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BRd 3 (1)

NAVAL PERSONNEL MANAGEMENT

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By Command of the Defence Council

Second Sea Lord and Fleet Commander



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Individual Parts and Chapters of the publication have designated Points of Contact (POC), to whom all proposals for amendment of that Part should be sent. The Bookmark link takes the reader to the list of Points of Contact and their contact details provided later in these Preliminary Pages. In case of doubt, the Editor (details below) should be contacted.

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EQUALITY ANALYSIS

The policy in BRd 3(1) has been subject to Equality Analysis (EA) in accordance with Departmental policy. Chapter POCs are responsible for conducting EA 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. A copy of the completed EA Template¹ is to be retained by the POC.



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Hyperlinks within chapters/annexes will work in this publication although links outside the chapter/annex are not provided due to web browser limitations. where this icon is observed, visit the publication's Home Page to access files of interest. Files are available under the following Home Page buttons; Forms, Video, Sound.

¹ [http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/HOCS/Organisations/Orgs/DBS/PeopleServices/DiversityandEmployeeRelations/EqualityandDiversity/Pages/ EqualityAnalysis-GuidanceandTemplate.aspx](http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/HOCS/Organisations/Orgs/DBS/PeopleServices/DiversityandEmployeeRelations/EqualityandDiversity/Pages/EqualityAnalysis-GuidanceandTemplate.aspx)

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PROPOSALS FOR CHANGE



The following may be accessed from the 'FORMS' link on the home page.

Proposals For Change Form

Each Chapter has a Point of Contact (POC) Subject Matter Expert who is accountable to their OF5 (or equivalent, or above) for the accuracy of their Chapter.

Proposals for Change, using the form accessed by the button above, are to be forwarded to the appropriate POC in the list of Points of Contact for the particular Part or Chapter affected. If using the Email button on the form, insert the email address of the relevant Chapter POC. If in doubt, forward a copy of the form to the Editor addressee listed on Page ii.

POCs forward collated proposals for change to the BR 3 Editor for approval by the Sponsor and subsequent publication. For all policy changes implemented **prior to** inclusion in the next edition of BRd 3(1), the POC for the Chapter concerned is to ensure that the change has been promulgated to all who could be affected. A Summary of Changes is published with each new Edition of BRd 3(1).

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 of this publication.

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 (binoculars) 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.

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 covers the whole of the Naval Service (which is referred to as the Royal Navy in its logo and in external public relations material), including officers, ratings and RM Other Ranks (RMOR). BRd 3 Volume 1 (BRd 3(1)) covers the Royal Navy (RN), Royal Marines (RM), Queen Alexandra's Royal Naval Nursing Service (QARNNS, which is part of the RN), Royal Navy Welfare (RNW, which is a Branch in the RN) and, for elements of recruiting and training only, Royal Fleet Auxiliary (RFA). BRd 3 Volume 2 (BRd 3(2)) covers the Royal Naval Reserve (RNR), Royal Fleet Reserve (RFR), Royal Marines Reserve (RMR), Naval Careers Service (CS) and University Royal Naval Units (URNUs) (although some chapters of BRd 3(1) contain references to RNR/RMR matters).

5. Concept and Development

The concept and development of BRd 3(1) was implemented progressively under a DNPS project conceived and delivered by Commander P J Hughes, LVO, Royal Navy, which completed in April 2011. BRd 3(1) superseded the following publications: BRs 14, 60, 60A, 61, 63, 63A, 64, 81, 689, 1066, 1992, 4017, 8373, 8588 and 8748; and PLAGOs.

6. Structure of BRd 3

BRd 3 is structured in two Volumes, Volume 1 covering the Regular Service and Volume 2 - which is a separate publication – covering the Reserves (see para 4 above for scope of these terms). Following the Preliminary Pages, which incorporate a List of Abbreviations and Glossary of Terms, 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 explains 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 dress 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, Education and Resettlement Policy).** Part 9 outlines the policies under which Naval individual training, education, and resettlement are conducted. It does not cover the detail of the training delivery process.
- j. **Part 10 (Royal Naval Reserve).** Part 10 gives details on Royal Naval Reserve policy, regulations and administration.
- k. **Part 11 (Recall Reserve and Naval Cadet Forces).** Part 11 contains policy regulations governing the administration of the Recall Reserve and 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 Manpower 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: workforce in place of manpower, 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; less common terms are often given in full. Unless stated otherwise, the following assumptions should be recognised when specific terms are used:

- a. 'Naval' 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. **Other Regulations.** The following publications continue to provide the authoritative source of information, but some or all may in due course be superseded by incorporation into BRd 3(1):
 - (1) **BRd 8374 (Officers' Training Regulations).** BRd 8374 provides policy and guidance on officers' training, from new entry, through branch specific career training courses, to broadening staff courses etc.
 - (2) **Maritime Reserves.** The policy, Instructions and Guidance on Maritime Reserves (RNR and RMR) are governed by the provisions of the Reserve Forces Act 1996 (RFA 96) and are summarised in BRd 3(2). Policy dictated by RFA 96 may not be altered without approval of the Admiralty Board of the Defence Council. Any queries concerning current policy should be referred to CMR.

- b. **Mobilisation and Naval Augmentation.**
 - (1) **JSP 753.** JSP 753 gives the tri-Service Regulations on Mobilisation.
 - (2) **BR 3162.** BR 3162 - Instructions for the Redeployment, Mobilisation and Demobilisation of Personnel in Crisis and War - is obsolescent but remains a source of Naval information in the event of mass mobilisation.
- c. **JPA Desk Manual.** The JPA Desk Manual contains Business Process Guides, with procedures and references. It gives assistance in common JPA System activities through JPA Navigations.
- d. **JSP 462 Chapters 5 and 7.** Chapters 5 and 7 of JSP 462 (Financial Management and Charging Policy Manual) describe, respectively, the system of delegation of control of costs in Defence and the roles and responsibilities of budget holders and other MOD authorities.
- e. **JSP 419.** Adventurous Training in the UK Armed Forces.
- f. **JSP 440.** Defence Manual of Security, Resilience and Business Continuity.
- g. **JSP 464.** Tri-Service Accommodation Regulations.
- h. **JSP 750.** Centrally Determined Terms of Service.
- i. **JSP 751.** Joint Casualty and Compassionate Policy and Procedures.
- j. **JSP 752.** Tri-Service Regulations for Expenses and Allowances.
- k. **JSP 754.** Tri-Service Regulations for Pay.
- l. **JSP 755.** Centre-Determined Policy for Career Management and the Admin of Tri-Service Positions and Assignments (which includes a lexicon of personnel terms).
- m. **JSP 757.** Tri-Service Appraisal Reporting Instructions.
- n. **JSP 759.** Developing and Naming Competencies.
- o. **JSP 760.** Tri-Service Regulations for Leave and Other Types of Absence.
- p. **JSP 761.** Honours and Awards in the Armed Forces.
- q. **JSP 830.** Manual of Service Law.
- r. **JSP 831.** Redress of Individual Grievances: Service Complaints.
- s. **JSP 835.** Alcohol and Substance Misuse and Testing.

- t. **JSP 887.** Diversity, Inclusion and Social Conduct.
- u. **JSP 950.** Medical Policy.
- v. **Army Equivalent Publications.** Army equivalent publications may be found on the Defence Intranet under Ministry of Defence | Army | Reference | Publications, notably AGAI (Army General and Administrative Instructions).
- w. **RAF Equivalent Publications.** RAF equivalent publications may be found on the Defence Intranet under Ministry of Defence | Royal Air Force | Reference | Publications, notably AP3376 (Trade Structure of the RAF), AP3379 (RAF Manual of Training), AP 3390 (RAF Manpower Establishments and Manpower Scales), AP3391 (RAF Manual of Recruiting and Selection), AP3392 (RAF Manual of Personnel Administration), and AP3393 (RAF Officer Commissioning and Terms of Service).

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² Title will be changed when chapter is next amended.

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EQUIVALENT RANKS TABLE (FROM JSP 752, JSP 754 and BRd 2 (QRRN))

NATO CODE	ROYAL NAVY inc QARNNS³	ROYAL MARINES	ARMY	ROYAL AIR FORCE	CIVILIAN STAFF
OF 10⁴	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	Junior Technician Senior/Leading Aircraftman Aircraftman	
OR 1		-	Private Class 4	-	

Chaplain equivalents are shown in the similar table in JSP 752 Para 01.0245.

³ 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.

⁴ 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. The 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
ACMP	Augmentation & Crisis Manpower Planning
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
BM	Branch Manager
BPSS	Baseline Personnel Security Standard
BRd 2	Queen's Regulations for the Royal Navy
BR 3162	Redeployment, Mobilisation and Demobilisation
BRd 8374	Officers' 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 & 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/CareerManagement Cell
CMF/CMFM	Costed Manning Forecast/CMF Model
CMR	Commander Maritime Reserves
CMRTM	CMR Temporary Memorandum
CMS	Core Maritime (or Military) Skills
CMT	College of Management and Technology
CNLS	Commodore Naval Legal Services
CNR	Captain Naval Recruiting
CO	Commanding Officer
COEIA	Combined Operational Effectiveness Investment Appraisal
CONEMP	Concept of Employment (of an operational system)
CONOPS	Concept of Operations
CONUSE	Concept of Use (of an operational system)
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	(Naval) Careers Service
CSA	Customer Supplier Agreement
CTCRM	Commando Training Centre Royal Marines
CVS	Carrier Vessel Strike
CWO	(Navy) Command Warrant Officer

D

DA	Defence Academy, Dormant Appointment
DAC	Defence Augmentation Cell
DACOS	Deputy Assistant Chief of Staff
DB	Defence Board
DBS	Disclosure & 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
DE	Direct Entry
DE&S	Defence Equipment and Support
DGMO	Director General Management & 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
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
DTOEES	Defence Technical Officer and Engineer Entry Scheme
DTR	Defence Training Review
DTUS	Defence Technical 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)
ESS	Engineering Sponsorship Scheme (superseded by DTUS)
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 & Military Capability (Fin Mil Cap)
FN	Future Navy
FNV	Future Navy Vision
FNOC	Future Navy Operational Concept
FOC	Full Operating Capability/First of Class
FOO	Forecast of Outturn
FOST	Fleet Operational Sea 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
Hd NPS	Head of Naval People Strategy
HMS	Her 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)
IIP	Investors in People
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
KUR	Key User Requirement

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
MCA	Manpower Control Authority
MCE	Manpower Control Establishment
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
MTA	Minimum Time Ashore (obsolete)
MTD	Man Training Days

MTM	Manning and Training Margin
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	Nuclear, Biological and Chemical (obsolete, see CBRN)
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
NMCWG	Naval Manpower Coordination Working Group
NMMIS	Naval Manpower Management Information System (obsolete)
NMR	Naval Manpower Requirement/Naval Manning Review
NMRSM	Naval Manpower Requirement Sustainability Model
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

OAL	Officers' Assignment List
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)
OTA	Operational Tasking Authority
OTR	Operational Task Requirement

P

PCS	Personal Clothing System
PDev	Physical Development
PEd	Physical Education
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
PSA	Public Sector Agreement
PUS	Permanent Under Secretary
PVR	Premature Voluntary Release (obsolete, see 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
QRRN	Queen's Regulations for the Royal Navy (BRd 2)
QVRM	Queen's Volunteer Reserve Medal

R

R[No.]	Readiness State [eg. 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
RN FPS	Royal Navy Family and People Support

RNFT	RN Fitness Test
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 & 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
TOS	Terms of Service
TP	Temporary Position
TrAD	Training Authorisation Document
TS	Trained Strength
TX	Terminal Expiry (date) (meaning End of Naval Regular 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 & Station Bill
WTC	Waterfront Training Centre

NAVAL PERSONNEL MANAGEMENT**POINTS OF CONTACT****PART 1- PERSONNEL STRATEGY AND POLICY**

Post (DII Email Address)	Role	MoD Network Telephone
NAVY NPS COS	People Strategy Coordination	93832 5740
NAVY NPS-BR3 EDITOR SO1	BRd 3 Editor	93832 5832
NAVY NPS COS	BRd 3(1) Part 1 POC	93832 5740
NAVY LEGAL-CASEWORK LEGAD SO2	BRd 3(1) Annex 1E POC; Casework Cell	93832 5332

PART 2 - ESTABLISHMENT ADMINISTRATION

Post (DII Email Address)	Role	MoD Network Telephone
NAVY PCAP-PPLAN SWCM ESTAB SO1	BRd 3(1) Part 2 POC; I/C Naval Establishments Administration.	93832 8772

PART 3 - PERSONNEL PLANNING

Post (DII Email Address)	Role	MoD Network Telephone
NAVY PCAP-PPLAN SWPO SO1	Officer Personnel Planning.	93832 8755
NAVY PCAP-PPLAN SWPR SO1	Rating/OR Personnel Planning	93832 8754

PART 4 - RECRUITING

Post (DII Email Address)	Role	MoD Network Telephone
NAVY CNR-OPS RR SO2C	BRd 3(1) Part 4 POC; Recruiting Policy.	9380 27534

PART 5 - LIFE MANAGEMENT

Post (DII Email Address)	Role	MoD Network Telephone
NAVY NPS EMPLOYMT POL SO1	BRd 3(1) Chapter 19 POC	93832 5514
NAVY LEGAL-DISCIPLINE LAW SO1	BRd 3(1) Chapter 20 POC	93832 5737
NAVY SEC-2 DISCIPLINE 1	BRd 3(1) Chapter 20 Sections 21 & 22 POC	93832 5738
NAVY NPS-EXEC SO1	BRd 3(1) Chapter 21 POC	93832 8701
NAVY OP TRG-RNLA RASQN-OIC	BRd 3(1) Chapter 21 Section 6 POC	93825 3197
NAVY NPS EMPLOYMT POL SO1	BRd 3(1) Chapter 22 POC	93832 5514
NAVY LEGAL-EMPLOYMENT LAW SO1	BRd 3(1) Chapter 23 POC	93832 5752
NAVY LEGAL-LITIGATION	BRd 3(1) Chapter 23 Section 4 POC – Employment Tribunals	93832 5865
NAVY NPS-PEOPLESPT PACT QA	BRd 3(1) Chapter 24 POC	93832 8829
NAVY NPS-PEOPLESPT ACCOM SO1/SO2C	BRd 3(1) Chapter 25 POC	9380 28038
NAVY NPS-STRATPOL EMPLOYMT POL SO1	BRd 3(1) Chapter 26 POC	93832 5514
NAVY NPS-PPA SO1	BRd 3(1) Chapter 27 POC	9621 80475
NAVY MED-MED PERS POL SO1	BRd 3(1) Chapter 28 POC Medical Policy	93832 5343
NAVY PCAP-CM OF MED DENTSO1	Dental Policy	93832 8731
NAVY NPS-PEOPLESPT SCOS	BRd 3(1) Chapter 29 POC	9380 28035
NAVY NPS DANDI SO1	BRd 3(1) Chapter 30 POC	93832 5706
NAVY NPS DANDI - SO2A	D and I policy	93832 5683/5517/5515
NAVY CHAPLAINCY-COTF EA	BRd 3(1) Chapter 31 POC	93832 5508
NAVY SEC-3RD SECTOR CHARITIES	BRd 3(1) Chapter 32 POC	93832 5238
NAVY NPS-PFCS NSCC SO1	BRd 3(1) Chapter 33 POC	93832 8682

Part 5 - LIFE MANAGEMENT (Continued)

Post (DII Email Address)	Role	MoD Network Telephone
NAVY NPS-PFCS TRIM SO2	BRd 3(1) Chapter 34 POC	93832 5816
NAVY NPS DANDI SO1	BRd 3(1) Chapter 35 POC	93832 5706
NAVY NPS STRAT POL EMPLOY POL SO1	BRd 3(1) Chapter 36 POC	93832 5514

PART 6 - UNIFORM REGULATIONS

Post (DII Email Address)	Role	MoD Network Telephone
NAVY NPS-EXEC SO1	BRd 3(1) Chapters 38-46 POC; Uniform Regulations Policy	93832 8701
NAVYLOGINFRA- LAUNDRYMAILBOX	BRd 3(1) Chapter 47 POC Laundry	93832 5742

PART 7 - CAREER STRUCTURES

Post (DII Email Address)	Role	MoD Network Telephone
NAVY PCAP-PROM RRORPS SO1C	BRd 3(1) Chapters 48-57 POC Terms of Service Policy	93832 8900
NAVY PCAP COORD	BRd 3(1) Chapters 58-61 POC Career Management Policy	93832 8996
NAVY SEC-2 DISCIPLINE 1	BRd 3(1) Chapter 60 Section 7 POC	93832 5738
NAVY PCAP-BM COHERENCE SO1	BRd 3(1) Chapter 62 POC Branch Management Policy	93832 8902
NAVY PSYA-PERS SY SO1C	BRd 3(1) Chapter 63 POC Security Vetting Policy	9380 26201

PART 8 - PROMOTION AND ADVANCEMENT

Post (DII Email Address)	Role	MoD Network Telephone
NAVY PCAP-PROM RRORPS SO1C	BRd 3(1) Part 8 Chapters 65-91 POC Promotion and Advancement Policy	93832 8900

PART 9 – INDIVIDUAL TRAINING, EDUCATION, LEARNING AND DEVELOPMENT AND RESETTLEMENT

Post (DII Email Address)	Role	MoD Network Telephone
NAVY TRG -IND TRG CAP POL SO2	BRd 3(1) Chapter 95 POC Individual Training.	93832 5791
NAVY TRG HQ-EL3R C2	BRd 3(1) Chapter 96 POC Resettlement	93832 5954

PART 10 – ROYAL NAVAL RESERVE

Post (DII Email Address)	Role	MoD Network Telephone
(NAVY MR-HQ POLICY SO2)	BRd 3(1) Chapter 101 POC Maritime Reserves Policy.	

PART 11 – RECALL RESERVE AND NAVAL CADET FORCES

Post (DII Email Address)	Role	MoD Network Telephone
NAVY MR-HQ POLICY SO2	BRd 3(1) Part 11 (except Chapter 151) POC – Recall Reserves Policy.	93832 5686
NAVY TRG CORE_HQ CUYTL	BRd 3(1) Chapter 152 POC – Naval Cadet Forces	9380 26366

GLOSSARY OF TERMS

(See also the tri-Service Manpower 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 Manning 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 Manning 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.

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GLOSSARY OF TERMS (Continued)

TERM	DEFINITION
Manning and Training Margin (MTM)	The mechanism by which replacements for temporarily non-effective, trained personnel are generated from within endorsed single-Service resources, through personnel provision which is included within the Liability for each Service.
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 servicemen.
Royal Navy	Royal Navy (including QARNNS, Chaplains, Welfare Service), Royal Marines, Royal Fleet Reserve, Royal Naval Reserve, Royal Marines Reserve, and 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 Naval Service, 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 eg. 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.

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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 1 st Class.
Warrant Officer 2	A Service Person having NATO Rank OR8. Also referred to as Warrant Officer Class 2 or Warrant Officer 2 nd Class.