

ANNEX 54A

DELEGATIONS OF POWERS TO APPROVE DISCHARGES AND OTHER ADMINISTRATIVE ACTIONS

Discharges

Service Person	Discharge Type			Competent Authority	Delegated Authority – see Note 10	Others
RN Ratings and RM Other Ranks	Discharge SNLR	CDT	BR 3(1) Para 5444.b&d	Defence Council, Admiralty Board, Naval Secretary or any person authorised by him	Yes	See also Note 1
		Drug Abuse	BR 3(1) Para 5444.b		Yes	See also Note 1
		Unruly	BR 3(1) Para 5444.c&d		Yes	See also Note 2
	Discharge SHORE	Fraudulent Entry	BR 3(1) Para 5443.a(1)		Yes	See also Note 3
		DUDT	BR 3(1) Para 5443.a(2)		Yes	See also Note 4
		Inadequacy	BR 3(1) Para 5443.a(3)		Yes	See also Note 3
		Inadequacy - RNFT Failure	BR 3(1) Para 5443.a(4)		Yes	See also Note 2
		NAPWT Failure	BR 3(1) Para 5443.a(5)		Yes	See also Note 3
		Financial Irresponsibility	BR 3(1) Para 5443.a(6)		Yes	See also Note 3
		Obesity	BR 3(1) Para 5443.a(7)		Yes	See also Note 2
		Alcohol	BR 3(1) Para 5443.a(8)		Yes	See also Note 3
		Medical Reasons	BR 3(1) Para 5443.a(9)		Yes	See also Note 2
		TU(I)	BR 3(1) Para 5443.a(10) and Annex 54D BR 3(1)		Yes	See also Note 5
		TU(R)			Yes	See also Note 5
	Best Interests of the Service	BR 3(1) Para 5443.a(11)	Yes		See also Note 2	
Compassionate Discharge	BR 3(1) Para 5412		Yes	See also Note 10		
Officers	Administrative Discharge (Trained Strength)	Reasons with their control	BR 3(1) Para 5437.a BR 3(1)BR 3(1)			
		Reasons outside their control				
		Misconduct				
	Administrative Discharge (UTS)	Compulsory Withdrawal From Training	BR 3(1) Chap 5436		See also Note 7	
	Early Release for Compassionate Reasons	BR 3(1) Para 5412				
All	Conscientious Objection	BR 3(1) Para 5408	DC/AB	NAVSEC	Note 8	

BR 3(1)

Other Administrative Actions

Service Person	Administrative Action Type		Competent Authority	Delegations From Competent Authority					
				Cdre Naval Pers	DACOS CM	DACOS BM	Others		
RN Ratings and RM Other Ranks	Withholding Promotion		BR 3 Para 6713	NAVSEC	Yes	Yes	Yes	Note 2 and Note 11	
	Reversion		BR 3(1) Para 7003/4		Yes	Yes	Yes		
	Re-Promotion or Re-Advancement following Reversion		BR 3(1) Para 7007		Yes	Yes	Yes		
	Re-Promotion or Re-Advancement following Disrating		BR 3(1) Para 7001		Yes	Yes	Yes		
	Service Penalty (C57)	Career Check		BR2 Para 3906.4	DCAB/NAVSEC or delegated authority	Yes	Yes	Yes	Note 3
		Reversion				Yes			
		Discharge SHORE				Yes			
		Discharge SNLR				Yes			
	Requests for non-standard Early Termination (untrained strength) – Ratings		BR 3(1) Para 5414 BR 3(1)BR 3(1)	DCAB/NAVSEC or delegated authority				DACOS TA, FOST TA SO1 Pipeline Mgr, CNPS PPLAN SWPO 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				BR 3(1) Para 5305 and Para 5414			Yes	SO1 Branch Manager
Approve/inform final day of service when Accelerated Transfer to the Reserve provisions are in place		BR 3(1) Para 5404.c(2)				Yes	Yes	SO1 Branch and Career Manager	
Request to leave at less than 12 month notice period		BR 3(1) Para 5413				Yes	Yes	SO1 Branch and Career Manager	
Officers	Censure	Admiralty Board (Severe/ Displeasure)	BR2 Para 3804	Individual to whom Application is being Submitted					
		Fleet Commander Severe Displeasure							
		FC/ DFC/ FOSNNI/ FOST/ COMOPS/ CoSAVN/ ACNS CAPT SPT Displeasure							
		FC/ FLC/ FOSNNI/ FOST/ COMOPS/ CoSAVN/ ACNS CAPT SPT Formal Warning							
	CO's Logging		COs						
Resignation of Commission		BR 3(1) Para 5429	NAVSEC						
All	Removal From Assignment (Fault/No fault/ Without Prejudice)		BR 3(1) Para 6006.f	NAVSEC	Yes	Yes		Note 9	

Notes:

1. Where the discharge is not disputed/resisted by the individual, approval may be given by the individual's CO (as defined for the purposes of Discipline in accordance with AFA 06) if the CO is OF4 rank or above. If the individual disputes the discharge (as indicated by their representation or other documentation provided), the discharge must be passed to the CO's superior in the discipline Chain of Command (for the purposes of AFA 06) of OF5 rank or above for decision. Where the individual's CO is OF3 or below, they must refer undisputed cases to the first superior officer in their discipline Chain of Command of OF4 rank or above and disputed cases to the first superior officer in their discipline Chain of Command of OF5 rank or above. All Deciding Officers MUST take legal advice from the appropriate legal office (Regional Legal Office and/or Casework Cell) prior to disclosure AND prior to issuing a decision letter.
2. Discharges and administrative actions annotated with "see also Note 2" may be approved by the first OF5 in the individual's discipline Chain of Command (ie. for the purposes of AFA 06) excluding where the individual's CO is an OF5, in which case the action must pass to the 'immediate superior'. The deciding OF5 MUST take legal advice from the appropriate legal office (Regional Legal Office and/or Casework Cell) 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 disciplinary purposes in accordance with AFA 06) unless the CO is OF3 rank or below in which case they must refer the matter to a first superior officer in the individual's discipline Chain of Command of OF4 rank or above. All Deciding Officers MUST take legal advice from the appropriate legal office (Regional Legal Office and/or Casework Cell) prior to disclosure AND prior to issuing a decision letter.
4. **Discharge SHORE (DUDT).** NAVSEC's NAVYCWK/704/1/3-NAVSEC Approved Delegated Authority for DUDT dated 27 Apr 16 applies. Delegated post holders are:

HMS RALEIGH	Phase 1 Trainees	Cdr T and The Commander
HMS RALEIGH	Phase 2 Trainees	Commandant DMLS, OC RNSMS and The Commander
CTCRM	Phase 1 & 2 Trainees	CO CTW and CO CTCRM
Royal Marines Band	Phase 1 & 2 Trainees	Principal Director Music
HMS COLLINGWOOD	Phase 2 Trainees	Cdr Training Support
FOST HM	Phase 2 Trainees	OC FOST HM School
HMS SULTAN	Phase 2 Trainees	Cdr TMPA and OC RNAESS
RNAS CULDROSE	Phase 2 Trainees	Cdr A&T
RNAS YEOVILTON	Phase 2 Trainees	Cdr AE and Cdr Air
RAF SHAWBURY	Phase 2 Trainees	CFI (when filled by RN SO1 ¹)
HMS NEPTUNE	Phase 2 Trainees	ST7
DMS TG	Phase 2 Trainees	Cdr Defence Medical Services Training Group

¹ When Chief Flying Instructor at RAF SHAWBURY is not a RN SO1, applications from RAF SHAWBURY for RN Discharge SHORE (DUDT) are to be made to Cdr Air, RNAS YEOVILTON.

BR 3(1)

RNR & RMR

Phase 1 & 2 Trainees

COs of Reserves Establishments

5. **Discharge SHORE (TU(I)).** Where a Consultant Psychiatrist or Senior Psychiatrist 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.
6. NAVSEC is authorised to approve discharge from the Service of officers on the trained strength up to and including OF6. NAVSEC is authorised to remove the officer's commission for officers up to and including OF6.
7. **Officer Withdrawal from Training.** CO BRNC and Cmdt CTCRM respectively are authorised to approve Compulsory Withdrawal from Training (CWFT) cases involving RN and RM officers undertaking Phase 1 training. CNPS DACOS Strat Pol and NAVY PERS-CNPS TERMS SO1C are authorised to approve CWFT for all Phase 2 cases. NAVY PERS-CNPS TERMS SO1C and TERMS SO2C are authorised to approve Exceptional Voluntary Withdrawal from Training cases.
8. **Conscientious Objection.** NAVSEC is authorised to approve early termination and resignation of commission for officers who have completed Phase 1 training on the grounds of conscientious objection. NAVSEC is authorised to approve voluntarily withdrawal from training on the grounds of conscientious objection for officers who have not completed Phase 1 Training, ratings and other ranks.
9. **Removal from Assignment.** CNPers has delegated authority to approve Removal from Assignment of OF3s and below providing they are not in Command. NAVSEC is authorised to decide on all cases involving COs and OF4s or equivalent and above (up to and including OF6). DACOS CM and DACOS BM have delegated authority to approve the removal of other ranks or ratings from assignments.
10. The following have delegated authority to discharge a rating or other rank SHORE, SNLR or Compassionate in accordance with Chapter 54: CNPers, NA, DFOST, CNPS DACOS Strat Pol, DACOS CM, DACOS BM, DACOS OPS and PLANS, SSMP PM.
11. The following also have delegated authority to approve reversion and re-promotion following reversion: CNPers, NA, CNPS, DACOS Strat Pol, DACOS OPS and PLANS, DACOS CM, DACOS BM, SSMP PM.