings together the skills learned during Part 1, and the experience accrued at sea during the Marinization Period, to ensure that candidates are able to fulfil the responsibilities of a NATO qualified Aircraft Controller authorised to provide tactical and non-tactical control to all NATO Fixed Wing and Rotary Wing aircraft in the Maritime environment, subject to their control grade. Following this part of the course, candidates will return to RNSAC for Air 203 (Low Level Height Keeping Target Control) prior to completing a Role PS check and being advanced to substantive Leading Hand.

e. **Second Sea Assignment as RPS.** Following Air 201 Part 2 and the successful completion of their Role PS check LACs will be rated substantive and assigned to the SURFLOT Operational Readiness Pool (ORP). This will provide a suitable timeframe for them to be employed in a Front-Line controlling capacity and accrue further experience and core naval skills. Selected individuals can then be employed ashore in instructional roles or to remain within SURFLOT as Mentors.

f. **Stars and Crowns.** Stars and Crowns are awarded as follows:

(1) 1 star awarded upon successful completion of AIR 201 Part 1 and ABLC.

(2) 2 stars awarded upon successful completion of AIR 201 Part 2, including achievement of the requisite live control hours and completion of LRLC.

(3) Crown worn on substantive promotion to POAC.

2. Aircraft Controller Specialisation - Career and Promotion Flowchart

Table 81C-1. Naval Airman (Aircraft Controller)2 to Acting Leading Airman (Aircraft Controller) Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training.			Direct Entry.
Completed AWT270.			Direct Entry and non-WS branch transferees
Completed Able Rates Leadership Course.	Miscellaneous|Able Rates Leadership Course (RNLA		Direct Entry only.
Pass Helicopter Controller (Non-Tactical) module of Air 201 Part 1.	FAA|Helicopter Control (Non Tactical) |Navy|		See Note 5
Advanced to NA(AC)1			
Completed AIR 201 Part 1.	FAA | Air 201 Part 1 (Basic LACPQC Modules) | Navy		
Advanced to A/LA(AC)			

Table 81C-2. Leading Airman (Aircraft Controller) Advancement and Substantive Promotion Criteria

Requirement	Competency	Proficiency Level	Notes
Awarded NATO Control Grade DELTA.	FAA|Helicopter Controller NATO Grade D|Navy|		
Completed AIR 201 Part 2.	FAA | Air 201 Part 2 (Advanced LACPQC Modules) | Navy		See Note 5
Completed Air 203.	FAA|Height Keeping Target Controller Course-Air 203 |Navy|		
Completed Leading Rates' Leadership Course (LRLC).	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
Completed Flight Safety Course.	FAA|Flight Safety Course (Air 302)|Navy|		
Achieved RPS as LAC.			See note 6.
Recommended for advancement to LAC by OIC RNSAC.			
Promoted to Leading Airman (Aircraft Controller)			

Table 81C-3. Petty Officer (Aircraft Controller) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Minimum of 2 years' seniority as a Leading Aircraft Controller 12 months prior to CPD.			Para 6703 b sub para (2)
Serving on ES2/FC/OE1 that expires after the nominated CPD.			Para 6703 b sub para (7)
Achieve RPS as LAC.			
Passed written Provisional Qualifying Examination (PQE) for POAC	Professional|PROFESSIONAL EXAMINATION FOR POAC (POPQE)|Navy|		
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Recommended for promotion on Appraisal Report at CRD.			See Note 2

Table 81C-4. Petty Officer (Aircraft Controller) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Successfully completed Joint Air Traffic Control Course.	Air Traffic Control|ATCTerm1|RAF (Or from Mar 2024 Air and Space Operations|ATC Aerodrome Control|Joint|No Air and Space Operations|ATC Ground Control|Joint|No Air and Space Operations|ATC Surveillance Radar Approach|Joint|No Air and Space Operations|ATC Terminal Control Precision Approach|Joint|No Air and Space Operations|ATC Radar Approach|Joint|No Air and Space Operations|ATC Radar Departures|Joint|No Air and Space Operations|ATC Radar Director|Joint|No Air and Space Operations|ATC Radar LARS|Joint|No Air and Space Operations|ATC Radar Zone|Joint|No)		See Note 4
In date Annual Standards Check.			
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Petty Officer (Aircraft Controller)			

Table 81C-5. Chief Petty Officer (Aircraft Controller) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Successfully completed Joint Air Traffic Control course.	Air Traffic Control|ATCTerm1|RAF (Or from Mar 2024 hold competencies IAW Table 81C-4)		See Note 4
Successfully achieved Competent to Operate Status.	Professional|ATM Competent to Operate|Navy|		IAW BRd 768 See Note 4
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
Recommended for promotion on Appraisal Report at CRD.			See Note 2

Table 81C-6. Chief Petty Officer (Aircraft Controller) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Chief Petty Officer (Aircraft Controller)			

Table 81C-7. Warrant Officer 2 (Aircraft Controller) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Successfully completed Joint Air Traffic Control Course.	Air Traffic Control|ATCTerm1|RAF (Or from Mar 2024 hold competencies IAW Table 81C-4)		See Note 4
Successfully achieved Competent to Operate Status.	Professional|ATM Competent to Operate|Navy|		IAW BRd 768 See Note 4
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Recommended for promotion on Appraisal Report at CRD.			See Note 2.

Table 81C-8. Warrant Officer 2 (Aircraft Controller) - 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 Warrant Officer 2 (Aircraft Controller)			

Table 81C-9. Warrant Officer 1 (Aircraft Controller) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Successfully completed Joint Air Traffic Control Course.	Air Traffic Control|ATCTerm1|RAF (Or from Mar 2024 hold competencies IAW Table 81C-4)		See Note 4
Successfully achieved Competent to Operate Status.	Professional|ATM Competent to Operate|Navy|		IAW BRd 768 See Note 4
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Recommended for promotion on Appraisal Report at CRD.			See Note 2.

Table 81C-10. Warrant Officer 1 (Aircraft Controller) - 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 Warrant Officer 1 (Aircraft Controller)			

Notes:

1. *Branch Transfer candidates will retain their previous rate until successful completion of AIR 201Part 2. They will then be rated Leading Hand (Aircraft Controller).*

2. ***Recommendation.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion – 1 Rank Up' on SJAR by final RO. 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 previous report recommendation.*



3. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6716 for rules on the impact on a rating's promotion if they fail to complete LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

4. *IAW RNTM 0-051/25 these competences are required for those personnel selected prior to 1 Apr 2025 only.*

5. ***Trainees commencing LACPQC prior to 1 Oct 25.*** *Trainees on course prior to and including LACPQC 24/03 will reach TPS after completing both parts of Air 201, LACPQC and achievement of NATO Control Grade DELTA. This will also be the point at which they will be advanced to Acting LH. Promotion to substantive LAC and completion of Role PS check can only be achieved for these ratings after completion of their LAC Taskbook, which includes the award of NATO Control Grade CHARLIE.*

6. *36-month Return of Service (RoS) applied from achievement of Role PS.*

ANNEX 81D

AIRCRAFT CONTROLLER JATCC FAST TRACK SCHEME

1. Aircraft Controller Fast Track Scheme

a. General.

(1) This section covers the Aircraft Controller (AC) Fast Track (FT) Scheme, and outlines the selection and management protocols for all potential AC FT personnel.

(2) The FT scheme provides a means of advancing ratings who are suitably motivated and demonstrate the necessary standards of leadership, aptitude and ability. The scheme allows AC ratings the opportunity to accelerate their progression and be advanced based on POAC PQE results and 2RO recommendation rather than by selective promotion.

b. Background.

(1) **Fast Track.** The aim of the FT scheme is to afford individuals an accelerated advancement to Petty Officer and further advancement to Chief Petty Officer if all pre-requisite criteria are met.

The two key stages of the scheme:

(a) LH-PO - JATCC qualification (for accelerated advancement to PO); and

(b) PO-CPO - 3 years as substantive PO (for accelerated advancement to CPO).

(2) This takes account of individuals who develop at different rates and, when combined with the standard route to promotion, gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities and expectations of ACs.

c. **Management of FT Personnel.**[1] To deliver success, an additional level of management and oversight of FT personnel is required. This will seek to ensure standards and assist the management of available opportunities to acquire sea experience for FT personnel. This will be provided by the Fast Track Authority (FTA), the Fast Track Manager (FTM) and the Fast Track Recording Authority (FTRA) RNSAC. The FTRA will be responsible for the co-ordination of the selection process of AC FT personnel using the Fast Track Selection and Review Panel (FTSRP). This is supported by the Fast Track Through Life Manager[2] who will be the focal point for any advice and administrative issues relating to all FT personnel. The FTTLM will ensure all FT timelines are strictly adhered to.

d. **Non-Selective Promotion (Advancement).** Individuals on the FT scheme will, subject to the necessary qualifications being achieved, be subject to non-selective advancement, based on their Due Date for Advancement (Due Date[3]) as detailed within the flow chart.

(1) **FT PO.** A LH selected for FT will be awarded a Fast Track Start Date (FTSD). They will be advanced to Acting Petty Officer on commencement of JATCC and to substantive PO when they have completed 'Competent to Operate' status, with seniority back-dated to the date that they completed JATCC. If SRLC has not been completed for Service or Medical reasons by the start date of JATCC, they will have 1 year from the completion of JATCC to pass SRLC; even if they complete the validation process before SRLC, their Seniority will be adjusted to coincide with completion of SRLC.

(2) **PO - CPO.** FT POACs will be advanced to CPO 36 months from completion of JATCC, having completed their first full sea assignment as a PO AC. PO ACs who transfer to the FT scheme, , will have a Due Date nominated by the FTSRP that reflects the requirement for 36 months of experience post-JATCC before advancement to CPO.

e. **Selection, Recommendation and Transfer to the FT Scheme.** The selection process will be conducted by the FTSRP, comprising of WFPT AV SO1, RNSAC OiC, RNSAC CPO and FGEN NAVN ATM WO1. There will be two selection points:

(1) **FT LH (LH to PO).** Potential FT candidates will normally be identified during LACPQC or during the first sea assignment and will be boarded at the next FTSRP after completion of POAC PQE. The panel will select suitable individuals who meet the eligibility criteria, with selection numbers dependent on the requirement.

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1. PCAP BM-AV SO1.
2. FGEN NAVN ATM WO1.
3. PEOPLE CM WAR FAA ACN AC.
4. Due Date for Advancement is the equivalent of Common Promotion Date (CPD) for selective promotion in determining seniority in the higher rate.

(2) **FT PO (PO to CPO).** PO ACs who wish to transfer to the FT scheme must submit an application in accordance with Annex 81E and will be boarded by the FTSRP alongside LH ACs to join the FT scheme. POACs who have already completed JATCC are not eligible to apply to join the scheme.

f. **Selection/Recommendation Process.** The selection/recommendation process will be co-ordinated by the FTRA and conducted by the FTSRP who will select FT individuals based on SJAR reports and POAC PQE recommendations, and the key selection criteria outlined below in order to determine their suitability.

Table 81D-1. Selection Criteria

Selection Point	Key Selection Criteria	Candidate Pool
LH AC	1. Functional Skills Level 2 or above achieved. 2. Serving on a Full Career ES2 that expires after the nominated Due Date. 3. Level of potential for Command, Leadership and Management in the next higher rate and two ranks up. 4. SJAR Recommendation for JATCC and FT by the 2RO (if GTS). 5. Recommendation from POAC PQE board.	All LHs who volunteer for FT
PO AC	1. Serving on a Full Career ES2/3 that expires after the nominated Due Date. 2. Level of potential for Command, Leadership and Management in the next higher rate. 3. SJAR Recommendation for JATCC and FT by the 2RO.	All POs who volunteer for FT

g. **Transfer to Fast Track Scheme.** Candidates who are selected at the FTSRP will be forwarded to the FTTLM for inclusion on the FT scheme. Upon approval, the FTTLM will assign FT ratings to JATCC.

h. **Service on the Fast Track Scheme.** The FT scheme is designed to accelerate individuals through the advancement system in a timescale that is faster than the normal selective promotion process. To facilitate this, individuals will be carefully managed, and therefore the following exceptions to normal career management need to be applied. This will be acknowledged by successful candidates when they sign the Certificate of Understanding (Part A)[4]; accepting the terms of service of FT scheme:

(1) **Waiver of Minimum Assignment Notice.** In order to maximise sea training opportunities, individuals selected for FT may require to be assigned at less than the usual minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for sea and between platforms, as well as courses and employment associated with their advancement, although all effort will be made to provide the maximum amount of notice.

[4] Once signed, the FTTLM is to award the competence 'FAA|Aircraft Controller|JATCC|Fast Track|' on JPA.

(2) **Rights to Selective Promotion whilst on FT.** Personnel will remain eligible for selective promotion IAW current pre-selection requirements found at BRd 3(1) Ch 8110. Individuals not successful at selective promotion will remain eligible for promotion in line with the FT advancement policy

(3) **Waiver of Rights to 660/3 Separated Service.** The requirement to carefully manage individuals on the FT scheme through training courses and employment in specific roles associated with their advancement, incurs the consequence that the individual may need to be separated from their home address for regular and/or prolonged periods. All individuals on the FT scheme will be required to volunteer to waive their rights to 660/3 Separated Service for as long as they remain on the scheme, although all effort will be made to avoid excessive separated service periods.

i. **Maintenance of Performance.** All ACs on the FT scheme are to remain in date for their Annual Standards Check (ASC) until they successfully complete JATCC, and Annual ATC Medical. They should achieve a minimum score of 75% at ASC; should they fail to achieve 75% or more, their suitability for remaining on the FT scheme will be determined by the FTA on a case by case basis. Appraisal Reports for FT ratings should contain a recommendation from both 1 RO and 2 RO to remain on the FT scheme and a minimum 'B' OPG.

j. **SJAR Reporting Requirements.**

(1) SJARs and MPARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support these recommendations.

(2) On completion of the FT scheme through successful advancement to CPO, an annual SJAR must be raised at the next CRD for CPO, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

(3) On voluntary removal from the FT scheme or through de-selection, a SPEC AR[5] must be raised to record the circumstances of the removal. An annual SJAR must be raised at the next CRD for the individual's substantive rank, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

[5] JSP 757 Pt 2 Vol 1 Para 1c(1).

k. **Substantive Advancement.**

(1) **Leadership Training.** All FT personnel must complete SRLC prior to substantive promotion. Preparation for and completion of these courses is essential and although the responsibility rests firmly with the individual to be fully prepared, it is to be supplemented with appropriate coaching and mentoring by ship's staff. The unit lead for the FT scheme is their Head of Department who must take an active interest in the performance of FT personnel. The planning and enrolling of individuals onto a SRLC will be completed by the FTTLM. In general, FT personnel will be provisionally allocated a SRLC start date at, or shortly after Transfer to Fast Track. The FTTLM is to ensure that all JPA administrative action is taken for the FT Rating's substantive advancement.

(2) **Advancement.** LACs who remain on the FT scheme will become Acting PO (subject to completing all eligibility criteria) on commencement of JATCC on their Due Date and advanced to substantive PO upon achieving 'Competent to Operate' status or SRLC, whichever is later. PO ACs who remain on the FT scheme will be advanced to CPO (subject to completing all eligibility criteria) at 36 months from completion of JATCC. In all cases, individuals who complete all eligibility criteria prior to Due Date may be advanced to the acting higher rate.

(3) There may be occasions where a FT LH or PO is at their Due Date by time, but has failed to satisfy the advancement criteria by their Due Date. An award of the acting higher rate will be considered by their CO, keeping the FTTLM informed.

(4) LHs applying for FT who are subsequently selected for PO through selective promotion will be required to rescind any substantive promotion if the CPD is before the date they are expected to achieve Competent to Operate.[6]

l. **Fast Track Failure Policy and De-selection from FT Scheme.** Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they voluntarily choose to remove themselves. Where an individual, through their own actions or ability, has not been able to maintain FT accelerated training they may be de-selected from the FT scheme. If de-selected, personnel revert to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at sub para n.

m. **Fast Track Notes.**

(1) **Career Check.** Due to the tight timescales, imposition of a Career Check will result in automatic deselection from the FT scheme.

[6] This applies to all personnel entering the FT after 1 October 2025.

(2) **Unsuitable Candidates.** Where candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training and deselected from the FT scheme following consultation from the FTA and the FTM. They will transfer from FT back to Selective Promotion as the eligibility route for future selection.

(3) **Refusal to undertake the QC.** Individuals who refuse to undertake JATCC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.

(4) **Achieved Annual Standards Check (ASC).** It is a requirement that individuals achieve Role PS in the new rank within the timescales outlined and remain in date for their ASC throughout to ensure that each key stage is achieved without delay. Individuals must be in date for their ASC at start of JATCC.

n. **Aircraft Controller - Fast Track Advancement Flowchart.** The following rules apply to personnel selected for the AC Fast Track Scheme.

LEADING AIRCRAFT CONTROLLER
Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to PO on commencement of JATCC

Petty Officer (Aircraft Controller) - Pre-advancement Requirements

a. Achieved Role PS as LAC.

b. Passed Professional Qualifying Examination (PQE) for POAC and receive a recommend for Fast Track.

c. Completed Senior Rates' Leadership Course (SRLC) and recorded in JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 102)|Navy|'.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date.

e. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

Advanced to **PETTY OFFICER (AIRCRAFT CONTROLLER)** With a Due Date for Advancement to CPO 36 months from completion of JATCC

Chief Petty Officer (Aircraft Controller) - Pre-advancement Requirements

a. Completed JATCC and recorded as JPA competence 'Competent to Operate'[7].

[10]IAW BRd 3(1) Annex 81C Table 81C-4.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date.

c. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

Advanced to **CHIEF PETTY OFFICER (AIRCRAFT CONTROLLER)** Transfer to Selective Promotion Flowchart for Selective Promotion Table 81C-7.

d. **Fast Track Scheme Terms of Service and Failure Policy**

(1) **FT Terms of Service.**

(a) The FT scheme affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that FT personnel will perform at a higher than average level of competence in all aspects of training and employment. The scheme's success is dependent on both the individual and the unit's organisation to ensure sufficient progress is made towards the next higher rate. To ensure this occurs the scheme will be externally assured by the FTM and their team.

(b) Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date. Where any potential weaknesses are identified, appropriate mentoring and professional development is to be provided and recorded in writing by their Line Manager and/or Divisional Officer. At all times, a FT individual must maintain a positive recommendation to remain on the scheme and for the next advancement. Any training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

(c) To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding. When signing, they confirm their understanding that, whilst on the FT scheme, they will:

i. Not be considered at Selective Promotion Boards until removed from FT scheme;

ii. Be required to waive their minimum time for assignment to sea and shore and;

iii. Be required to waive their 660/3 Separated Service.

(d) On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual. This reverses the process, with the individual returning to Selective Promotion and minimum notice for future assignments.

(2) **FT Scheme Failure Policy.**

(a) Where it is suspected that agreed targets may not be achieved for reasons within the control of the individual, FT personnel are to be placed on warning in a timely manner to highlight the concern to the individual and ensure a recovery plan is created and followed. This will also highlight to the FTTLM the potential delay in the individual's progression or potential for removal from the scheme.

(b) There may be extenuating circumstances[8], both Service (e.g. ship's programme) and Non-Service (e.g. compassionate or medical) reasons which may prolong an individual's time within the training pipeline. Delays may affect progression to PO or CPO within the expected time and in all circumstances the FTTLM should be informed at the earliest point.

(c) The FTM has the authority to remove personnel from the FT scheme and will do so where it is deemed appropriate, as below. The FTM will seek advice from the relevant FTA and the FTTLM before making a decision.

(3) **Removal from the FT Scheme.**

(a) ACs may be removed from the scheme in any of the following circumstances:

i. Submission of an Early Termination request or request to leave the FT scheme;

ii. Failure to achieve 75% at Annual Standards Check;

iii. Not being recommended for advancement by CO;

iv. Failure of Leadership Course;

v. Removal from JATCC course;

vi. Career Intermission[9];

vii. Poor performance relating to professional performance, including but not limited to failure to achieve a 'B' OPG, or CLM failings;

viii. Imposition of a Career Check;

ix. Other significant reason which the FTM deems sufficient to justify removal.

[11] These occasions should be rare, as the CO and FTTLM should be working to meet the tight FT timescales.
[12] Previously called Career Break.

(b) On submission of a request for Early Termination, an individual will be de-selected from the FT scheme. Unit Staff are to ensure they liaise with the FTTLM prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

(c) When being de-selected from the FT scheme, the FTTLM will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

i. Individual is to be fully briefed on all aspects of removal and that future promotion will be by Selection.

ii. A SPEC AR raised detailing reasons for the de-selection.

iii. FT Certificate of Understanding (Part B), to be completed by the FTTLM.

iv. FTM to remove the JPA FT competence.

v. Individual's seniority date to be agreed with FTM and recorded on JPA.

(4) **Volunteer for Removal from the FT Scheme.**

(a) An individual may volunteer to be removed from FT and revert to selective promotion at any stage in the scheme. The process is detailed below, and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or the FTA.

(b) The individual's request for removal from the FT scheme is to be forwarded to the FTTLM for review and consideration. The FTM will retain the authority to remove any rating from the FT scheme. The process to be followed is indicated below;

i. The FT rating is to submit a formal request to the CO detailing the explanation why they wish to be removed from the FT scheme.

ii. If the request for removal is associated with submission of Early Termination the FTTLM will liaise with AC Career Manager before advising the HOD on future employment plans.

iii. If at sea the rating is expected to remain in that position.

iv. If the request for removal is not associated with an Early Termination but occurs at RNSAC, the individual will be reassigned at their substantive rank. All cases will be treated individually and be approved by the FTM.

v. If the request for removal is not associated with an Early Termination but occurs at DCASO, the individual will be reassigned at their substantive rank. All cases will be treated individually and be approved by the FTM.

(c) Individuals removed from the FT scheme will be career managed by FTTLM and be employed according to the needs of the Service. It is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore to be expected that these individuals will be assigned back to sea at the earliest opportunity.

(5) **Failure within Professional Qualifying Courses.**

(a) FT personnel who fail on course at DCASO will be managed by the DCASO Training Failure Policy.

(b) Back Classing of FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back classing is necessary, then the individual case will be reviewed by the FTRA and FTM to assess the impacts upon the individual's training. Where a FT individual is being back classed then, following liaison with the FTRA, the FTM will review the circumstances of the back classing and consider if the individual is to remain on the FT scheme on a case-by-case basis.

(c) Where FT personnel fail or miss course module(s) then the RNSAC policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or Non-Service reasons then the FTRA is to be notified **in all cases.** Whether an individual remains on the FT scheme will be reviewed on a case-by-case basis, with the final decision being made between the FTRA and the FTM.

(6) **Failure of Leadership Courses.**

(a) As Fast Track ratings, it is to be expected that FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses.

(b) Those FT personnel who fail LRLC or SRLC may be de-selected from the FT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation from the Royal Navy Leadership Academy (RNLA) staff to return to leadership course, a waiver from de-selection from the FT scheme may be considered. This must be approved by the FTM.

(c) On removal from the FT scheme following failure at LRLC or SRLC, the individual will be transferred to the selective promotion route at their current rank. The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

(7) **Ratings Removal from the FT Scheme.** In all other cases units should make application to the FTM for the individual's removal. The FTTLM will conduct all administrative actions for recommendation for removal from the FT scheme.

ANNEX 81E

APPLICATION FOR THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

When completed, this form must be protectively marked and forwarded to the Fast Track Authority. No JPA action is required. ***Applicants must ensure that their volunteer status is recorded on the front page of their SJAR.***

Part 1 - Individual's Details

FULL NAME (in capitals)	SERVICE No.	RATE	UNIT

Date Joined RN	Date Joined Current Unit	Current Job Title

Part 2 - Individual's Declaration[1]

I wish to apply for the Aircraft Controller Fast Track Scheme:

Signed: ..... Date: .....

Part 3 - Divisional Officer/HoD/Unit CO[2]

The application for the Aircraft Fast Track Scheme by the above-named rating is supported.

Signed: ..... Rate/Rank: .....

Name (in capitals): ..... Date: .....

Unit: ..... Role: .....

[1] A copy of this Application Form is to be retained by the individual.
[2] Part 3 must be completed by an officer of OF2 or above.

ANNEX 81F

CERTIFICATE OF UNDERSTANDING PART A

TRANSFER TO THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

BEING SUBJECT TO: ADVANCEMENT BY TIME (IN ACCORDANCE WITH BRd 3(1) CHAPTER 68) AND POSSIBLE CHANGES IN MINIMUM NOTICE FOR ASSIGNMENT TO SEA AND SHORE

Part 1 - Individual's Details

FULL NAME (in capitals)	SERVICE No.	RATE

Date of Selection	Fast Track Start Date	Due Date Advancement	Remarks

Part 2 - Individual's Declaration[1]

1. I understand that during my time on the Aircraft Controller Fast Track Scheme:

   a. I will be subject to advancement by time, as detailed in BRd 3(1) Chapters 68 and 81, I will remain eligible for selective promotion.

   b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Fast Track Through Life Manager[2]

2. The above-named rating has been transferred to the Aircraft Controller Fast Track Scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Due Date Advancement
PO	

Signed : ..... Rate / Rank: .....

Name (in capitals): ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.
[2] The Certificate of Understanding Part A is to be retained by the FTTLM for a period of 3 years after the individual leaves the Aircraft Controller Fast Track Scheme.

CERTIFICATE OF UNDERSTANDING PART B

REMOVAL FROM THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

Part 1 - Individual's Details

FULL NAME (in capitals)	SERVICE No.	RATE

1. The Above-Named Rating has been removed from the Aircraft Controller Fast Track Scheme and will no longer be subject to time based advancement.

2. The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

RATE	SENIORITY DATE

Part 2 - Individual's Declaration[3]

3. I understand that on removal from the Aircraft Controller Fast Track Scheme:

b. I will be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Fast Track Through Life Manager[4]

4.

.....

5. The following actions have been completed;

a. The individual has been fully briefed on implications of removal from the Aircraft Controller Fast Track Scheme.

b. The Individual's seniority date has been agreed with the Fast Track Authority and recorded in JPA.

Signed: ..... Rate / Rate: .....

Name: ..... Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.

[4] The Certificate of Understanding Part B is to be retained by the FTTLM for a period of 3 years after the individual leaves the Aircraft Controller Fast Track Scheme.

CHAPTER 82

LOGISTICS AND PERSONNEL PROFESSION - PHYSICAL TRAINING INSTRUCTOR

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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Annex 82A Physical Training Instructor (PTI) - Promotion Flowchart

CHAPTER 82

LOGISTICS AND PERSONNEL PROFESSION - PHYSICAL TRAINING INSTRUCTOR

8201. General

This Chapter covers the career regulations for General Service Logistics and Personnel Profession Physical Training Instructors (PTI).

8202. Entry into the Physical Training Instructors Specialisation

Entry into the PTI Specialisation may be achieved in one of the following ways:

a. Profession Transfer.

b. Service Transfer - from Army, RAF or RM.

c. Direct Entry.

8203. Profession / Service Transfer

The following criteria must be met for entry into the PTI specialisation:

a. An AB1 or MNE with at least 12 months' service since attaining Role Performance Standard (RPS) at the date of application, a Leading Hand (LH) or Corporal (Cpl).

b. Have a permanent medical category of Medically Fully Deployable (MFD) A4/L1/M1/E1[1].

c. Hold GCSE Grade 9-4 (2017 onwards) or Grade A*-C (pre 2017) in English and Mathematics or equivalent in accordance with Chapter 96.

d. Six months or more since last Career Check (if any).

e. Have workforce clearance for transfer.

f. Be a British citizen or dual British / other nationality status (see Annex 51A).

[1] Medically Limited Deployability (MLD) will be considered on a case-by-case basis and dependant on the limitations an individual has been awarded.

8204. Direct Entry PT

a. **Entry Qualifications:**

(1) **Age.** 18-35 years.

(2) **Nationality.** British citizen or dual British / other nationality status (see Annex 51A).

(3) **Educational Qualifications.** English and Maths Grade 9-4 or, A*-C pre 2017.

(4) **DAA Score. 58** NR-2, MC-0, WR-2, VR-3, EC-0 & SR-2.

(5) **Visual Acuity.** 2.

(6) **Colour Perception.** 3.

(7) **Hearing.** 2.

(8) **Medical Standards.** Medically Fully Deployable (MFD) (A4 / L1 / M1 / E1)[2].

b. **Pre-Entry Criteria:**
Passed PT Specialisation Suitability Board (held during Pre Royal Navy Course (Rating) (PRNC(R)).

c. **Phase 1 and 2 Training.** Entrants will complete standard Phase 1 basic training at HMS RALEIGH as AB2 PT, before progressing to Phase 2 which combines the mandatory elements of ARLC, with a 2-week seamanship course (SEA 105). The purpose of the Phase 2 package is to prepare DE for Phase 3 Marinisation prior to proceeding to LPTQC. On successful completion of Phase 2, DE PT will become GTS. Divisional care during Phase 2 will be provided by Corporate Squadron HMS RALEIGH.

d. **Phase 3 - Marinisation Phase.** PT Familiarisation training will be conducted in a gymnasium under the guidance of the unit's CPOPT for a minimum of 3 months. The purpose of this phase is to prepare the individual for their PT Aptitude and future LPTQC. The DE will work within the gymnasium and complete a Task Book to ensure that they are ready for LPTQC. The DE will not be able to attend PT Aptitude until all tasks have been completed. Additionally, if an individual does not display the correct attributes expected of a future Leading Hand they may face administrative action through the warnings process. An individual will remain within the gymnasium environment until successful selection to LPTQC and Divisional care during this phase will be provided by the unit's CPOPT.

[2] MLD will be considered on a case-by-case basis and dependant on the limitations an individual has been awarded.

e. **Advancement to AB1 PT**. A DE PT will be advanced to AB1 PT on successful completion of PT Aptitude. This is to be recorded in JPA under 'Professional|RPS for AB1 PT|Navy|' and will be the responsibility of the Chief Staff Instructor (CSI) at the Royal Navy School Of Physical Training (RNSPT).

f. **Career Management.** Throughout their career, DE will be career managed by the PT CM.

g. **Unsuitability for PT**. In the case that an individual is assessed as unsuitable to progress to LPTQC, then, following consultation with CO RNSPT and Logistics and Personnel Professions Manager, the provisions of 8204 (b)i apply.

h. **Phase 3 - Training - LPTQC.** On successful completion of the PT Aptitude, DE AB1 PT will be assigned to the LPTQC, to combine with SWE. From this point in their career, standard PT Specialisation rules will apply, with the exception of failure/removal from LPTQC and Leading Rates Leadership Course (LRLC).

i. **Training Failures.** In common with Professions Transfers until successful achievement of RPS as LH (PTI), DE will be deemed to be under training. The policy regarding Removal from PT Professional / Career Training (LPTQC) and Leading Rates Leadership Course will, therefore, apply to DE, with the exception of the option to return to source profession. In that instant, there will be two options:

(1) DE will be given counselling and a suitable profession transfer proposed, subject to Service Need, after consultation with the relevant Branch Manager.

(2) Discharge SHORE (Inadequacy)[3]. Failure to complete PT training and to achieve RPS as LH (PTI) means that an individual is unable to perform the duties of the lowest rate in their professional profession specialisation, due to physical or mental incapacity (not of a nature to warrant medical discharge) or incompetence, and therefore may be discharged SHORE.

j. **Career Check.** The implications of a DE being awarded a Career Check prior to LPTQC will be dealt with on a case-by-case basis by CO RNSPT, in consultation with the Logistics Branch Manager.

k. **RN PES.** Individuals are to be in date RN PES or in possession of either a permanent medical exemption as issued by a Royal Naval Medical Board of Survey (RNMBOS) or temporary exemption (as issued by the Commanding Officer). Failure to do so will be dealt with under the normal provisions of BRd 3(1). See Chapter 67.

l. **Return of Service (ROS).** On completion of LPTQC, individuals who Profession Transfer into the PTI specialisation are required to complete a 3 year ROS. This will apply to DE PTI and will supersede any other ROS.

[3] BRd 3(1) 5443.a(3) (Discharge SHORE (Inadequacy).

m. **Training Holdovers.** On successful completion of PT Aptitude, DE candidates will return to their unit where they will remain whilst waiting assignment to the next available LPTQC.

8205. Working with Children / Vulnerable Adults - Criminal Record Checks

a. Certain positions within the PTI profession require personnel to hold a valid Enhanced Disclosure level clearance certificate issued by the Disclosure and Barring Service (DBS) or through Disclosure Scotland. See Chapter 60 Section 7 on criminal record checks required by law and MOD policy.

b. An application for Criminal Record Check will be made by the PTI Career Manager on assignment to one of the identified positions.

8206. RN Aptitude Clearance

a. When an individual has been recommended for the PTI specialisation an application is to be submitted to NAVY PEOPLE-TRG-HQ-N5 SWP WO1 for permission to proceed to aptitude.

b. When permission is granted, the individual's Unit is to liaise with RNSPT (Chief Staff Instructor) to request a place on a PT Aptitude Test. The application is to be e-mailed to NAVY PEOPLE-TMGRNSPT CSI and is to state the following information:

(1) The individual meets all criteria at Para 8203.

(2) Approval from NAVY PEOPLE-TRG-HQ-N5 SWP WO1 has been granted in accordance with the approval Email.

(3) Has the Support of the Unit to Attend a PT Aptitude and has been provided the necessary training time and supporting documentation / exposure to RN PT prior to attendance.

8207. Aptitude Test

Aptitude Tests are held in HMS TEMERAIRE. They are usually conducted in May, Sep and Dec, however an RNTM is released annually in Dec detailing PTA dates for the following training year. Joining Instructions will be sent to the individual and their DO approximately 14 days prior to the PTA commencing. Divisional Officers are to ensure that they complete and sign the medical certificate attached to the Joining Instructions after confirming the medical suitability of the individual by sighting JPA Medcat and JMES codes.

a. **Conduct of the Aptitude Test.** All elements of the PT Aptitude are compulsory. The candidate will be required to demonstrate, to the satisfaction of the Instructor, that the individual:

(1) Is physically fit and has the potential to complete the LPTQC.

(2) Possesses the required mental attitude in addition to their physical abilities. Individuals should demonstrate Naval Core Values (C2DRIL) as a matter of course and display the mental resilience to succeed in this arduous evolution.

(3) Is able to demonstrate adequate motor skills and co-ordination during physical activity (including Mountain Biking, Water activities and Indoor Climbing).

(4) Demonstrates a sound understanding of a pre-determined topic and is able to deliver a presentation on this topic with confidence, clear communication and clarity.

(5) Has a basic knowledge of anatomy and physiology.

(6) Has a basic knowledge of sports rules associated with the major sports played within the RN.

(8) Displays the potential to identify and rectify incorrect movement during fundamental movement patterns.

b. On completion of the Aptitude Test candidates, and their DO, will be informed if they have passed or failed by RNSPT. The RNSPT will inform NAVY PEOPLE-TRG-HQ-N5 SWP WO1 of the results.

8208. Profession Transfer Clearance

a. Once an individual has passed the PT Aptitude Test, clearance to change profession / specialisation is to be requested via NAVY PEOPLE-TRG-HQ-N5 SWP WO1 in accordance with current regulations.

b. Personnel who have successfully passed the PT Aptitude and are waiting to be assigned to the LPTQC must continue to meet the criteria at Para 8203. Failure to achieve this requirement may result in the candidate been debarred from transfer / selection to the PTI specialisation.

c. On receipt of an Assignment Order detailing a candidate for LPTQC, DOs are to check that the individual continues to meet all the requirements for the Course listed at Para 8203. Queries regarding eligibility which are not covered in this Chapter should be referred to the Professions Manager or Spec Adviser immediately, particularly if they concern a discipline issue, Career Check or seniority.

8209. Attending LPTQC

Once clearance has been granted, but prior to attending LPTQC, joining instructions will be issued. Where possible, individuals are to be loaded to LRLC prior to attending LPTQC. An individual MUST ensure:

a. That the medical certificate attached is signed by a Medical Officer, stating that the candidate has been medically examined within the preceding 14 days and found to be medically and physically fit to undergo the LPTQC.

b. This certificate MUST be returned to the Instructor by the date stipulated in the Joining Instructions.

c. Any individual who does not have a signed medical certificate will not be permitted to commence LPTQC.

8210. Passing LPTQC

On successful completion of LPTQC the following rules apply:

a. An individual leaves their original specialisation and join the PTI specialisation.

b. An individual seniority date is to be amended to the last day of LPTQC.

c. An individual will be advanced to LH(PTI) once the criteria at Annex 82A have been satisfied.

d. All LH (PTI) are subject to a 12-month probationary period.

e. See Para 6909.a sub para (4) regarding non-completion of LRLC and exceptional advancement to Acting Higher Rate (AHR).

8211. Reversion and Disrating

a. If, at the end of one year's service as a LH(PTI), an individual is considered to be unsuitable or unable to attain the standard required of a LH(PTI), they will be returned to their source profession or specialisation with original seniority as an AB or LH.

b. If an individual fails LRLC they will be returned to their former specialisation.

c. Failure to achieve RPS 24 months after completion of the LPTQC constitutes grounds for reversion and, unless exceptional circumstances exist (the LPTQC Profession Manager is to be consulted), the Commanding Officer is to initiate the reversion process. This may conclude in return to former specialisation and rate, with original seniority.

d. In common with other sideways entry specialisations, ratings who are reverted or disrated to AB will be returned to their former specialisation and categories. Re-promotion and future employment within the PT specialisation will be considered by the Branch Manager on a case-by-case basis.

8212. Employment for PT Individuals

a. On successful completion of LPTQC, all newly qualified LH(PTI) will normally spend a minimum of 12 months consolidating their skills at a Shore Establishment under the mentorship and guidance from a CPO(PTI). During this period, a newly qualified LH(PTI) is expected to complete their Task Book and achieve RPS.

b. In order to grow PTIs with the requisite skill sets for Joint Service Exercise Rehabilitation Instructor (JSERI) and Adventurous Training Instructor (ATI), LH(PTI) will be given exposure to both these disciplines. An individual may be considered as an ATI or ERI.

c. Sea service is not required for promotion at any stage, however, all PTI SQEP personnel are liable for assignment to a sea-going platform as required to meet the needs of the Service.

8213. JPA Recording - Competences, RPS, Annual RPS Check, RNFT, and CBRNDC Task Book

a. **Recording of Competences.** Once a PTI has successfully completed a PQC, TEM, taskbook and achieved RPS, that competence is to be recorded on JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check JPA has been updated with the relevant competence.

b. **Achieving RPS.** On successful completion of LPTQC an individual will attain the Training Performance Standard (TPS) and issued with a Workplace Training Task Book (WTTB). An individual will be deemed to have achieved Role Performance Standard (RPS) on successful completion of the WTTB for LH (PTI). The period allocated to achieve RPS is up to 24 months this allows time for probation to be completed and to generate a SQEP person to fulfil the role as a LH(PTI).

c. **Annual RPS Check.** The continued maintenance of RPS (including RN PES) is fundamental to all further development and promotion. In order to monitor individual maintenance of RPS, an annual RPS Check is to be conducted. In exceptional circumstances, some individuals may be unable to achieve the mandatory annual RPS Checks. Where this is the case, the Professions Manager should be consulted for advice. LH(PTI) must complete either a General, ERI or ATI RPS depending on sub-specialisation. On completion of the Annual RPS Check an individual is to be awarded the following competence on JPA (CMS|Annual RPS Check LH| Navy). This competence should overwrite the previous year's competence and is valid for 12 months. The following personnel are authorised to conduct RPS Checks and act as signatories:

(1) A RN PT specialisation Warrant Officer or Senior Rate or assigned RM PT SNCO.

(2) In Units with no PT Senior Rates, the Executive Officer or Executive Warrant Officer.

d. **AB-LH CBRNDC TB.** It is recognised that not all specialisations, branches or trades mandate the need to complete a CBRNDC TB. If an individual falls into this category the TB must be completed on joining their first sea going unit.

8214. Education For Promotion

The joining criteria for a PTI is to hold Grade 9-4 (2017 onwards) or Grade A* - C (pre 2017) GCSE in English and Mathematics (or equivalent for either or both qualifications), and therefore an individual is educationally qualified for subsequent promotion in accordance with Chapter 96.

8215. Adventurous Training Instructors

a. Adventurous Training Instructors (ATI) are a sub-cadre of the PT Specialisation. Personnel who wish to pursue a career as an ATL must first complete LPTQC and attain RPS as a LPT in accordance with Para 8213.b.

b. To specialise as an ATL, an individual is required to be recommended by their DO.

c. Further information and contact details about ATL training may be found in BRd 51(1) Chapter 2.

8216. Exercise Rehabilitation Instructors

a. Exercise Rehabilitation Instructors (ERI) are a sub-cadre of the PT Specialisation. Personnel who wish to pursue a career as an ERI must first complete LPTQC and attain RPS as an LPT iaw Para 8213.b.

b. To specialise as an Exercise Rehabilitation Instructor (ERI), an individual is required to be recommended by their DO, Regional Trade Specialist Adviser and trade Specialist Adviser.

c. Further information and contact details about ERI training may be found in BRd 51(1) Chapter 2.

ANNEX 82A

PHYSICAL TRAINING INSTRUCTOR (PTI) PROMOTION FLOWCHART

Table 82A-1. Direct Entry PTI only

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed Phase 2 Training			Note 1
Passed PT Aptitude	Physical Education|PT Aptitude Test (RNSPT 104)|Navy|	Pass	Para 8207
Achieve RPS as an AB PTI	Professional|RPS for AB1 PTI|Navy|		Para 8204 (e)
At least 6 months since last Career Check (if any) on advancement			
Advanced to ABLE RATE 1 (PTI)			

Table 82A-2. Leading Hand (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LRLC	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed LPTQC for Leading Physical Trainer	Physical Education| L(PT) Career (RNSPT 103)|Navy		Note 2
At least 6 months since last Career Check (if any) on advancement			
Contract to be amended to ES2 and tx date amended to reflect 20 years' service			IAW current policy
Advanced to LEADING HAND (PTI)			

Table 82A-3. Petty Officer (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB. Achieved RPS	Professional|RPS for LH PT|Navy|		Para 8213 (b)
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82A-4. Petty Officer (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
In date Annual RPS Check			Para 8213c
At least 6 months since last Career Check (if any) on advancement			
Promoted to PETTY OFFICER (PTI)			

Table 82A-5. Chief Petty Officer (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A6 Chief Petty Officer (PTI) 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)			
In date Annual RPS Check			Para 8213c
Promoted to CHIEF PETTY OFFICER (PTI)			

Table 82-A7 Warrant Officer 2 (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A8 Warrant Officer 2 (PTI) 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)			
In date Annual RPS Check			Para 8213c
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WARRANT OFFICER 2 (PTI)			

Table 82-A9 Warrant Officer 1 (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A10 Warrant Officer 1 (PTI) 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 WARRANT OFFICER 1 (PTI)			



Notes:

1. *As part of the Phase II course individuals will receive the following competencies:*

Warfare|AB Seamanship (SEA 105)|Navy|

Miscellaneous|Helmsman (SEA 112)|Navy|

Miscellaneous|Able Rates Leadership Course (RNLA 104)|Navy|

2. *As part of the LPTQC individuals will receive the following competencies:*

Instructional|Defence Trainer (DTc)|Joint|

Medical|Level 2 First Aid (CBRNDC 23)|Navy

CHAPTER 83

WARFARE PROFESSION - COXSWAIN (SUBMARINE)

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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ANNEX

Annex 83A: RN Coxswain (SM) - Promotion Flowcharts

CHAPTER 83

WARFARE PROFESSION - COXSWAIN (SUBMARINE)

8301. General

This Chapter covers the career regulations for Submarine Service Profession Coxswain (SM).

8302. Entry into the Coxswain (Submarine) Profession

Entry into the Coxswain Submarine (SM) Profession may be achieved in one of the following ways:

a. Profession Transfer. Volunteers are considered from all specialisations of the SM Service[1].

b. Accelerated Submarine Coxswain Entry Scheme (ACES).

8303. Profession Transfer

The following criteria must be met for entry into the Cox'n (SM) profession[2]:

a. Be either a CPO, or selected for promotion to CPO, or a substantive PO.

b. Have a permanent minimum medical category of MLD A4 / L1 / M1 / E1.

c. Hold the (SM) Basic Sea Qualification.

d. Six months or more since last Career Check (if any).

e. Have clearance to transfer.

f. Successfully complete 'dry' SCOOW qualifying course.

g. Qualify 'wet' SCOOW prior to commencing Cox'n (SM) qualifying course[3].

h. Have successfully completed Senior Rates' Leadership Course.

i. Have a recommendation from their Submarine Command Qualified Officer of Commander rank or above from their unit.

j. If a PO must have a Yes recommendation or above for promotion in their last SJAR.

[1] Volunteers from General Service will be considered on a case-by-case basis but must qualify SM in addition to meeting all other pre-requisites.
[2] To be submitted IAW current transfer policy by the Divisional Officer of the individual.
[3] In exceptional cases, a waiver for Wet SCOOW qualification may be granted.

8304. Accelerated Submarine Coxswain (Submarine) Entry Scheme (ACES)

a. The following criteria are required for Entry onto ACES:

(1) Must be a substantive LH serving on ES2, FC or OE1 which expires after the SP's forecasted end of ACES training timeline.

(2) Must have achieved Operational Performance Standard (OPS) for LH in their current profession.

(3) Must have a 'Yes' recommendation or above for promotion in their last SJAR.

(4) Must hold the (SM) Basic Sea Qualification.

(5) Must have a permanent minimum medical category of MFD A4 / L1 / M1/ E1.

(6) Six months or more since last Career Check (if any).

(7) Educationally, must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and has appropriate competences (or equivalent) in English and Mathematics and has appropriate competences recorded on JPA[4] recorded on JPA.[5]

(8) Must have a letter of recommendation from a Submarine Command Qualified Officer (OF4) of current unit outlining suitability for ACES.

b. **ACES Application.** The following criteria are required for Entry onto ACES:

(1) Initial ACES applications should be made via the ACES application form at Annex C and should be submitted to the Cox'n (SM) Head of Branch (NAVY PEOPLE-TMG RNSTC COXN) who will act as the ACES Manager.

(2) Individuals who are removed from ACES or apply unsuccessfully must wait for a period of 12 months before they can apply again.[6]

c. **Profession Transfer.** Personnel who meet the eligibility criteria for entry into ACES and have completed the ACES Application form must then request a transfer to the Cox'n (SM) Profession. Profession transfer will be approved subject to meeting the criteria in Table 83A-1 IAW with the current transfer policy.

d. **Engagement.** Candidates will remain on their extant engagement and are subject to its terms of service.

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[5] BRd3(1), Para 9614a, (3).
[6] All individuals will be considered on a case-by-case basis.

e. **ACES Selection Board.** Everyone who passes the initial sift for eligibility will be examined at a selection board to be convened between the Profession Head, Cox'n (SM) Career Manager and an Independent board member.[7]

f. **Selected individuals for ACES.** The following rules apply for individuals selected for ACES:

(1) An individual will still be entitled to be presented to their source profession LH to PO Promotion board while on ACES.

(2) An individual will be advanced to PO when the promotion requirements at table 83A-1 have been satisfied to progress with ACES training and will remain in their source Profession.

(3) On the day of advancement to PO, this will be an individuals' new Incremental Basic Date (IBD).

(4) An individual will remain in their source Profession until the promotion requirements at table 83A-2 have been satisfied, when they will transfer to Cox'n (SM) and advance to CPO Cox'n (SM).

g. **Return Of Service (ROS).** To align with current policy IAW BRd 3(1) Chapter 53 Annex 53C there is a 24-month ROS, which commences from passing the Cox'n (SM) course.

h. **Candidate Extension.** If service reasons (e.g. submarine programmes) prevent a candidate from completing the minimum required sea delivery phase before the end of their membership of the scheme, an appropriate extension may be offered. If any such delay is owing to personal reasons, an extension may also be offered, this will be considered on a case-by-case basis by the ACES manager in conjunction with the Profession Manager.

i. **Warning.** Should an individual undertaking ACES fail to meet the professional and personal standards expected of the Naval Service they will be placed on a Formal Warning IAW BRd3(1).[8]

j. **Removal from the Scheme.** Individuals may be removed from ACES in the following way:

(1) Candidates may remove themself from the ACES at any time.

(2) The ACES Manager may remove candidates from ACES if they fail to meet training milestones in a timely manner.

(3) If an individual fails the final Cox'n (SM) selected board, they will be removed from the scheme and transferred back to their source profession.

[7] An independent board member does not have direct involvement with the Cox'n (SM) Profession.

k. In each of those circumstances, candidates will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES. Candidates are to make the ACES manager aware of any relevant exceptional circumstances that could affect training milestone completion.

l. Personnel requesting to submit notice upon removal from the scheme will still be subject to any normal notice requirements.

m. If a candidate becomes unsuitable for service in submarines, they will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

n. If a candidate becomes unsuitable for service in submarines, they will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

o. Individuals who request to submit their notice will be removed from the scheme and transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

p. **SJAR Requirement.** When an ACES candidate has successfully completed their 12-month assignment to the waterfront a SPEC SJAR needs to be raised with a CO's recommendation for advancement to CPO Cox'n(SM) IAW Annex 83A Table A-2.

8305. Cox'n (SM) Aptitude Clearance

a. When an individual has been recommended for the Cox'n (SM) specialisation an application is to be submitted to NAVY PEOPLE-PSP Plans Supply WO for permission to proceed to aptitude.

b. When permission is granted, the individual or unit is to liaise with the Cox'n Recording Authority to confirm the date when the applicant will attend a Cox'n (SM) aptitude.

8306. Cox'n (SM) Selection Board Procedure

The Selection Board will consist of two Command qualified individuals, and one must be a Commander X (SM), Professions Manager / Career Manager, a WO1 Cox'n (SM). The board will consist of:

a. A promotion board to ensure all PO's candidates are suitable for selection to CPO.

b. Applicants will be required to undertake the following:

(1) A short presentation on their service career to date.

(2) A question and answer-based interview.

c. The Selection Board will assess candidates' suitability based on their promotion dossier, Service Paper, Presentation and the Question and Answer based interview for suitability to proceed to Cox'n (SM) training.

d. A successful Selection Board pass and workforce clearance will be valid for 2 years.

e. The Divisional Officer and the applicant will be informed of the results of the Cox'n (SM) Selection Board.

8307. Profession Transfer Workforce Clearance

a. Once an individual has passed the Cox'n (SM) Selection Board, workforce clearance to change branch / specialisation is to be requested via NAVY PEOPLE-PSP Plans Supply WO in accordance with current regulations.

b. Personnel who have successfully passed the Cox'n (SM) Selection Board and are waiting to be assigned to the Cox'n (SM) QC must continue to meet the criteria at Para 8303. Failure to achieve this requirement may result in the candidate been debarred from transfer / selection to start Cox'n (SM) training.

c. On receipt of an Assignment Order detailing a candidate for Cox'n (SM), Divisional Officers are to check that the rating meets all the requirements at Para 8303. Queries regarding eligibility which cannot be answered in this Chapter should be referred to the Branch Manager or the Spec Adviser immediately, particularly if they concern a discipline issue, Career Check or seniority.

8308. Passing Coxswain (SM) Professional Qualifying Course

On successful completion of Cox'n (SM) PQC the following rules apply:

a. An individual leaves their original specialisation and joins the Cox'n (SM) specialisation.

b. All individuals on the same course will have their seniority date amended to the agreed Common Promotion Date (CPD).

c. An individual will be advanced to CPO Cox'n (SM) once the criteria at Table 83A-2 have been satisfied.

d. All CPO Cox'n (SM) ratings are subject to a 12-month probationary period. During this period, they must have qualified, achieved or conducted the required standard in BSQ, SCOOW Wet qualified, CPOOD (where applicable) and an Admin Inspection by FOST on their assigned unit. This is to be certified by the CO of their unit.

e. On being certified the NAVY PEOPLE-TMG RNSTC COXN is to be informed.

8309. Reversion, Disrating and Returning to Source Profession

a. If an individual has not completed within their 12-month probation period, BSQ, SCOOW Wet qualified, CPOOD (where applicable), Admin Inspection by FOST on their assigned unit. It is considered an individual is unsuitable or unable to attain the required standard of a Cox'n (SM), they will then be returned to their source profession with their original seniority as a PO or CPO.

b. Individuals who voluntarily request to return to their original source specialisation within 12 months of completing Cox'ns (SM) training will be re-instated in the rate held before undergoing training with their original seniority as a PO or CPO.

c. If and individual is disrated to a rate below CPO, they will be returned to their source specialisation.

8310. JPA Recording – Competences

Once a Cox'n (SM) has successfully completed any training which has a competency must be input to JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check that JPA has been updated with the relevant competence.

8311. Education For Promotion (EFP)

Individuals must be at least a PO to transfer into the Cox'n (SM) specialisation therefore the minimum EFP is to hold Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA, therefore an individual is educationally qualified for subsequent promotion in accordance with Chapter 96.

8312. Selection for Chief of the Boat

If, due to shortages in the Cox'n (SM) specialisation, the requirement arises for a Chief of the Boat, Fleet Commander will issue separate instructions.

ANNEX 83A

RN COXSWAIN (SM) PROMOTION FLOWCHART

Table 83A-1 ACES Petty Officer – Advancement Requirements

Requirement	Competency	Proficiency Level	Notes
Selected for ACES			
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	Pass	
Completed SCOOW Dry course	SM|Astute Class SCOOW Qualified|Navy| or SM|V CLASS SCOOW TRAINEE|NAVY|	Pass	
Recommended by the ACES Manager, based on current performance and previous reporting.			Must have completed SRLC and SCOOW dry prior to been recommended
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE which expires after the SP's forecasted end of ACES training timeline.			
Advanced to PO			

Table 83A-2 Chief Petty Officer - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed 12 Month Assignment to Waterfront with PFS Waiver.[1]			ACES only
CO Recommendation required for advancement to CPO Cox'n (SM)			ACES only
Successfully completed SCOOW	SM|Astute SCOOW (Dived) (ACTS36)|Navy| or SM|V Class SCOOW Qualified|Navy| competency recorded on JPA.		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE[2]			
Successful completion of Cox'n (SM) Selection Board			
Passed Cox'n (SM) course	SM|Submarine Coxswain (COXN 001)|Navy	Pass	
Advanced to CHIEF PETTY OFFICER COXSWAIN (SM)			

[1] This replaces the 12-month probationary period for Coxn (SM) outlined in BRd 3 (1) Chapter 83 Para 8308.
[2] For ACES individuals they must be serving after their forecasted end of ACES training timeline.

Table 83A-3 Warrant Officer 2 Cox'n (SM) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the CPD			(Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at Common Reporting Date (CRD)			

Table 83A-4 Warrant Officer 2 Cox'n (SM) - 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			
EFP			Para 8310
Promoted to WARRANT OFFICER 2 Cox'n (SM)			

Table 83A-5 Warrant Officer 1 Cox'n (SM) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on an ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the CPD			(Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at Common Reporting Date (CRD)			

Table 83A-6 Warrant Officer 1 Cox'n (SM) - 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			
EFP			Para 8310
Promoted to WARRANT OFFICER 1 Cox'n (SM)			

CHAPTER 84

WARFARE PROFESSION - CRYPTOLOGIC TECHNICIAN

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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ANNEX

Annex 84A: Cryptologic Technician (CT) Promotion Flowchart
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CHAPTER 84

WARFARE PROFESSION – CRYPTOLOGIC TECHNICIAN

8401. General

This Chapter covers the career regulations for the Cryptologic Technician (CT) Specialisation. Divisional Officers are to ensure access to this chapter is retained as necessary for every member of the CT specialisation.

8402. Entry into the CT Specialisation

The following criteria must be met for entry into the CT specialisation:

a. **Nationality.** It is important to recognise that the nature and sensitivity of the work on which CTs are engaged necessitates certain specific nationality criteria being imposed. These are as follows:

(1) CTs must be a British Citizen for entry to the specialisation and are to have been a resident in the UK for ten years. If you hold dual nationality, of which one component is British, your application will still be considered.

(2) Individuals must provide explanation/evidence for significant periods of time spent outside the UK. This must be a total of no more than 24 months in the past 10 years.

(3) Individuals must have an ability to gain DV clearance and meet the requirements to be read onto STRAP.

(4) Current or previous Foreign National connections (either by direct family, marriage or extension) will be judged on a case by case basis, some of which may preclude entry to the CT Specialisation.

b. **Educational Standards.** Hold GCSE Grade 9-4 (2017 onwards or Grade A* - C (pre-2017) in English and Mathematics or equivalent for both qualifications in accordance with Chapter 96.

c. **Visual Acuity.** 6/18.

d. **Hearing.** A Standard hearing of 2:2.

e. **Colour Perception.** A Colour Perception standard of 4.

f. **Age.** Must be between the ages of 17-37 years for direct entry.

g. **Developed Vetting (DV).** DV is the minimum security requirement.

h. **Service.** Candidates must be volunteers for service in ships and submarines.

i. **Language Training.** Candidates must be volunteers for language training, where required, to satisfy the Service need (see Para 8414).

j. **Signal Training.** Candidates must be volunteers for signal development training, where required, to satisfy the Service need Para 8415.

8403. Specialisation Transfer Requirements

In addition to the criteria at Para 8402 branch transfer entrants require the following:

a. Have a minimum of ten years to serve.

b. Be a substantive AB1 who has achieved RPS, or be a LH.

c. Recommended by their Commanding Officer for the CT specialisation.

d. A successful acquaint interview with a Warrant Officer 1 CT or officer who is an ex–CT (copies of the last three Appraisal Reports should be forwarded to the interviewing officer prior to this event). A subsequent letter of recommendation, by the interviewer, should be enclosed within the rating's Service Documents and a copy forwarded to RN CT Spec Ad at HQ MIXG[1].

e. Passed the CT Specialisation Selection Interview. This is convened at HQ MIXG by RNCT Spec Ad.

f. Have Workforce clearance for transfer.

8404. Application Process

An individual must have passed a selection interview before Workforce clearance is authorised. No individual may attend a selection interview without WFPM & CM approval; the following procedure is to be used:

a. **Selection Interview Clearance.** When an individual has been recommended for the CT specialisation in accordance with Para 8403 sub para c, an application requesting permission to proceed to a selection interview is to be submitted iaw Ch 51.

b. Once permission has been granted, the individual's unit is to liaise with RN CT Spec Ad at HQ MIXG to request a selection interview. The Divisional Officer is to forward the following:

(1) Copies of the candidate's Appraisal Reports and Insert Slips covering the last three years.

(2) A copy of Leadership Course results (if completed).

[1] For administrative purposes, HQ MIXG should also be advised of unsuccessful interview results.

8405. CT Specialisation Selection Interviews for Specialisation Transfer Entry Candidates.

Interviews are held at HQ MIXG, dates of which will be made available to candidates by the HQ MIXG.

a. The selection process is of one day's duration and consists of a number of elements to assess a candidate's suitability for transferring to the CT specialisation, culminating in a formal interview. Among the qualities sought are the following:

(1) Aptitude for employment in all relevant CT Unit Establishment positions.

(2) Commitment to the Service.

(3) Capability to meet the standards required of CT training.

(4) Good personal qualities, particularly integrity, stability of performance and no obvious security risks.

(5) Leadership potential.

b. On completion of the selection interview candidates, and their Commanding Officer, will be informed if they have passed or failed. HQ MIXG is also to inform WFPM PM and CMs of the results.

8406. Post Selection Interview Actions

a. **Branch Transfer Manning Clearance.** Once an individual has passed the Selection Interview, workforce clearance to change specialisation is to be requested in accordance with current regulations at Ch 51.

(1) Workforce clearance, if granted, will be valid for two years.

(2) The individual will then be allocated a provisional place on a CTPQC.

b. On receipt of an Assignment Order detailing a candidate for CESM100A, Divisional Officers are to check that the rating meets all the requirements listed at Para 8403.

8407. Passing CT Training

On successful completion of the SIGINT Collection Course (SCC), the following rules will apply:

a. Direct entry individuals leave their original specialisation and join the trained strength of the CT specialisation.

(1) Branch Transfer Entry LHs are to be rated LH CT and adopt one star CT specialisation badges.

(2) Branch Transfer Entry AB1s are to be rated AB1 CT and adopt one star CT specialisation badges.

(3) Once all the criteria at Annex 84A have been satisfied, Direct Entry individuals will be rated AB1 CT.

b. When RPS as a LH CT has been achieved an individual will be awarded a two star CT specialisation badge.

c. Once all the criteria at Annex 84A have been satisfied, an individual will be advanced to LH CT 15 months after the completion of the BCC.

d. When an individual has achieved RPS, their seniority date is to be adjusted to 15 months after the final day of the BCC course.

8408. Source Specialisation Matters

If an individual, having been accepted for Transfer to join the CT specialisation, has not started training but is selected for promotion in their source Specialisation, the following rules will apply:

a. Candidates may attend relevant Leadership courses iaw source Specialisation BRd 3(1) promotion flow charts. Successful loading on to Leadership course is not a pre-requisite for Specialisation transfer

b. Those personnel who are promoted in their source Specialisation between passing the CT specialisation selection interview and commencing CT training can exercise either of the following options:

(1) Refuse promotion and commence CT training as planned.

(2) Accept promotion and remain in their source Specialisation.

c. Once CT training has commenced, Sideways Entry individuals (SEs) will remain in their source Specialisation but will be ineligible for promotion until completion of their basic CT training when subsequent promotion to LH CT will be dependent upon fulfilment of all criteria within the relevant CT specialist career profile.

d. Source Specialisation Submariners will automatically lose Special Service Pay (SM) effective from the first day of basic CT training.

8409. Withdrawal from Phase 1 or Phase 2 Training

a. Initial failure to complete any phase of training may result in back classing at the discretion of the relevant Head of Training. If it is judged that a trainee will be unable to complete any phase or module, however, they may, in consultation with the Commanding Officer HMS Collingwood, be withdrawn from training with the following options:

(1) SEs may return to their source Specialisation at their substantive rate.

(2) DEs will be given career counselling and a suitable Specialisation transfer proposed after consultation with the Warfare Professions Manager.

(3) Discharge SHORE in accordance with Chapter 54.

b. Individuals who wish to withdraw from basic CT training voluntarily may be permitted to do so only after full consultation with HQ MIXG.

8410. Security Clearances

The minimum security requirement for employment in the CT specialisation is for the individual to hold a DV clearance.

a. This requires the individual to have been resident for ten years in the UK. In certain circumstances, however, particularly where the individual is of UK origin, a shorter period may be acceptable. In such cases, an application is to be made to RN PSyA for a waiver of the residency requirement.

b. Depending upon their area of employment, CTs will also need to hold various other clearances throughout their career. For many of these clearances, nationality restrictions will apply (see Para 8402 sub para a).

c. A DV questionnaire will be issued to prospective CTs approximately 12 weeks prior to joining the Service. The preferred method for an application is through the e-forms portal; under exceptional circumstances, however, a hard copy may be submitted. The completed DV questionnaire must be returned to the Defence Business Services National Security Vetting (DBS NSV) before commencing the third week of Phase 1 Training. DBS NSV will not be able to process forms submitted with less than 12 weeks' notice i.e. in time for the CESM100A module at the end of Phase 2a, and those students affected may be unable to continue training.

d. Individuals who have not been granted a DV status cannot complete the CESM100A module of Phase 2a training or begin Phase 2b (Initial Sea Training). Where this is as a result of refusal, rather than administrative delays, SEs will be returned to their source specialisation while DEs can either take the following routes:

(1) Transfer to another specialisation in accordance with Chapter 51.

(2) Discharge SHORE in accordance with Chapter 54.

e. CT personnel will routinely require PAG Screening to fulfil assignments throughout their career. Failure to achieve PAG Screening (Outside of SC / DV / STRAP requirements) may degrade employment options for CT SPs, which could also deem individuals unsuitable for the Specialisation. Considerations will be reviewed on a case-by-case basis should a SP not be able to achieve PAG Screening.

8411. Loss of DV and/or Special Clearances

The withdrawal of a DV and/or the suspension/removal of Special Clearances will severely restrict an individual's employment/assignment potential as a CT by rendering the individual unemployable in designated specialisation positions. This could adversely impact the individual's Naval career. The decision to remove or suspend DVs or Special Clearances rests with RN PSyA and the relevant controlling authorities respectively. Such decisions are made on a case-by-case basis and the impact on the individual will generally depend on the reason for suspension/withdrawal. A range of options for future employment will be considered, involving a degree of personal preference where possible. For serving CT individuals who have lost their DV and or special clearance the following will be considered:

a. Transfer to another profession or specialisation in their substantive rate, within the constraints of Specialisation transfer regulations (Chapter 51).

b. For those within their final two years' service, or who elect to submit 12 months' notice following the removal of the DV, employment in existing rate in an 'out of specialisation' position, if a suitable one is available, until completion of career or engagement or period of notice.

c. For SEs, reversion to source specialisation at the rate held before transfer to the CT specialisation.

d. Discharge SHORE, in accordance with Chapter 54.

8412. CT Branch Training - Career Progress, Targeted Employment Modules, and Pre-Joining Training

Career Progression for CT Branch Ratings is detailed within Annex 84A. In addition to Career training, individuals may be required to undertake some bespoke Targeted Employment Modules (TEMs)/Pre-Joining Training in accordance with the Unit Platform List (UPL), as follows:

a. **Training Performance Statements, Workplace Training Task Books and Role Performance Standard.** On successful completion of the PQC for AB, LH or PO, a CT rating will have attained the Training Performance Statement (TPS) for that rate. Individuals will then be issued with the appropriate Workplace Training Task Book (WTTB). In the subsequent assignment, a rating will be deemed to have achieved Role Performance Standard (RPS) on successful completion of the core career workplace training section of the relevant WTTB (TPS + OJT = RPS) for AB/LH. On achievement of RPS as an AB1, LH or PO, the Warfare Training Co-ordinator must inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annexes for details) to be inputted to JPA. When an individual is advanced to AB1 or LH, the HR administrator is to ensure that a Promotion Authorisation Request (PAR) is sent to the Career Manager, who will authorise the promotion and change the rate on JPA. It is important that achievement of RPS is inputted to JPA before the PAR date, thus stating that the rating has achieved RPS before attempting to be advanced to AB1 or LH. A rating's RPS is defined and owned by the relevant Branch Manager.

b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve RPS. Within the CT Branch there is no scope to employ individuals who cannot or will not progress themselves beyond AB1. It must be realised that AB1s 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 AB1 is an application for administrative discharge on the grounds of un-employability. Within the CT specialisation, an initial warning is set at 12 months from commencement of the WTTB (unless it has been given earlier, supported with unequivocal statements of non-recommendation for advancement in an Appraisal Report). Warnings will then continue 3-monthly, within the Appraisal process, up to an aggregate total of 18 months under warning, whereupon application for administrative discharge on the grounds of un-employability will be sought.

c. **Pre-Joining Training.** PJTs are the method of training CT ratings for a specific role, prior to joining a sea-going unit, as required by the UPL. Whilst undertaking a PQC, a rating who has been assigned to a unit 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. The following outcomes are possible:

(1) **Pass.** Schools are responsible for conducting PJTs and are to report successful completion and ensure that HR administrators input the relevant competences to JPA.

(2) **Failure.** In the event of failure, a written report is to be forwarded by the School to the individual's parent unit. The individual may be considered for Discharge SHORE, in accordance with Chapter 54 or, in the case of LH, immediately warned formally for reversion by the parent unit. As PJTs are taught at the end of a PQC pipeline, the rating will have to wait until the end of the next training pipeline before re-commencing the PJT.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability. Ratings who fail a PJT a second time are not to be employed in any UPL position number that requires that competence and are not to attempt that PJT for further 12 months. The rating’s parent unit is to assess the individual's employability. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Professions Manager.

(4) **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format and is to be included in their WTTB.

d. **TEMs.** In addition to WTTB, LHs attending TEMs will also be issued with the relevant On Job Training TB in loose leaf format for inclusion in their current WTTBs.

e. **Completion of AB1 CBRNDC Task Book.** The CBRNDC task book is to be issued upon a person's first sea assignment, irrelevant of the Rate/Rank and should be completed within 6 months, considerations of a ship's maintenance period can be taken into consideration. Failure to complete the Task book within 6 months, requires the divisional warning system to be utilised iaw BR3.

f. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless the individual is in date for the Annual RPS Check in the lower rate. The PQC and LRLC/SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CM to load candidates on a PQC and relevant leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of, at least, PQC within 12 months of selection. On implementation, it is possible that a surge in applications may exceed available places. The Career Manager's judgment will be required to manage points of excessive demand.

g. **Failure to Complete Professional and/or Leadership Course.** Refer to Ch 67 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own 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.

h. **RPS Lead Authority.** A database of LH CT level tasks will be maintained by CT TE WTG and made available to each unit employing CTs as required. When units need to conduct an RPS check OiC CT TE WTG should be contacted to issue a selection of general task questions. Additional oral questions are then to be added by the employing unit to probe the CT's knowledge of their own ship/unit and operational experience.

8413. JPA Recording - Competences, Annual RPS Check

a. **Recording of Competences.** Once a CT rating has successfully completed a PQC, WTTB, PJT/TEM and achieved RPS, that competence is to be input to JPA by the appropriate unit HR administrator.

b. **Annual RPS Check.** All personnel are expected to remain at RPS while building experience towards promotion. HQ MIXG 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 RPS checks is given in BRd 1984 - Warfare Training Regulations.

(1) Maintenance of RPS is to be monitored through an Annual RPS 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) In exceptional circumstances some individuals may be unable to achieve the mandatory RPS checks. Where this is the case, HQ MIXG (RN CT Spec Ad) should be consulted for advice.

(3) An Annual RPS Check is not a pre-selection requirement.

(4) An Annual RPS Check is a pre-requisite for all promotion career courses for AB-LH and LH-PO.

(5) RPS qualifications will be checked on attendance of PO PQC. Ratings who are not in date for an Annual RPS Check will be returned to Unit.

8414. Appraisal Reports

a. **Appraisal Reports.** Appraisal Reports are required in order to provide Selection Boards with details of an individual's performance and suitability for promotion. Appraisal Reports are to be raised annually (31 Jan for all LH; 31 Mar for PO and 30 Sep for CPO). Individuals who cannot maintain RPS, or who receive an unequivocal statement of 'non-recommendation' in an 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 RPS within the 3-6 month period, the relevant 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 Selection 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 previous report recommendation. Ratings may be deemed as 'developing' at the annual reporting stage, but this should not be based solely on not having achieved OPS.

8415. Language Training - Aptitude Test

Ratings selected for CT training will undergo the Modern Languages Aptitude Test (MLAT) during basic training (CESM100A) - results will be recorded and held within Training Delivery Division (TDD) at JITG Chicksands and CT TE WTG. Language training will be provided only in order to satisfy a Service need. When such a need is identified, CTs with an appropriate MLAT score will undergo further assessment of their commitment, attitude and suitability - success at which is a prerequisite for a language training assignment.

8416. Signal Development Training

Signal Development (SD) is an advanced, intensive, non-language, communications signals analysis skill. SD training will be provided only in order to satisfy a Service need and requires the individual to pass an aptitude assessment process as a pre-requisite.

ANNEX 84A

CRYPTOLOGIC TECHNICIAN (CT) PROMOTION FLOWCHART

ENTRY AFTER 1 NOV 06 (DIRECT ENTRANT) / 1 SEP 07 (SIDEWAYS ENTRANT)

Table 84A-1. AB(CT)2 (Analyst)

Requirement	Competency	Proficiency Level	Notes
Completed New Entry Training			
Modern Languages Aptitude Test (MLAT) administered in Phase 2 induction week. If successful, trainee is streamed for Linguist training			
Completed MWS CESM 100 Training			
Completed DITG CHICKSANDS SIGINT COLLECTION COURSE Training.	Intelligence|SSB Data Acquisition (DA)|Joint|	Proficiency level 1	
Completed Basic CESM Course Training.	Professional|RPS for AB1 CT|Navy|		RPS will be in force Q4 2024.
Completed Phase 2 Training. Awarded one star CT Specialisation badge.			
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

ABLE SEAMAN CRYPTOLOGIC TECHNICIAN 1 (CT) (Analyst)

Table 84A-2. AB(CT1) to LH(CT)

Requirement	Competency	Notes
Completed Equipment Course if assigned to T45 Platform for consolidation.		
AB-LH CT TB issued (WTTB Issued on completion of equipment Course).		
Must spend a minimum of 9 months completing WTTB's at an operational Unit, in which SJAR must be raised by unit SP is assigned to with recommendation for advancement to LH at CPD date.		
Advancement to LH CPD 15 months since completion of Basic CESM Course.		
Completed CT TB at RPS as LH CT, authorised by Warfare HOD.	Professional|RPS for LH CT|Navy|	Awarded 2-star CT specialisation badge
LRLC completed and recorded.	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Para 7703 sub para g and sub para h).
Recommended for advancement on Appraisal Report at (CRD).		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).		

Advanced to LH(CT)

Table 84A-3. Petty Officer (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD		

Table 84A-4. Petty Officer (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Promoted to PO(CT)

Table 84A-5. Chief Petty Officer (CT) Pre-Selection Requirements

Selection Requirements for CPOCT		
Requirement	**Competency**	**Notes**
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	
Recommended for promotion on Appraisal Report at CRD		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Table 84A-6. Chief Petty Officer (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Promoted to CPO(CT)

Table 84A-7. Warrant Officer 2 (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA		Para 9634
Recommended for promotion on Appraisal Report at CRD		

Table 84A-8. Warrant Officer 2 (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		
Satisfy terms of Assignment Order issued by Promotion Authority		

Promoted to WO2(CT)

Table 84A-9. Warrant Officer 1 (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA		Para 9634
Recommended for promotion on Appraisal Report at CRD		

Table 84A-10. Warrant Officer 1 (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		
Satisfy terms of Assignment Order issued by Promotion Authority		

Promoted to WO1(CT)

CHAPTER 85

LOGISTICS AND PERSONNEL PROFESSION – WRITER, SUPPLY CHAIN AND CATERING SERVICES

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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CHAPTER 85

LOGISTICS AND PERSONNEL PROFESSION – WRITER, SUPPLY CHAIN AND CATERING SERVICES

8501. Promotion Boards and Eligibility

a. Logistics and Personnel Profession Promotion Boards consider all candidates from each respective specialisation on the basis of merit.

b. Promotion to Leading Hand, Petty Officer, Chief Petty Officer and Warrant Officer Class 2 and 1 will be authorised by vacancies and dependent upon selection by a Promotion Board. Details of the selection system are given in Chapter 67.

c. Reporting Officers making recommendations for promotion, confirmation or course, are to pay due regard to the regulations shown in Para 6901. As is already the case, adequate selections will also have to be made to ensure there are sufficient seagoing personnel to meet the SM requirement. To ensure that the separate GS and SM workforce requirements are met, all those selected and fit for SM service will be considered for either Arm, depending on the needs of the Service. The liability to serve in submarines is laid down in Chapter 51.

d. An individual is recommended for promotion when awarded 'Exceptional', 'High' or 'Yes' for 'Promotion - 1 Rank Up' on SJAR by the final Reporting Officer. 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 previous report recommendation.

e. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6714 for rules on the impact on a rating's promotion if they fail to complete a Professional Qualifying Course (PQC) and/or LRLC/SRLC before the CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).

8502. Professional Qualifying Courses

a. All Logistics PQCs are held at the Defence School of Logistics and Administration (DSLA). Candidates are nominated by Career Managers from those ratings who have been selected for promotion.

b. Failure of the PQCs will entail the penalties in Para 6911.

c. All Logistics Ratings are required to complete the Role Performance Statement Confirmation Check (RPSCC) within 3 months of attendance at PQC and have the relevant JPA competence recorded ahead of course attendance[1]. Personnel not completing RPSCC within the permitted timescales may not be permitted to attend their PQC and risk de-selection if a further place does not become available within 12 months of their CPD[2].

[1] e.g. NCT|RPSCC for LH Logistician|Navy| or NCT|RPSCC for AB Logistician|Navy|.
[2] BRd 3(1) Chapter 67 Para 6716.



Note. *There is no longer a requirement to undertake the VLE administered pre course examination. However, to aid preparation, those selected for promotion will be given unrestricted access 3 months prior to attendance at PQC as a training/revision aid. Note that the VLE is now hosted on the Defence Learning Environment (DLE) which is accessed via the Defence Gateway[3].*

d. Personnel are to be given 3 months' notice to attend PQC in order to prepare sufficiently. Individuals may waive their right to the 3 month preparation period by completing the proforma at Annex 85A and sending it to the LTO of the relevant DSLA Squadron.

e. **Day 1 Assessment at DSLA.** Noting that all course attendees will have adequately prepared for their PQC and arrived at RPS, an assessment on Day 1 (with the exception of Writers) will be undertaken based on topics covered within the RPSCC to measure the students' base knowledge at their current rate. A failure to meet the course requirements (i.e. a signed and completed RPSCC book and a failure of the Day 1 assessment) may lead to a range of formal administrative measures, including a Tier 1 Warning or RTU and/or de-selection in accordance with current DSLA policy[4]. The Day 1 assessment also allows DSLA and NCHQ to monitor the current knowledge level of those attending the course, to identify common weak areas, target mentoring appropriately and also reinforces the importance of appropriate preparation for PQC. In order to drive continual improvement, DSLA Head of Naval Training (HoNT) will provide feedback to units of personnel who fail their Day 1 assessment.

f. **Responsibility.** It is a personal responsibility to fully prepare ahead of attendance on any PQC. The nominated unit Logistics sub-specialisation Section Head is required to confirm the individual's suitability to attend PQC using the RPSCC. Additionally, the unit Logistics Officer, or nominated Officer in Charge of Logistics Duties, must ensure that individuals are given sufficient time and opportunity to undertake this task. Both will be obliged to certify an individual's RPSCC certificate within the completed RPSCC booklet and the booklet must be presented to DSLA by the individual on the first day of their PQC. The RPSCC booklets are hosted on the training page of the FLO Intranet site[4].

8503. Professional Qualifying Courses - Attendance Pre-Selection

a. The overriding principle and policy of assigning personnel to PQC is Select, Train, Promote. However, course frequency, relative short course duration and the vagaries of the Fleet's operational tempo has traditionally resulted in a degree of unused capacity on these courses. In order to capitalise on this modest capacity, Career Managers are authorised to assign appropriate personnel to LH and PO Qualifying Courses prior to selection for promotion. This will be done on an ad-hoc basis where course capacity exists and relies on Divisional Officers and Career Managers nominating only those personnel who have both the ability to successfully pass the course and sufficient opportunity to undertake the requisite pre-course preparation.

[3] It remains the responsibility of the individual to ensure they have activated their Defence Gateway account and that their contact details are correct. Access to the Defence Gateway via Dii requires an IGS account.
[4] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Fleet-logistics.aspx

b. In order to ensure that no personnel are disadvantaged, no credit or positive weighting will be given at promotion boards to those personnel who have had the opportunity to undertake a career course pre-selection. In all circumstances, individuals selected for promotion will take priority and excess course places will be opened up by Career Managers 12 weeks from course start.

8504. Workplace Training Booklet

a. On completion of a Logistics PQC, individuals reach RPS in their rank when they have completed their Workplace Training Booklet (WTB). This should be achieved within 12 months of completing Phase 2 Training or the LH PQC and is to be recorded as a competence on JPA. WTBs are issued by individual DSLA Squadrons.

b. Completion of Phase 2 and Phase 3 results in Junior Ratings (JRs) leaving the DSLA at Training Performance Statement (TPS). In order to integrate that classroom training with the realities of the workplace and bring the newly qualified JRs up to the required Role Performance Statement (RPS), individuals are required to complete a WTB in their subsequent assignments.

c. Previously, completion of the WTB alone was deemed sufficient. However, following feedback from frontline units and after discussions with other training establishments, a level of assurance is required to ensure parity across the Fleet. Therefore, once the WTB has been completed, the individual will be required to sit a short oral board examination following which, if they are successful, they will be confirmed at RPS[5].

d. **Procedure.** All personnel completing Phase 2 and Phase 3 training will be issued with a WTB by DSLA which has to be completed within 12 months[6] of the date of issue (following completion of Phase 2 training or LHPQC).

e. On completion (or when nearing completion) of a WTB, the departmental SR is to contact[7] the Deputy Logistics Training Officer (DLTO) of the relevant lead squadron at DSLA. To reduce the risk of plagiarism, each squadron will be responsible for managing the provision of oral board questions on request and for all other guidance.

f. **LHPQC - Level 3 NVQ Certificate in Business and Administration.** Leading Hands attending Phase 3 LHQC at DSLA undertake the Level 3 NVQ Certificate in Business and Administration. If chosen to be undertaken, the learner is committed to making every effort to complete the qualification whilst on the LHQC and the subsequent work required afterwards. Completion of the NVQ is not a mandated requirement for achieving RPS and subsequent promotion.

[5] AB2 must complete the WTB and be at RPS to be advanced to AB1. Achievement of RPS for logistics Leading Hands is a pre-selection requirement for Petty Officer.
[6] Line managers of personnel who are struggling to complete their WTB within the 12 months are to liaise with the LTO of the relevant Squadron at DSLA.
[7] The full process for requesting oral board questions is detailed in the WTB.

g. **Recording.** Once the WTB and subsequent oral board is complete, units are to forward the completed Statement of Competency to the DLTO of the relevant lead squadron, which will annotate the competence on JPA and provide a certificate of achievement. Units are not to take independent JPA action. A suitable comment is to be included in the individual's next SJAR and the Departmental Training Log updated. A PAR, for non-selective promotion, should also be raised at this time and be forwarded to the relevant CM, who will take JPA action to promote to AB1.

h. **WTB Content Assurance.** The content of the WTB is derived directly from the RPS which is owned by NCHQ FLO Policy. These are regularly scrutinised by the Fleet Logistic WOs to ensure currency. Whenever there is a requirement to change the RPS then the WTB documentation will also be amended. Feedback from units is encouraged via the Fleet Logistic WOs and the submission of an S3018 Training Feedback Report.

ANNEX 85A

LOGISTICS AND PERSONNEL PROFESSION - PROFESSIONAL QUALIFYING COURSE - THREE MONTH PREPARATION WAIVER

Section 1 (to be completed by the individual)

Name		**Service No.**	
Course No.		**Course Start Date**	
Date Notified			

I hereby waive the three month preparation time to attend Professional Qualifying Course (PQC). I understand it is my responsibility to be fully prepared for professional training and that failure could result in de-selection for promotion.

Signed: .....

Name: .....

Date: .....

Section 2 (to be completed by Line Manager/Divisional Officer)

I approve the above-named ratings request to waive their right to the stipulated preparation time. I have advised on the requirement to ensure they are fully prepared for PQC, including the completion of the OPSCC assessment.

Signed: .....

Name: .....

Date: .....

This form is to be forwarded to the LTO of the relevant squadron in DSLA and retained for a period of two years post course start date.

ANNEX 85B

LOGISTICS AND PERSONNEL PROFESSION - FAST TRACK PROCESS AND AWARD OF HIGHER STARTING PAY FOR ROYAL NAVY CATERING SERVICES TRAINEES

1. Introduction

a. A Fast Track (FT) scheme for Phase 2 trainees who join with pre-existing catering qualifications OR sufficient demonstrable practical experience has been in effective operation since Jul 21. Those trainees joining with pre-existing qualifications or experience will attempt 2-day Skills Test. Successful trainees will be accepted onto the FT scheme and will not be required to complete the DCB(M) phase. Instead, they will be accelerated by 8 weeks to proceed directly to DCB(B) phase.

b. The Armed Forces Pay Steering Group (AFPSG) approved the introduction of Higher Starting Pay (HSP) for those CS ratings achieving the FT competence, and completing a FT probationary period, with effect from 1 Sep 23.

2. Capture of Qualifications and/or Experience

a. Where possible, personnel are to declare their catering qualifications and/or experience during Phase 2 holdover at HMS RALEIGH to CORPORATE staff. Whilst there are no specific criteria to apply for the FT scheme, a judgement will be made by the DSLA staff to determine suitability based upon evidence provided. Applicants will be required to support their application with a Reference or evidence of their existing Catering Qualifications. Irrespective of qualifications or prior experience, FT progression will be determined by successful completion of the skills test – details are provided below.

b. When informed, CORPORATE staff are to liaise directly with CTW(M) DLTO at least 3 weeks prior to trainees' arrival date at DSLA. This does not preclude a potential applicant raising their interest on arrival at DSLA. DLTO will oversee the necessary arrangements for trainees to undertake the skills test.

3. Fast Track Procedure

a. The following procedure is to be taken:

(1) Upon arrival at DSLA, all FT candidates will undertake the site induction, mandatory food hygiene and Health & Safety training in week one of the course.

(2) A 2-day skills test compromising of one theory and two craft examinations are to be undertaken early into week two of DCB(M) course. Failure of any single element will result in candidate re-joining their original class and continuing with DCB(M) phase.

(3) The successful pass of all skills test elements will negate the need for candidates to undertake the remaining 8-week DCB(M) course and they will proceed directly to DCB(B) phase. DCB(B) phase will not be shortened.

(4) Candidates who meet the experience criteria and not minimal qualification requirement and who pass the FT assessments will automatically be enrolled onto L2 Production Chef Apprenticeship.

4. Award of Higher Starting Pay (HSP)

a. Those trainees who pass the DCB(M) skills test and therefore proceed directly to DCB(B) phase will be awarded the FT competence.

b. The award of HSP at OR2-6 is based upon completion of a CS FT probationary period which is determined to be the completion of the DCB(B) Phase of training. On successful completion of DCB(B), DSLA DLTO will upload the FT Competence in JPA for successful candidates, with an effective date of the first day of the individual's Ph 2 training.

c. Those personnel achieving the FT competence will be awarded HSP backdated to the first day of their Ph 2 training. A lump sum of 'back pay' will be paid. SP will increment in the normal course thereafter.

d. Any trainee accepted into the FT scheme who fails to meet the required standard, may be required to return to the DCB(M) phase. Furthermore, any trainee who is back phased or who receives a training extension during DCB(B) phase will be withdrawn from the FT scheme. In these instances, HSP will not be awarded.

e. The award of HSP will only apply for trainees who are awarded the FT competence with an effective date on or after 1 Sep 23. There are no transitional arrangements for those who entered the FT scheme prior to that date.

ANNEX 85C

LOGISTICIAN (WRITER) SPECIALISATION – PROMOTION FLOWCHART

New Entry - HMS RALEIGH.

LOGISTICIAN (WRITER) 2

Logistician (Writer) 1 - Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Successful completion of Phase 1 and 2 Training			
Achieved RPS for Log(Wtr)1	CMS|AB LOG Workplace Task Book|Navy|		Para 8504
Recommended for advancement			
At least 6 months since last Career Check (if any) on date due advancement			

Advanced to
LOGISTICIAN (WRITER) 1

Leading Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)			Para 6703 b Sub para (6)
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as AB(WTR)1 12 months prior to Common Promotion Date (CPD)			

Leading Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Professional Qualifying Course (PQC) for LLog(Wtr)	Professional|LLOG(WTR) QUALIFYING COURSE|Navy|No		
Completed Leading Rates' Leadership Course (LRLC)	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 1 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (2)

Promoted to
LEADING LOGISTICIAN (WRITER)

Petty Officer Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved RPS for LLog(Wtr) by CRD[1]	CMS|LLOG Workplace Task Book|Navy|		Para 8504
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as LH(WTR) 12 months prior to Common Promotion Date (CPD)			

[1] Not required for personnel who completed Leading Writer Qualifying Course prior to 31 Dec 14.

Petty Officer Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed PQC for PO Log(Wtr)	Professional|POLOG(WTR) Qualifying Course|Navy|		
Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (5)

Promoted to
PETTY OFFICER LOGISTICIAN (WRITER)

Chief Petty Officer Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Chief Petty Officer Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
CHIEF PETTY OFFICER LOGISTICIAN (WRITER)

Warrant Officer 2 Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 2 Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 2 LOGISTICIAN (WRITER)

Warrant Officer 1 Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 1 Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 1 LOGISTICIAN (WRITER)

ANNEX 85D

LOGISTICIAN (SUPPLY CHAIN) SPECIALISATION – PROMOTION FLOWCHART

New Entry – HMS RALEIGH.

LOGISTICIAN (SUPPLY CHAIN) 2

Logistician (Supply Chain) 1 - Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Successful completion of Phase 1 and 2 Training			
Achieved RPS for Log(SC)1	CMS|AB LOG Workplace Task Book|Navy|		Para 8504
Recommended for advancement			
At least 6 months since last Career Check (if any) on date due advancement			

Advanced to
LOGISTICIAN (SUPPLY CHAIN) 1

Leading Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)			Para 6703 b Sub para (6)
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as AB(SC)1 12 months prior to Common Promotion Date (CPD)			

Leading Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Professional Qualifying Course (PQC) for LLog(SC)	Professional|Leading Logistician Supply Chain Qualifying Course|Navy|No		
Completed Leading Rates' Leadership Course (LRLC)	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 1 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (2)

Promoted to
LEADING LOGISTICIAN (SUPPLY CHAIN)

Petty Officer Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved RPS for LLog(SC) by CRD[1]	CMS|LLOG Workplace Task Book|Navy|		Para 8504
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as LH(SC) 12 months prior to Common Promotion Date (CPD)			

[1] Not required for personnel who completed Leading Supply Chain Qualifying Course prior to 31 Dec 14.

Petty Officer Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed PQC for PO Log(SC)	Professional|Petty Officer Logistician Supply Chain Qualifying Course|Navy|No		
Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (5)

Promoted to
PETTY OFFICER LOGISTICIAN (SUPPLY CHAIN)

Chief Petty Officer Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Chief Petty Officer Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
CHIEF PETTY OFFICER LOGISTICIAN (SUPPLY CHAIN)

Warrant Officer 2 Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 2 Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 2 LOGISTICIAN (SUPPLY CHAIN)

Warrant Officer 1 Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 1 Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 1 LOGISTICIAN (SUPPLY CHAIN)

ANNEX 85E

LOGISTICIAN (CATERING SERVICES) SPECIALISATION – PROMOTION FLOWCHART

New Entry – HMS RALEIGH.

LOGISTICIAN (Catering Services) 2

Logistician (Catering Services) 1 - Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Successful completion of Phase 1 and 2 Training			Note 1 Note 3
Achieved RPS for Log(CS)1	CMS|AB LOG Workplace Task Book|Navy|		Para 8504
Recommended for advancement			
At least 6 months since last Career Check (if any) on date due advancement			

Advanced to
LOGISTICIAN (Catering Services) 1

Leading Logistician (Catering Services) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)			Para 6703 b Sub para (6)
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as AB(CS)1 12 months prior to Common Promotion Date (CPD)			

Leading Logistician Catering Services - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Professional Qualifying Course (PQC)	Professional|Passed Professional Qualifying Course For LCH|Navy| and Professional|Passed Professional Qualifying Course For LCS|Navy|		
Completed Leading Rates' Leadership Course (LRLC)	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 1 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (2)

Promoted to
LEADING LOGISTICIAN (Catering Services)

Petty Officer Logistician (Catering Services) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved RPS[1] for LLog(Steward) or LLog(Catering Services) by CRD	CMS|LLOG Workplace Task Book|Navy|		Para 8504 & Note 2
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as LH(CS) 12 months prior to Common Promotion Date (CPD)			

[1] Not required for personnel who completed Qualifying Course prior to 31 Dec 14.

Petty Officer Logistician (Catering Services) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed PQC for PO Log(CS)	Professional|Professional Qualifying Course For POCS|Navy|Yes		
Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (5)

Promoted to
PETTY OFFICER LOGISTICIAN (Catering Services)

Chief Petty Officer Logistician (Catering Services) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Chief Petty Officer Logistician (Catering Services) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
CHIEF PETTY OFFICER LOGISTICIAN (Catering Services)

Warrant Officer 2 Catering Services - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 2 Catering Services - Pre-Promotion Requirement

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 2 LOGISTICIAN (Catering Services)

Warrant Officer 1 Logistician (Catering Services) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 1 Logistician (Catering Services) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 1 LOGISTICIAN (Catering Services)



Notes:

1. RM Logistician (Catering Services) will follow the promotion flowchart described above in Para 8506. However, this cadre of personnel can undertake either JCC/SCC, or LRLC/SRLC, and this will count towards their Command training for promotion. Additionally, promotion from CSGT to WO1 does not require completion of RM Advanced Command Course (ACC) although the WO1 course should be completed in common with all Logs WO1s.

2. LLog(Stewards) who have cross-trained to LLog(Catering Services) will be eligible if they have previously achieved RPS for LLog(Steward).

3. A Fast Track (FT) scheme for Phase 2 trainees who join with pre-existing qualifications OR sufficient demonstratable practical experience has been in effective operation since Jul 21. Full details are contained in Annex 85B.

CHAPTER 86

LOGISTICS AND PERSONNEL PROFESSION - ROYAL NAVY WELFARE

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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Para
8601. Introduction
8602. Applying for Entry into the Royal Navy Welfare (RNW) Specialisation
8603. Selection Process
8604. Transfer Requirements

ANNEX

Annex 86A: RN Welfare (RNW) – Promotion Flowchart

CHAPTER 86

ROYAL NAVY WELFARE

8601. Introduction

The Royal Navy Welfare specialisation (RNW), as part of the Royal Navy Family and People Support Organisation (RN FPS), provides high quality personal and community based support services to all Royal Navy personnel, reservists and their families across the wide range of social circumstances. RN FPS works in partnership with the Executive, Medical Services, Divisional and Regimental System to provide advice, guidance and professional recommendations to Commanding Officers including the outcomes of investigations relating to compassionate action. RN FPS seeks to develop and deploy resources to anticipate and prevent personal or family circumstances from reaching crisis point and which promote resilience, improved morale and wellbeing.

The RN FPS Mission Statement is:

'To provide accessible support services that strengthen and enhance the resilience and resourcefulness of Royal Navy personnel, their families and communities in order to contribute to the Moral Component and optimise Operational Capability.'

8602. Applying for Entry into the Royal Navy Welfare (RNW) Specialisation

Applications will be called for annually via a RNTM; applicants must meet the following criteria:

Table 86-1. RNW Selection Criteria

Requirement	Competency	Proficiency Level	Notes
A substantive OR4 (LH/CPL) with a minimum of 1 Year seniority and has completed Leading Rates Leadership Course with a positive recommendation for PO/Sgt (At least B OPG) or a substantive OR6.	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
Must have workforce clearance.			IAW Para 5125(b1).
Be in date for PES/RMFT.	Physical Education|RN Physical Employment Standard (RNPES)|Navy|CMS|RMFT|RM|		

(Continued)

Requirement	Competency	Proficiency Level	Notes
Have a minimum of 5 years left to serve on completion of the DSWWC. Tx date to be 6 months or more from the close of RNW interview phase iaw latest RNTM.			ES3(5) may be awarded upon successful completion of training if required. There is a minimum of 36 months ROS following completion of the DSWWC.
Have at least 12 months since last Career Check (if any) at nominated CPD or date due promotion.			
Hold a Full Civilian Driving Licence (recorded on JPA at point of application.	Drivers|Dvr Lic Cat B|Joint|		
Medically Fully Deployable (MFD).			Those in a Medically Limited Deployable (MLD) MEDCAT will be considered on a case by case-by-case basis dependent on their restrictions.

8603. Selection Process

a. Individuals are to obtain CO's approval for sideways entry, forwarded to NAVYPEOPLE-CMMAILBOX@MOD.GOV.UK for workforce clearance[1].

b. Submit an application pack to RNW in accordance with the current RNTM for RNW recruitment.

c. Successful applicants will be invited to attend a RNW selection day. It is an essential requirement of selection that applicants possess the required attributes, attitude and maturity to effectively perform as Specialist Case Workers and to develop their potential in the RNW specialisation.

d. The Selection Board will consider the following factors:

(1) **Suitability.** For intensive academic (Diploma in Specialist Welfare Work) and specialist welfare vocational training and continued personal and professional development throughout the time spent in the specialisation.

[1] Para 5125.

(2) **Potential.** To perform effectively in the RNW specialisation, demonstrate agility and resilience to manage the challenging life-changing/traumatic events that will be encountered.

(3) **Motivation.** Demonstration of a genuine interest in working with people, empathy and overwhelming motivation by this desire (rather than looking for an escape from current specialisation) whilst recognising the requirement to balance the needs of the Service.

(4) **Effective Communication.** Ability to communicate to all regardless of status. Communication skills (both verbal and written) are integral to the Specialist Case Worker's role.

(5) **Preparation.** Demonstrate a sound understanding of how the RNW Organisation and specialisation operates and works in direct support of CoC/Ops/Divisional and Regimental system, plus knowledge of the range of work they could get involved in and how staff are trained, supported and developed.

e. Enhanced Disclosure and Barring Service and Protecting Vulnerable Groups (Scotland) clearances achieved prior to commencement of DSWWC. Applications will be initiated by the People Support Organisation.

f. Selected applicants will attend the 7-month DSWWC to train alongside contemporaries from the Army Welfare Service at DSLA, Worthy Down.

g. Whilst on the DSWWC, candidates remain in their source specialisation; on passing the DSWWC, candidates will be eligible to transfer into RNW specialisation.

h. If transferred at OR4, candidates will be promoted to Acting PO/Sgt (unpaid) from commencement of DSWWC. They will not be rated substantive OR6 until completion of DSWWC and/or SRLC, whichever is the later. SRLC must be completed in source profession or within 12 months of DSWWC. Successful completion will then allow for seniority to be backdated to completion date of DSWWC. Failure to complete SRLC within this time frame will result in reversion and/or return to source profession or specialisation.

i. Point of contact for all enquiries is the RNW Career Manager (NAVY PEOPLE-CM LOGS SRSC RNFPS).

8604. Transfer Requirements

a. Successfully pass DSWWC and be recommended for transfer to the RNW specialisation.

b. On completion of DSWWC, all transferees will be rated PO/Sgt (RNW). CPO/CSgt RM will relinquish their rate/rank to OR6[2] (i.e. PO/Sgt) with one year's seniority[3]. If transferred as an OR4, candidates will become substantive as detailed in Para 8603.h.

c. On completion of DSWWC, a 36-month Return of Service requirement will commence.

d. All individuals transferring to the RNW specialisation will no longer be considered for promotion in their source specialisation/trade once training has started (see para 6704).

[2] RNW personnel are in Pay Supplement 1. JSP 754 Chapter 2 Section 10 details the regulations regarding pay on sideways entry and transfer to a lower pay supplement, including details on Marked Time Rate of Pay for 2 years.
[3] Seniority in rank is different to pay increment level. Pay increment level will be determined on sideways transfer iaw with Footnote 2.

ANNEX 86A

RN WELFARE (RNW) PROMOTION FLOWCHART

Table 86A-1. Chief Petty Officer (RNW)/Colour Sergeant (RNW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501(d)

Table 86A-2 Chief Petty Officer (RNW)/Colour Sergeant (RMW) 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)			
Promoted to CHIEF PETTY OFFICER (RNW)/COLOUR SERGEANT (RMW)			

Table 86A-3 Warrant Officer 2 (RNW/RMW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501(d)

Table 86A-4 Warrant Officer 2 (RNW/RMW) 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)			
Promoted to WARRANT OFFICER 2 (RNW/RMW)			

Table 86A-5 Warrant Officer 1 (RNW/RMW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501(d)

Table 86A-6 Warrant Officer 1 (RNW/RMW) 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)			
Promoted to WARRANT OFFICER 1 (RNW/RMW)			

CHAPTER 87

HEALTHCARE AND MEDICAL PROFESSION - MEDICAL ASSISTANT AND MEDICAL TECHNICIAN

(Sponsor: NAVY PEOPLE-WFPM-MED-PM-SO1)

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CHAPTER 87

HEALTHCARE AND MEDICAL PROFESSION - MEDICAL ASSISTANT AND MEDICAL TECHNICIAN

8701. General and General Terminology

a. This Chapter covers entry criteria and Promotion Pathways for Medical Assistants and Medical Technicians in the Royal Navy and/or Royal Marines. In this Chapter, Medical Assistant and Medical Technician refers to all ratings and other ranks of the Royal Navy, Submarine Service or Royal Marines.

b. Service personnel seeking to transfer to any Medical Specialisation must meet all criteria for the specific specialisation in accordance with the Armed Forces Recruitment Role Profile Matrix (AFR RPM). All medical personnel are also required to hold a Disclosure and Barring Service (DBS) certificate.

8702. Royal Navy and Royal Marines Medical Assistant

All Medical Assistants, including its sub-specialisations of General Service, Commando and Submarines, are career managed and profession managed by the Royal Navy. Personnel can be a Medical Assistant in either the Royal Navy (General Service or Commando) or Royal Marines (Commando), however a Medical Assistant (Submarines) is Royal Navy only.

a. **Entry Criteria.** The following criteria must be met for Profession / Service Transfer to Medical Assistant:

(1) AB1 / Mne to LH / RM Cpl, with at least 12 months' service since attaining Role Performance Standard (RPS) at the date of application.

(2) Have a permanent medical category of Medically Fully Deployable (MFD) A4/L1/M1/E1. Medically Limited Deployable may be considered on a case-by-case basis subject to the limitations awarded and at the discretion of the Medical Profession Manager.

(3) Individuals are to be in date RN PES or RM Fitness Test, or in possession of either a permanent medical exemption issued by a Royal Navy Medical Board of Survey (RNMBOS) and Royal Navy Medical Employability Board (RNMEB). Failure to do so will be dealt with under normal BRd 3(1) policy.

(4) Six months or more since last Career Check (if any).

(5) Have Royal Navy or Royal Marines workforce clearance for transfer, or from losing Service if Army or RAF.

(6) Have a positive recommendation for transfer from their last SJAR.

(7) Must meet the citizenship and/or nationality (including minimum residency period) per AFR RPM.

b. **Royal Marines.** In addition to the above, Royal Marines seeking to transfer to become Royal Marine Medical Assistant are to follow the criteria in BRd 3(1) Annex 51D and para 5129.

c. **Training, Point of Transfer and Initial Assignment.** Phase 2 medical training comprising three key elements. Combat Medic Course (34wks) at DMA. Single Service environment-specific medic course (10wks) at DMA. Personnel will join the Trained Strength iaw BR3(1) Chapters 53. Personnel will then be assigned to their first 12 or 24-month assignment[1] and must undertake medical consolidation where 100% completion of the medical RPS must be completed within the first six months, and the remaining six months personnel have the option to pursue a Level 5 Foundation Degree in Assistant Practitioner (Health). Those who pursue the Level 5 FdSc degree are subject to a Return of Service iaw JSP 750 Part 1 Annex B.

d. **Transfer from MASM to MA(GS).** Ratings seeking to transfer from MASM to MA(GS) must write to the Medical and Healthcare Profession Manager and Career Manager where the request will be considered. Transfer is not a right.

8703. Medical Technician – Unified Career Management

Royal Navy Medical Technicians encompass the sub-specialisations of Radiographers, Operating Department Practitioners, Biomedical Scientists, Dental Hygienists, and Pharmacy Technicians. In accordance with BRd 3(1) Ch51 Annex 51A, the Medical Technician specialisation is by sideways entry only and all personnel will transfer to the Royal Navy. Unless already qualified and professionally registered, transferees will be required to undertake undergraduate degrees and any specific consolidation period of the particular trade field; the length of this training differs.

a. Entry criteria for transfer (untrained) is per 8702a and Annex 87E. Entry criteria for direct entry is per AFR RPM and Annex 87D or Annex 87C.

b. Since 2024 all Medical Technician cadres are Career Managed by the Unified Career Management (UCM) team.

c. Personnel joining after 1 Jan 24 are subject to harmonised RN/UCM TACOS iaw JSP 755 (Part 2 Vol 2) Annex J to Chapter 2.

d. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 remained on legacy sS TACOS as per BRd 3(1) Chapters 48 and 49.

e. Personnel promoted or who have received a change of engagement post 1 Jan 24 will transfer to harmonised RN/UCM TACOS iaw para 8703b.

f. Promotion zones for personnel on legacy sS TACOS will be modified to ensure the most beneficial terms are applied to the individual. As such, harmonised UCM and legacy sS promotion timelines will be compared to ensure personnel will enter promotion zone at the earlier of the two timelines and exit the promotion zone at the latest of the two timelines.

g. Further detailed UCM Policy information is available via the UCM Policy – Healthcare and Medical SharePoint site.

[1] RNTM 01-018/22

8704. Paramedic Specialisation – Unified Career Management

Wef 1 Oct 2026, the Royal Navy established a Royal Navy Paramedic Specialisation[2] that is career managed by the Unified Career Management (UCM) team. Further work is underway to consider and determine the final outcome and policies regarding Royal Marines Medical Assistants retaining RM identity on transfer and is not yet guaranteed.

a. Other than for fully qualified and registered lateral transfers from the Army and RAF, joining the Royal Navy Paramedic Specialisation is only via sideways entry and selection board from Medical Assistant. Entry criteria are per 8702a and the following:

Must hold a full UK civilian driving licence (max 6 points) and hold no drink driving offences.

b. Once established, RN Paramedics will be subject to harmonised RN and UCM TACOS in JSP 755 (Part 2 Vol 2). Further detailed UCM Policy information is available via the UCM Policy – Healthcare and Medical SharePoint site.

8705. Medical Assistant Medical and Dental Servicing Section

In 2025[4], the RN established a Medical and Dental Servicing Section (MDSS). Currently transfer to this Specialisation is from RN Engineering Ratings or direct entry (qualified) due to the engineering qualifications required.

8706. Promotion Flowcharts

Detailed promotion flows for the Medical Assistant and Medical Technician Specialisations are at Annexes 87A-F.

[2] 2026DIN01-048: Unified Career Management aligned Terms and Conditions of Service – Allied Health Professional Other Ranks (Paramedics), and 2024DIN07-088: Defence Pre-Hospital Emergency Care (PHEC) Level 5 Practitioner (Nurses and Paramedics) Framework, and 2024DIN01-037: Branch Transfer to Medical Technician, MA Paramedic, MDSS and QARNNS Student Entry Criteria and

[4] per footnote above

ANNEX 87A

MEDICAL ASSISTANT SPECIALISATION – PROMOTION FLOWCHART

New Entry HMS RALEIGH

Entry: 17.5-39 years of age (see Note 1).

RN / RM MEDICAL ASSISTANT 2

Medical Assistant 1 - Advancement Criteria

a. Complete Phase 1 Initial Naval Training (INT).

b. Complete Phase 2 Medical Training.

c. Complete Phase 2 Consolidation Period (see Note 3).

d. Promotion Authorisation Request to be raised by DO for CO approval (Para 6708).

e. At least 6 months since last Career Check (if any) on advancement.

f. Completion of Able Rates Leadership Course or have received Branch Manager waiver.

Advanced to
RN / RM MEDICAL ASSISTANT 1

Leading Medical Assistant (or Corporal) - Pre-Selection Requirements

a. Minimum of 18 months' seniority as a MA1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (see Note 3).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD (see Note 7).

d. Achieved MA CPD Taskbook at CRD and recorded as JPA competence **Medical|AB Medical Assistant Annual CPD Check|NAVY|.**

Leading Medical Assistant (or Corporal) - Pre-Promotion Requirements

a. Passed Professional Qualifying Course (PQC) (4) (see Note 8).

b. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA (see Note 8).

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum or Level 2 Functional Skills (or equivalent) in English and Mathematics at Common Reporting Date (CRD) and appropriate competences recorded on JPA.

Promoted to
LEADING MEDICAL ASSISTANT / CORPORAL

Petty Officer Medical Assistant (or Sergeant) - Pre-Selection Requirements

a. Minimum of 2 years' seniority as an LMA or Cpl 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (see Note 7).

d. Achieved LMA CPD Taskbook (see Note 3, 9) at CRD and recorded as JPA competence **Medical|LH Medical Assistant Annual CPD Check|Navy|.**

Petty Officer Medical Assistant (or Sergeant) - Pre-Promotion Requirements

a. Passed Professional Qualifying Course (PQC) (see Notes 5 and 8).

b. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA (see Note 8).

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER MEDICAL ASSISTANT / SERGEANT

Chief Petty Officer Medical Assistant / Colour Sergeant - Pre-Selection Requirements

a. Minimum of 1 year seniority as a POMA or Sergeant 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD (see Note 7).

f. Achieved POMA CPD Taskbook at CRD and recorded on JPA as competence **Medical|PO Medical Assistant Annual CPD Check|Navy|.**

Chief Petty Officer Medical Assistant / Colour Sergeant - Pre-Promotion Requirements

a. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER MEDICAL ASSISTANT / COLOUR SERGEANT

Warrant Officer 2 Medical Assistant - Pre-Selection Requirements

a. Minimum of 1 year seniority as a CPOMA / CSGT 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (see Note 7).

Warrant Officer 2 - Pre-Promotion Requirements

a. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 2 MEDICAL ASSISTANT

Warrant Officer 1 - Pre-Selection Requirements

a. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

b. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 - Pre-Promotion Requirements

a. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 1 MEDICAL ASSISTANT

Notes:

1. Entry

a. ***Educational Standard.*** *Passed the Defence Aptitude Assessment.*

b. ***Age on Entry.*** *17.5-39 years.*

c. ***Rate on Entry.*** *Medical Assistant 2 (MA2).*

2. Phase 2 Medical Training (MA2)

a. ***Course.*** *Conducted at Defence Medical Academy, Lichfield including external placements. Written and practical examinations will be conducted as part of course assessment criteria.*

b. ***MASM.*** *A separate training pathway exists for Medical Assistant (Submarines) – see 8702 Annex 87B.*

c. ***RMMA.*** *An amended pathway exists for Royal Marine MA (6).*



d. All Branch Transfers will be subject to a 30-month TRoS iaw Chapter 53 Annex C and JSP 755 Part 2 Vol 2.

3. Phase 2 Consolidation Period

a. On successful completion of Phase 2 Training all MAs will undertake the MA consolidation period in which time they are to complete the mandated CPD workbook. All MA2 MAs will be assigned to an appropriately supported Healthcare Unit. During their consolidation period, they will not be available for position trawls and only on completion of their Workbook will they be eligible.

b. One hundred percent completion of the workbook is to be achieved by the 6-month point post Phase 2. MAs' Divisional Officers are to document a review in the workbook monthly and conduct a formal review at the 3-month point using the template provided within the workbook. The purpose of the formal review is to ensure the MA is on track for completion and to facilitate an opportunity to performance manage as required.

c. Failure to complete the workbook at the 6-month point will lead to the individual being placed on Divisional Warning for Discharge Shore (Inadequacy) iaw BRd 3(1) and direct referral to the Governing Body for MA Cadre (GBMAC) iaw BRd 1991. Additionally, the individual will remain at MA2 and undergo onward assignment for a further 6-month period. In exceptional cases, WFPM may consider whether a CPD workbook extension may be offered.

(Continued)

Notes: (Continued)

d. On successful completion of the MA CPD workbook, the Divisional Officer/Senior Officer and MA are to sign and date the Statement of Competency Certificate in the workbook. This Certificate is to be held within the individual's Personal Development Record (PDR) and the following Role Performance Statement (RPS) competency is to be recorded by the UPO on JPA: ***MEDICAL\|AB Medical Assistant Annual CPD Check\|Navy****.*

e. JPA competencies at the appropriate level are a requirement for advancement to MA1 and further. Following advancement to MA1, see Note 9 below

4. Leading Rates' Professional Qualifying Course (LRPQC)

a. ***PQCs.*** *PQCs are held at the RNMSS INM and the dates of the course will be published annually by a DIN By passing the PQC, Medical Assistants will be professionally qualified for LMA. The general rules for examinations at Para 6911 will apply. Failures are to be dealt with in accordance with Para 6912.*

b. ***Loading of PQC.*** *Candidates for the course will be nominated and assigned by the Career Manager from those selected at an annual Promotion Board*



5. Senior Rates' Professional Qualifying Course (SRPQC)

a. ***PQC.*** *A PQC is held in RNMSS INM and the dates of the course will be published annually by a DIN. By passing the PQC, LMAs will be professionally qualified for POMA. The general rules for examinations, given in Para 6911, will apply to these examinations. Failures are to be dealt with under Para 6912.*

b. ***Loading of PQC.*** *Candidates for the course will be nominated and assigned by the Career Manager from those selected at an annual Promotion Board.*

6. Royal Marine Medical Assistant (RMMA)

a. Promotion for RMMA will follow the Promotional Flowchart described in Para 8701 for RN MAs, with the exception of completion of Corporals Leadership Development Course (CLDC) / Sergeants Leadership Development Course (SLDC) is required in lieu of LRLC/SRLC. Additionally, promotion to WO2 RMMA then WO1 RMMA will also require completion of Warrant Officer Leadership Development Course (WLDC) and the WO1 course in common with all other RMOR (see Annex 91C).

(i) Whilst RM leadership and promotion courses follow the same path as non-Medical RMORs, selection to WO1 RMMA is selective.

b. RMs transferring PSQ to RMMA will retain their RM seniority date on qualifying as an MA but must achieve a minimum of 18 months seniority as a MA1, 12 months prior to CPD as a Pre-Selection requirement for LMA / CPL.

(Continued)

Notes: (Continued)

c. RMMAs may be awarded the local, unpaid rank of L/Cpl for attendance on CLDC. This local, unpaid rank can be held on return to Unit on successful completion of CLDC until subsequent promotion to Cpl.

7. Recommendation. *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation.*

8. Failure to Complete Professional and/or Leadership Course and/or MASM2 (SM Only). *Refer to Para 6716 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/CLDC, SRLC/SLDC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

9. Annual MA CPD Taskbook

a. Further to Note 3.e., after advancement to MA1 and beyond, there is a requirement to complete an annual MA CPD Taskbook. It is recognised that occasionally there may be factors beyond the control of the individual which preclude them from completing the Taskbook. In these circumstances an extension to the period in which to satisfy the check, or in exceptional circumstances a waiver, may be requested. Applications for extensions or waivers will be dealt with on a case by case basis and should be made in writing by the individual's Divisional Officer or Divisional Senior Rate to the RNMSS Warrant Officer (Training), INM Alverstoke (FAO Warrant Officer (Training) (WO(T)).

b. An extension or waiver may only be issued by WO(T), who may consult with the Healthcare and Medical Profession Manager, who will record the decision on a local database, held at INM, of all waivers and extensions which will be forwarded to the Promotions Office before each board. ***Individuals can still be presented at Promotion Boards provided the waiver is current and mention made of it in the SP's appraisal report in the performance section.*** *The Healthcare and Medical Profession Manager SO1 will be the final authority for any issues regarding eligibility for promotion.*

c. Failure to achieve completion of the annual MA CPD Taskbook will be treated as a serious matter. Should a ***unit*** *be unable to complete then RNMSS Warrant Officer (Training) (WO(T)) should be engaged for advice at the earliest opportunity. Should an* ***individual*** *consistently fail to meet the required standards of knowledge and skill throughout the year then the Divisional system should be employed appropriately and consideration should be given to warning the rating for Discharge SHORE (Professional Inadequacy).*

ANNEX 87B

MEDICAL ASSISTANT (SUBMARINE) SPECIALISATION – ADVANCEMENT FLOWCHART

Medical Assistant (Submarine) Specialisation

Entry: 17.5-39 years (see Annex 87A, Note 1).

MEDICAL ASSISTANT 2 (SUBMARINE)

Advancement to MA1 in accordance with Para 8701-8704.

Advanced to
MEDICAL ASSISTANT 1 (SUBMARINE)

Acting Leading Medical Assistant - Advancement Requirements

a. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at date of advancement and appropriate competences recorded on JPA.

b. Serving on ES1/FC/OE1 that expires after advancement to Acting LMA (see Note 2).

c. Recommended for advancement iaw para 6802.c (Authority to Advance) (see Note 1).

d. Achieved MA CPD Taskbook at date of advancement and recorded as JPA competence Medical|AB Medical Assistant Annual CPD Check|Navy|.

e. Completed MASM 1 course and recorded with JPA competence: Medical|Medical Assistant Submariner 1 Course (MASM1) (ME841N)|Navy|No.

f. Completed Basic Submarine Qualification and recorded with JPA competence: SM|Submarine Service|Navy|.

g. Completed MASM 1 task book and recorded with JPA competence: Medical|Medical Profession Submarine Training MASM1 Task Book|Navy| (see Note 2a).

h. At least 6 months since last Career Check (if any) at date of advancement.

i. The effective date for advancement to Acting LMA(SM) will be when all elements of 8702 (Annex 87B) have been achieved[1].

Advanced to
ACTING LEADING MEDICAL ASSISTANT (SUBMARINE)

[1] RNTM 01-032-24 Confirmation of Advancement Requirements for Medical Assistant (Submarines)

Leading Medical Assistant - Advancement Requirements

a. Passed Professional Qualifying Course (PQC) within 12 months of acting role (see Annex 87A Note 4).

b. Completed Leading Rates' Leadership Course (LRLC) and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' within 12 months of acting role.

c. At least 6 months since last Career Check (if any) at date of advancement.

e. Complete 12 months in the rate of Acting LMA(SM).

Advanced to
LEADING MEDICAL ASSISTANT (SUBMARINE)

Petty Officer Medical Assistant - Pre Selection Requirements

a. Minimum of 2 years' seniority as an LMA(SM) 12 months prior to the CPD. The 2 year minimum seniority as an LMA(SM) 12 months prior to CPD is reduced to 1 year for Branch Transfers from MA (General Service).

b. Recommended for promotion as an LMA SM on Appraisal Report at CRD (see Note 4).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after advancement to POMA.

d. Achieved LMA CPD Taskbook at CRD and recorded as JPA competence Medical|LH Medical Assistant Annual CPD Check|Navy (see Note 3).

Petty Officer Medical Assistant - Advancement Requirements

a. Passed Professional Qualifying Course (PQC) for Medical Profession Senior Rating (see Note 2b).

b. Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|' (see Note 2b).

c. Complete MASM 2 training course and recorded as JPA competence Medical|SM Medical Profession Ratings Advanced Course MASM2 (ND835)|Navy| (see Note 2c).

d. At least 6 months since last Career Check (if any) at date of advancement.

e. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER MEDICAL ASSISTANT (SUBMARINE)

Further promotion beyond Petty Office Medical Assistant (Submarine) is in accordance with Chief Petty Officer Medical Assistant selection / promotion pathway at 8704 Annex 87A.

Notes:

1. Advancement to Acting LMA(SM) on Completion of MASM1 Training. *The effective date of advancement will be when all elements of 8202 have been achieved. The recommendation is an important part of this advancement and, before making recommendations to their CO, Line Managers are to satisfy themselves that MASM meets the necessary requirements in BRd 3(1) Chapters 68 and 69 and 87.*

2. Failures.

a. Ratings who fail to complete the MASM 1 task book within 12 months post MASM 1 course will have their cases reviewed in the first instance by the Head of Cadre prior to referral to the Medical Ratings Branch Manager to ensure that all opportunities have been taken to complete the task book. This part of their training at any stage will be assessed by their Commanding Officer and Healthcare and Medical Ratings Profession Manager SO1 to determine whether a further period of training should be undertaken or whether the rating should be discharged SHORE iaw Article 6901b and 6902.



b. The acting higher rate will be for a maximum of 12 months, after which time ratings will, exceptional reasons apart, relinquish the rate if they fail to attain the outstanding qualifications iaw 6802 and 6803.

c. Ratings who fail MASM 2 course outright or are removed from MASM 2 training will be deselected from the POMA(SM) selection signal and will see a requirement to spend a minimum of 12 months in the lower rate and the need to re-qualify, by way of a Commanding Officer's recommendation for subsequent consideration for selection for POMA(SM).

3. MA CPD Taskbook Refer to Para Annex 87A Note 9.

4. ***Recommendation.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation.*

ANNEX 87C

MEDICAL TECHNICIAN SPECIALISATON (DIRECT ENTRY AS STUDENT MEDICAL TECHNICIAN) – PROMOTION FLOWCHART

Entry: 17½ - 39 years of age (see Note 1).

STUDENT MEDICAL TECHNICIAN

a. Complete Phase 1 Initial Naval Training (INT).

b. Conduct Phase 2 professional course (see Note 2).

c. Graduate on completion of professional course.

Advanced to
MEDICAL TECHNICIAN

Leading Medical Technician - Advancement Criteria

a. Seniority as Medical Technician to be date of completing professional registration.

b. Obtained Full Registration with appropriate civilian professional body.

c. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

d. Recommended for advancement (Promotion Authority Request).

e. At least 6 months since last Career Check (if any) on advancement.

f. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA within 12 months of Phase 2 Training (see Note 3)

b. At least 6 months since last Career Check (if any) on advancement.

Advanced to
LEADING MEDICAL TECHNICIAN

Petty Officer Medical Technician - Advancement Criteria

a. Two years' service as a substantive Leading MT.

b. Provide documentary evidence of relevant registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

c. Recommended for advancement (Promotion Authority Request).

d. At least 6 months since Career Check (if any) on advancement.

e. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING PETTY OFFICER MEDICAL TECHNICIAN

a. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA.

b. At least 6 months since last Career Check (if any) on advancement.

Advanced to
PETTY OFFICER MEDICAL TECHNICIAN

Chief Petty Officer Medical Technician - Advancement Criteria

a. Two years' service as a substantive POMT.

b. Provide documentary evidence of relevant registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

c. Recommended for advancement (Promotion Authority Request).

d. At least 6 months since last Career Check (if any) on advancement.

Advanced to
CHIEF PETTY OFFICER MEDICAL TECHNICIAN

Warrant Officer 2 Medical Technician - Pre-Selection Requirements

a. Minimum of 3 years' seniority in the rate 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 Medical Technician - Pre-Promotion Requirements

a. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

c. Complete the Warrant Officers Staff Course (WOSC).

Promoted to
WARRANT OFFICER 2 MEDICAL TECHNICIAN

Warrant Officer 1 Promotion is in accordance with regulations for the Executive Branch.



Note.

1. *Candidates must fulfil the following conditions to become eligible for entry:*

a. Be between 17½ and 39 years of age.

b. Meet the Minimum Educational Requirements. These are subject to change and definitive advice should be sought from the Healthcare and Medical Profession Manager.

c. Meet the specific requirements of the relevant academic establishment and appropriate Healthcare Professional Governing Body.

d. Pass an Interview Board.

Candidates accepted for entry will join as Probationary Medical Technicians.

2. Training. *All SP will commence a professional course of Medical Technician training in the specialisation for which they have been selected. Candidates who fail the specialist professional course will be offered branch transfer/return to source branch if possible and recommended, or discharged SHORE per Chapters 67-69*

3. *Leading Hand seniority date is to be backdated to completion of Phase 2 Training. Failure to complete LRLC will be iaw Chapter 67.*

ANNEX 87D

MEDICAL TECHNICIAN SPECIALISATION (DIRECT ENTRY) – PROMOTION FLOWCHART

a. Entry upper age limit - 39 years of age (see Annex 87C Note 1).

b. Provide documentary evidence of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with appropriate Healthcare Professional Governing Body.

d. Pass Interview and Selection Board.

e. Entered for Initial Naval Training.

MEDICAL TECHNICIAN

Leading Medical Technician - Advancement Criteria

a. Complete Initial Naval Training.

b. Recommended for advancement (Promotion Authority Request).

c. Provide documentary evidence of registration with civilian professional body.

d. At least 6 months since last Career Check (if any) on advancement.

e. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA' within 12 month of completing Phase I training (see note 3 within Annex 87C).

b. Complete TtMP within 12 months of completing Phase I Training (for BMS DE only).

c. At least 6 months since last Career Check (if any) on advancement.

Advanced to
LEADING MEDICAL TECHNICIAN

PROMOTION BEYOND LEADING MEDICAL TECHNICIAN IAW PROMOTION FLOWCHARTS DETAILED AT ANNEX 87C

ANNEX 87E

MEDICAL TECHNICIAN SPECIALISATION (BRANCH TRANSFER – UNTRAINED) – PROMOTION FLOWCHART

Entry – OR2

a. Educationally qualified as required for specialist training.

b. Pass Interview and Selection Board.

c. Comply with current ROS requirement and other criteria (see Note 1).

STUDENT MEDICAL TECHNICIAN

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry – OR4

a. Educationally qualified as required for specialist training.

b. Pass Interview and Selection Board.

c. Comply with current ROS requirement and other criteria (see Note 1).

STUDENT MEDICAL TECHNICIAN

a. Successfully complete Phase 2 professional training (see Annex 87C Note 2).

b. Provide documentary evidence of passing the appropriate Healthcare Professional Governing Body recognised course.

c. Provide documentary evidence of registration with civilian professional body recorded under JPA competence Professional Healthcare Staff (see Note 4).

d. Recommended for advancement (Promotion Authority Request).

e. At least 6 months since last Career Check (if any) on advancement.

f. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
LEADING MEDICAL TECHNICIAN

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry – OR6

a. Educationally qualified as required for specialist training.

b. Pass Interview and Selection Board.

c. Comply with current ROS requirement and other criteria (see Note 1).

STUDENT MEDICAL TECHNICIAN

a. Successfully complete Phase 2 specialist professional training (see Annex 87C Note 2).

b. Provide documentary evidence of passing the appropriate Healthcare Professional Governing Body recognised course.

c. Provide documentary evidence of registration with a civilian professional body, recorded under JPA competence Professional Healthcare Staff (see Note 4).

d. Recommended for advancement (Promotion Authority Request).

e. At least 6 months since last Career Check (if any) on advancement.

f. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Notes:

1. Internal recruitment of Medical Technicians

a. When volunteers are called for by the Healthcare and Medical Profession Manager, RN and QARNNS ratings may apply to be considered for any one of the following Medical Technician sub-speciality cadres as part of a sideways transfer in the RN:

(1) Medical Technician (Radiographer).

(2) Medical Technician (Biomedical Scientist).

(3) Medical Technician (Operating Department Practitioner).

(4) Medical Technician (Pharmacy Technician).

(5) Medical Technician (Dental Hygienist) .



b. Applications for workforce clearance should be made to the Navy Command HQ (Strategic Workforce Planning WO1) in accordance with current regulations. Workforce clearance, if approved, will be valid for two years. If clearance is approved, applications are to be forwarded to R&A SR MED PO, together with full Service Documents and documentary evidence of academic attainments held by the applicant. Inter-Service transfers, however, are to be processed through R&A, Room 202, Building 1/080, MP 73A, Jago Road, HM Naval Base, Portsmouth. PO1 3LU and applicants' units are advised to make preliminary enquiries of R&A regarding the possibility of release from the parent Service before applications are forwarded.

c. Applicants will be notified by R&A whether they are eligible to appear before a Selection Board. If ineligible, they will be made aware of any further educational qualifications required. In addition, they will be advised whether vacancies exist in their preferred specialisation and, if not, whether vacancies exist in any of the other specialisations.

d. Applicants will be eligible to appear before a Medical Technician Selection Board provided they fulfil the mandated academic requirements and also provide evidence of satisfying the following conditions:

(Continued)

Notes (Continued):

(1) Evidence of Medical Category JMES MFD/P2 or another JMES that allows Sea Service and Land Operational Deployment. Applicants who are MLD will be considered in exceptional circumstances, advice will be taken from ROHC/MO with Healthcare and Medical Profession Manager's decision being final.

(2) Recommended for transfer on the candidate's latest SJAR.

(3) Evidence of in date workforce clearance to transfer from current branch/trade.

(4) Passed the Defence Aptitude Assessment.

(5) Provide Nurse Recruitment Assistant with a curriculum vitae, emailed to NAVY CNR-COHERENCE SR MED PO.

(6) Completed evidence of two weeks clinical experience obtained in a relevant Health Care setting with a recommendation to train in radiography/biomedical science/ODP/pharmacy/dental hygiene.



(7) Provide copies of last three years' SJARs.

e. R&A, in consultation with the Healthcare and Medical Profession Manager, will convene Selection Boards as necessary and will inform Commanding Officers, copy to DDPD.

f. Subject to confirmation of availability by the Healthcare and Medical Profession/Career Manager, selected candidates will be assigned to the Margin for training.

g. The individual will remain in their current Profession/Specialisation and rate until completion of specialist training.

h. In a transfer where the rating is a Petty Officer, the new rate will be determined by the Healthcare and Medical Profession Manager on a case by case basis, dependent upon the Service requirement.

i. Seniority as Medical Technician will be the date of completing Phase I training.

j. All candidates must comply with the current ROS regulations and sign a Notice of Waiver of Right of Discharge in Consideration of Course of Training (Form S2658) in accordance with Para 5313.

(Continued)

Notes (Continued):

3. Advancement of Students During Training. *Individuals will not be eligible for selection for promotion in their source specialisation whilst on course.*

4. Transfer to RN Medical Technician

a. Ratings[1] will be transferred to the RN Medical Technician structure when they have successfully completed phase 2 professional training.



b. The effective date of transfer will be the date of completion of professional registration, until then Ratings remain in their source trade. The date of seniority will also be amended to this date.

c. Transfer will be to the rates shown below:

Present Rate	***Transfer to***
Able Rate 1	*Acting Leading Medical Technician*
Leading Hand	*Leading Medical Technician (see para 6909 re LRLC)*
Petty Officer	*Leading Medical Technician*

[1] RM required to transfer to RN.

ANNEX 87F

MEDICAL TECHNICIAN SPECIALISATION (SERVICE TRANSFER TRAINED) – PROMOTION FLOWCHART

Entry - OR2 / OR3

a. Entry upper age limit - 39 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course and evidence of registration with civilian professional body.

c. Pass Interview and Selection Board.

d. Entered for Initial Naval Training or waiver (see Note 1).

MEDICAL TECHNICIAN

Leading Medical Technician - Advancement Criteria

a. Complete Phase 1 Initial Naval Training (INT) if required.

b. Seniority as per Profession Manager offer letter and UCM/RN aligned TACOS.

c. Recommended for advancement (Promotion Authority Request).

d. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

e. At least 6 months since last Career Check (if any) on advancement.

f. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA within 12 months of transfer.

b. At least 6 months since last Career Check (if any) on advancement.

Advanced to
LEADING MEDICAL TECHNICIAN

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry - OR4

a. Entry upper age limit - 39 years of age.

b. Provide documentary proof of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview and Selection Board.

e. Complete Phase 1 Initial Naval Training (INT) or waiver. Seniority as per Healthcare and Medical Profession Manager offer letter.

f. Recommended for advancement (Promotion Authority Request).

g. At least 6 months since last Career Check (if any) on advancement.

h. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA or equivalent Service Command Course (see Note 1).

i. EFP in accordance with Para 9614. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA.

Advanced to
LEADING MEDICAL TECHNICIAN

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry - OR6

a. Entry upper age limit - 39 years of age.

b. Provide documentary proof of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview and Selection Board.

e. Compete Phase 1 Initial Naval Training (INT) or waiver (see Note 1).

f. Seniority as per RN Offer letter and iaw RN/UCM aligned TACOS.

g. Recommended for advancement (Promotion Authority Request).

h. At least 6 months since last Career Check (if any) on advancement.

i. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA or equivalent Service Command Course (see Note 1).

j. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry - OR7

a. Entry upper age limit - 39 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview and Selection Board.

e. Complete Phase 1 Initial Naval Training or waiver.

f. Seniority as Chief Petty Officer Medical Technician as per RN Offer letter and iaw RN/UCM aligned TACOS.

g. Recommended for advancement (Promotion Authority Request).

h. At least 6 months since last Career Check (if any) on advancement.

i. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Notes:

1. Recruitment of Service Transfer Medical Technicians

a. Army and RAF other ranks (qualified) may apply for Service Transfer to any one of the following Medical Technician cadres:

(1) Medical Technician (Radiographer).

(2) Medical Technician (Biomedical Scientist).

(3) Medical Technician (Operating Department Practitioner).

(4) *Medical Technician (Pharmacy Technician).*

(5) Medical Technician (Dental Hygienist).



b. Applications for Service transfers should be made by letter to RN R&A RISTT. Applicants' units are advised to make preliminary enquiries of R&A regarding the possibility of release from the parent Service before applications are forwarded.

c. Applicants will be notified by R&A whether they are eligible to appear before a Selection Board. In addition, they will be advised whether vacancies exist in their specialisation and it should be noted that vacancies are very limited and vary according to the requirement of the Service.

d. The Healthcare and Medical Profession Manager will seek approval through HMS RALEIGH Cdr Training to waive Phase 1 Initial Naval Training and instead the transferee will undertake a shorter bespoke HMS RALEIGH Transferee Induction package.[1]

e. All candidates must comply with the current ROS regulations and sign a Notice of Waiver of Right of Discharge in Consideration of Course of Training (Form S2658) in accordance with Para 5303 sub para c.

f. Leading Rates or Senior Rates' Leadership Course is not required if Service transfer candidates have previously undertaken equivalent Leadership courses in their current Service.

(Continued)

[1] Provided the Royal Navy continues to provide this package.

Notes (Continued):

2. Transfer to RN Medical Technician (qualified)

a. The effective date of transfer will be the date of completion of Phase 1 Initial Naval Training.

b. Transfer will be to the rates shown below:



Present Substantive Rates

Army	*RAF*	*Transfer to*
Pte	***AR/AS***	***Acting Leading Medical Technician,***
L/Cpl	***-***	***or Leading Medical Technician*** *if completed LRLC (OR4) equivalent leadership course in donor service*
Cpl	***Cpl***	
Sgt	***Sgt***	***Acting Petty Officer Medical Technician, or Petty Officer Medical Technician*** *if completed SRLC (OR6) equivalent leadership course in donor service.*
S/Sgt	***F/Sgt***	***Chief Petty Officer Medical Technician***

CHAPTER 88

MEDICAL PROFESSION - DENTAL NURSE

(Sponsor: NAVY PEOPLE-WFPM-MED-PM-SO1)

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Para
8801. Unified Career Management

ANNEXES

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CHAPTER 88

HEALTHCARE AND MEDICAL PROFESSION - DENTAL NURSE

8801. Unified Career Management (UCM)

Dental Nurses remain under profession management of the Royal Navy; however, the provisions below also apply:

a. Personnel joining after 1 Jan 24 will be subject to harmonised RN/UCM TACOS iaw JSP 755 (Part 2 Vol 2).

b. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 remained on legacy RN TACOS as per BRd 3(1) Chapters 48 & 49.

c. Personnel promoted or who have received a change of engagement post 1 Jan 24 will transfer to harmonised RN/UCM TACOS iaw JSP 755 (Part 2 Vol 2).

d. Promotion zones for personnel on legacy RN TACOS will be modified to the most beneficial between harmonised RN/UCM or legacy timings, e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

e. Dental Nurses are career managed by UCM.

f. Promotion flowcharts can be found in the Annexes to this Chapter.

ANNEX 88A

DENTAL NURSE SPECIALISATION (DIRECT ENTRY UNTRAINED) – PROMOTION FLOWCHART

1. Dental Nurse Specialisation (Direct Entry Untrained) - Promotion Flowchart

New Entry: 17-39 years (see Note 1).

DENTAL NURSE 2

Dental Nurse 1 - Advancement Criteria

a. Complete Phase 1 Initial Naval Training (INT) (see Note 2).

b. Complete Phase 2 Training (see Note 2).

c. Gain a Registerable Dental Nurse Qualification.

d. 12 months' seniority as Dental Nurse.

e Provide documentary evidence of registration with the GDC; recorded as 'Educational|General Dental Council – registration Certificate|Joint|'.

f. Recommended for advancement (Promotion Authority Request).

g. Completion of Able Rates Leadership Course.

Advanced to
DENTAL NURSE 1

Leading Dental Nurse - Pre-Selection Requirements

a. Minimum of 18 months' seniority as a DN1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (see Note 3)).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (see Note 7)).

c. Recommended for promotion on Appraisal Report at CRD (see Note 3).

Leading Dental Nurse - Pre-Promotion Requirements

d. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA. (see Note 4).

e. Provide documentary evidence of continuing registration with the GDC; recorded as 'Educational|General Dental Council – Registration Certificate|Joint|'.

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

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

Promoted to
LEADING DENTAL NURSE

Petty Officer Dental Nurse - Pre-Selection Requirements

a. Minimum of 2 years' seniority as a Leading Dental Nurse 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (see Note 3).

Petty Officer Dental Nurse - Pre-Promotion Requirements

d. Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'. (see Note 4)

e. Provide documentary evidence of continuing registration with the GDC; recorded as 'Educational|General Dental Council - Registration Certificate|Joint|'.

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. EFP in accordance with Para 9614. chieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER DENTAL NURSE

Chief Petty Officer Dental Nurse - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a PO Dental Nurse 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer Dental Nurse - Pre-Promotion Requirements

d. Provide documentary evidence of continuing registration with the GDC; recorded as JPA competence 'Educational|General Dental Council – Registration Certificate|Joint|'.

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER DENTAL NURSE

Warrant Officer 2 Dental Nurse - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a CPO Dental Nurse 12 months prior to CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 Dental Nurse - Pre-Promotion Requirements

d. Provide documentary evidence of continuing registration with the GDC; recorded as JPA competence 'Educational|General Dental Council – Registration Certificate|Joint|'.

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

f. Complete the Warrant Officers Staff Course (WOSC).

Promoted to
WARRANT OFFICER 2 DENTAL NURSE

Warrant Officer 1 promotion is in accordance with Executive Branch.

Notes:

1. *Requirements:*

a. ***Education****. Minimum educational qualifications required are 2 GCSEs Grade C or above, or equivalent, to include English Language.*

b. ***DBS****. Dental duties at all rates may require interaction with minors or vulnerable adults on a one-to-one basis. It has therefore been ruled that all personnel wishing to join the Dental Branch must have a valid DBS Enhanced Disclosure certificate before they can be confirmed as a dental rating (see Para 6050).Commanding Officers are to ensure that applicants for transfer to a Dental specialisation are made fully aware of this requirement before approving the application.*



2. *New entries undergo Phase 1* Initial Naval Training (INT) *followed by Phase 2 tri-Service training at Defence Medical Academy Lichfield.*

3. ***Recommendation.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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 previous report recommendation.*

4. ***Failure to Complete or Leadership Course.*** *Refer to Para 6716 for rules on the impact on a rating's promotion if they fail to complete LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

ANNEX 88B

DENTAL NURSE SPECIALISATION (DIRECT ENTRY QUALIFIED) – PROMOTION FLOWCHART

1. Dental Nurse Specialisation (Direct Entry Qualified) - Promotion Flowchart

DENTAL NURSE 2

a. Complete Phase 1 Initial Naval Training (INT).

b. Hold a Registerable Dental Nurse Qualification.

c. Provide documentary evidence of registration with the GDC; recorded on JPA as competency 'Educational|General Dental Council – Registration Certificate|Joint|'.

d. Recommended for advancement (Promotion Authority Request).

Advanced to
DENTAL NURSE 1

(Then as per Annex 88A Section Dental Nurse 1)

ANNEX 88C

DENTAL NURSE SPECIALISATION (BRANCH TRANSFER UNTRAINED) – PROMOTION FLOWCHART

1. Dental Nurse Specialisation (Branch Transfer Untrained) - Promotion Flowchart

a. Engagement required between donor and receiving BM to ascertain WF requirement and individual suitability (Education / JMES Deployability).

b. If accepted as a Branch Transfer, route as per Chapter 51.

c. Individual TACOS will be designed on a case by case basis as per BM requirements.

d. Promotion will be as per Annex 88A.

ANNEX 88D

DENTAL NURSE SPECIALISATION (SERVICE TRANSFER QUALIFIED) – PROMOTION FLOWCHART

1. Dental Nurse Specialisation (Service Transfer Qualified) - Promotion Flowchart

a. Entry upper age limit - 39 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course and evidence of registration with civilian professional body.

c. Individual TACOS will be designed on a case by case basis as per BM requirements.

d. Gain entry approval (see Note 1).

e. Entered for Initial Naval Training or waiver (see Note 1).

f. Promotion will be as per Annex 88A.



Notes:

1. *Requirements:*

a. Applications for Service transfers should be made by letter to R&A. Applicants' units are advised to make preliminary enquiries of R&A regarding the possibility of release from the parent Service before applications are forwarded.

b. Applicants will be notified by R&A whether they are eligible to appear before a Selection Board. In addition, they will be advised whether vacancies exist in their specialisation and it should be noted that vacancies are very limited and vary according to the requirement of the Service.

c. The Healthcare and Medical Profession Manager will seek approval through HMS RALEIGH Cdr Training to waive Phase 1 Initial Naval Training and instead the transferee will undertake the 5 day bespoke HMS RALEIGH Transferee Induction package.

d. All candidates must comply with the current ROS regulations and sign a Notice of Waiver of Right of Discharge in Consideration of Course of Training (Form S2658) in accordance with Para 5303 sub para c.

ANNEX 57D

FORMAL WARNING FOR RN RATINGS AND RM OTHER RANKS

DETAILS OF INDIVIDUAL UNDER FORMAL WARNING				
RANK/RATE	SURNAME	INITIALS	SERVICE NUMBER	UNIT
TYPE OF WARNING:				
LEVEL OF WARNING: Level 1: ☐ Level 2: ☐ 3: ☐ Warning retained: ☐ (tick as appropriate)				
DATE OF WARNING:		DATE OF REVIEW:		
REASON FOR WARNING:				
REQUIRED IMPROVEMENT BY REVIEW DATE:				
PROCESS AND POSSIBLE CONSEQUENCES OF FAILING TO IMPROVE BY REVIEW DATE:				
WARNING OFFICER DETAILS:				
RANK/RATE1	SURNAME AND INITIALS:		UNIT:	
I have today formally warned the Subject Rating/RMOR, who will be reviewed on the date below. I have awarded a Suspended Incremental Progression, where applicable, and informed the Unit HR Administrator, who will notify the appropriate Career Manager and JPAC in accordance with JSP 754 Article 03.0508. Signed: Date:				
DECLARATION BY SERVICE PERSON UNDER WARNING: I understand the nature and consequences of the warning detailed above and acknowledge the advice given and the possible consequences if I fail to improve by the review date. Signed: Date:				

[1] Minimum Rank/Rate of OR7 (Level 1), OF2 (Level 2), OF3 (Level 3).

NAVY WARFARE PUBLICATIONS

BRd 3(1)

NAVAL PERSONNEL MANAGEMENT

JULY 2024 VERSION 9

EFFECTIVE OCTOBER 2026

SUMMARY OF CHANGES

1. BRd 3(1) July 2024 Version 9 supersedes BRd 3(1) July 2024 Version 8.

2. This Version is effective on publication and any copies held of the previous version are to be deleted/destroyed iaw local guidance.

3. A significant number of Chapters and/or Annexes have been updated with minor policy amendments, corrected contact details, typographic errors and inclusivity language and/or formatting. **Some contain more substantial updates to policy.** Policy updates and/or amendments are made visible by the use of sidelining where changes have been made to a line of text or paragraph. Sidelining is not used for deletions.

4. The following RNTMs have been incorporated or reflected in the publication:

a. 09-014/25 – Valedictory Certificate Process for the Royal Navy **(Chapter 55)**
b. 03-077/25 – Award of ES3 on Promotion to OR6, OR8 and OR9 from 31 Mar 26 **(Chapter 49)**
c. 01-039/26 – In-Service Commissioning (ISC) Revised Eligibility and Pathways **(Chapter 52)**
d. 01-067/26 – Introduction of the ESM Degree Top Up Scheme (DTS) **(Chapter 73)**
e. 01-082/26 – Promotion Eligibility for People Serving on Extensions of Service **(Chapter 66)**
f. 01-085/26 – Royal Navy Branch Transfer Selection Process to Aircrewman **(Chapter 81)**
g. 07-040/26 – Phase 1 Training Pathway for Officers **(Chapter 18)**

5. The User is responsible for ensuring that they check content relevant to them to ensure that their knowledge remains current.