

CHAPTER 51

BRANCH AND SPECIALISATION TRANSFERS

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CHAPTER 51

BRANCHES, ARMS AND SPECIALISATIONS

SECTION 1 - INTRODUCTION

5101. Branch, Arm and Specialisation Structures

The hierarchy of Naval Branches, Arms and Specialisations is at Annex 1A and its Appendix.

5102. Branch Management

Management of these Branches, Arms and Specialisations is conducted by a wide range of authorities. The structure of individual branches, their sustainability and their population by Naval personnel is part of the Branch Management process, coordinated by Branch Managers. A description of this process and the policies that apply to it is at Chapter 62.

5103. Branch Selection

Personnel join the Naval Service in an agreed Branch and Arm as described in Part 4 of this BR. The Branches and their respective entry standards are listed at Chapter 5.

SECTION 2 - BRANCH AND SPECIALISATION TRANSFERS - UNTRAINED STRENGTH**5104. Young Officer Transfers - General**

- a. Young Officers (YOs) are allocated to branches 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 branch or specialisation will automatically be accepted into other branches or specialisation, even if they are strongly recommended for transfer by their Commanding Officer (CO) and/or administrative authority.
- b. Opportunities for transfer are limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS), the approving authority for branch/specialisation transfers of officers under initial training, will consider the manning position and the recruiting and entry targets, together with the training time in the branches 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. Additionally, the quality and suitability of the officer for transfer and subsequent re-training will be assessed from their training record (Form E190 for RN officers) and, 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 branch are paramount. Officers should be advised that their case is being referred to the Officer Terms of Service Manager for staffing 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. Once an Officer Cadet has successfully completed MARL at BRNC, however, there is reasonable certainty that they will complete Phase 1 Training. So that a decision can be based on the best available information, transfer requests may only be submitted by Officer Cadets who have passed MARL - 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.
- g. Officers in a reduced medical category will not be considered for a branch transfer on the untrained strength.
- h. It should be noted that transfers from the Submarine Service to General Service are unlikely to be accepted except in extremely exceptional circumstances.

**5105. Young Officer Transfers during Phases 1 or 2 (Aircrew Officers up to Grading)
Training - Applications**

- a. The YO is to complete the branch transfer application form at Annex 51D 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 branch specified.
 - (2) Why they feel that they are suited to the prospective branch.
 - (3) Details of the relevant skills and experience that they would bring to the prospective branch.
 - (4) The research that they have undertaken with regard to the prospective branch.
- b. OCOT is to forward the YO's application form and letter, via a covering email, to the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS), advising whether or not the application is supported.
- c. This process also applies to P, O and ATC YOs who fail grading or 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. He/she 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 his/her 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 branch 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 branch specified.
- (2) Why they feel that they are suited to the prospective branch.
- (3) Details of the relevant skills and experience that they would bring to the prospective branch.
- (4) The research that they have undertaken with regard to the prospective branch.

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 Terms of Service Team:

- (1) YO's application form and letter.
- (2) An up-to-date standard report form (covering the branch transfer request (occasion 'Special')) signed and dated by the YO, 1RO and 2RO.
- (3) Copy of the full E190.
- (4) Copies of any other documentation deemed to be relevant to, or supporting, the application: eg. a CO's letter from a holdover period.

c. The documents above may be scanned and emailed initially (using the relevant security classification) or faxed (in accordance with extant security policy). Hard copies must be forwarded subsequently for the records (see Part 2 of Annex 51E for contact details).

d. In forwarding recommendations to the Officer Terms of Service 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 branch or specialisation and, wherever possible, has received appropriate counselling, from officers of both the present and preferred branch 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 branch or specialisation to which transfer is sought.

e. YOs should be advised that their case is being referred to the Officer Terms of Service Manager for staffing 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 Terms of Service 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 Terms of Service 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, RNFT, 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 branch/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 manning position and the recruiting and entry targets, together with the training time in the branches and/or specialisations concerned. Additionally, the quality and suitability of the officer for transfer and subsequent re-training will be assessed from their training record (Form E190 for RN officers) and, where required, from a suitability interview 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 branch and specialisation transfer requests but, in making a decision, will consult closely with Navy Command Flying Training staff and the President of the Naval Aircrew Advisory Board (PNAAB)(see Para 5742) 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 Navy Command DDAvn and will be administered by the President of the NAAB. Information about decisions taken, and the terms and conditions that will apply in the new branch and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by the Officer Terms of Service Manager.

(c) Transfer from O to P or ATC to P or O is 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 will be returned to their core specialisation training pipeline at no penalty. 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 branch and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by letter from the Officer Terms of Service 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 branch, 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 5436).
- 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 branch 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 branch.

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 branch 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 branch 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 branch. 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 branch 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 branch and/or specialisation. Officers will be able to retain seniority accrued during periods of training inactivity eg. 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 branch 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 branch 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) branch 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 their merits but will only be approved when it is in the interest of both the rating and the RN. Responsibility for approval or refusal of requests lies with the Officer Training Pipeline Manager, as delegated to the UTS Ratings Training Pipeline Manager.

b. Ratings have no right to transfer branch 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 branch or is failing academically may request a branch transfer through their Divisional Officer. Any request for transfer should be made by email to the UTS Ratings Training Pipeline Manager (NAVY TRG HQ-PM RATINGS); each case will be considered on its merits and transfers will only be offered if they are in the best interests of the RN. Should any UTS rating be offered a transfer and subsequently fail in the new branch, there is no right of transfer back to the original branch or specialisation. If a branch transfer is offered but refused, or if none is available, then the rating should be considered for DUDT (Contributory) – see Para 5443 a (2) (d) sub para (iii). The failure from course would be categorised as follows:

- (1) **Aptitude.** A failure to perform to the required standards as laid down by the Branch Managers, ARFSD OPS 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, ie. 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 branch; 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 branch. If the trainee declines the offered branch transfer, then they should be DUDT (Contributory). Where a rating is unable to complete their Branch training or their Task Book because of restrictions imposed by a medical condition, they can be recommended for MBOS without the necessary 12 months delay. This reference should be used for medical downgrades. BRd 1991 Para 0804a sub para (5) refers.

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 branch. 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 branch. If an individual accepts this option and is subsequently declared fit for SM, they are to be transferred back to SM. When a rating reaches six months cumulative TMU, or is forecast to be TMU for at least six months, they should be given the option to either request a branch transfer or be discharged. Approval to remain in the SM pipeline after being TMU for six months (including cumulative) may be given, exceptionally, by the specialisation Branch Manager.

5114. Rating Transfers - Divers

The procedures at Para 5109 sub para a and sub para b also apply to the Diver specialisation and SM officers.

5115. Rating Transfers - General Service to Submarines

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:

- a. All applications should be discussed with the UTS Ratings Pipeline Manager (NAVY TRG HQ-PM RATINGS) who can advise on the availability of SM branches and entry criteria.
- b. Prior to any transfer being approved, it is strongly advised that the rating concerned is sent to the RNSMS for briefings.

5116. Rating Transfer Requests

a. All branch and/or specialisation transfer requests from ratings on the UTS should be addressed to the UTS Ratings Pipeline Manager (NAVY TRG HQ-PM RATINGS) by Divisional Officers (DOs). Telephone enquiries are acceptable but all formal transfer requests must be made by e-mail (NAVY TRG HQ-PM RATINGS) and should include the following:

- (1) Rating's name, Service Number, branch and Recruit Test (RT) score.
- (2) The branch 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 manning situation in the exporting and importing branch specialisations and to the rating's suitability for transfer (eg. RT score, eyesight, hearing, colour perception and nationality). During Phase 1 Training, a PSO interview will be arranged to assess the suitability of the applicant for the new branch and/or specialisation.

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 branch, branches and/or specialisations which require a lower RT qualifying score will normally only be offered.

5118. Ratings - Agreement to Transfer

Ratings may only be transferred from one branch 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 - BRANCH AND SPECIALISATION TRANSFERS - TRAINED STRENGTH

5120. Officer Transfers - General

- a. Branch 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 branch/specialisation, which may differ from their source branch/specialisation, and be required to successfully undertake a disclosure check prior to transfer.
- b. Transfers of specialisation or between arms within a branch 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 branch 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 branch 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 branch.
 - (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 branch 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 branch.
- 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 Branch; 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 branch transfer request form at Annex 51F and submit this to their Commanding Officer, along with a supporting letter detailing:

- (1) The reason why they wish to transfer to the branch specified.
- (2) Why they feel that they are suited to the prospective branch.
- (3) The relevant skills and experience that they would bring to the prospective branch.
- (4) The research that they have undertaken with regard to the prospective branch.

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 branch 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. The documents above may be scanned and emailed initially (using the relevant security classification) or faxed (in accordance with extant security policy). Hard copies must be forwarded subsequently for the records (see Part 2 of Annex 51F for contact details).

- c. **Flexible Service.** Officers are not permitted to transfer to a new Branch 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 Branch; there is no guarantee that a new period (of FS) would be approved at that point.

5122. Officer Transfers - Headquarters Staffing

On receiving the branch transfer application, the 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 (eg. Med Cat, nationality, RNFT status) and considering the new terms and conditions of service that will apply if a transfer is agreed (eg. 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.

5123. Officers - GS Warfare Officers

The mainstream route for General Service (GS) Warfare officers is to qualify as Principal Warfare Officers (PWO). A significant proportion of GS Warfare Branch 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 Course (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 Branch 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.

- a. **Sub-specialisations.** The GS Warfare Branch sub-specialisations are as follows:

- (1) **PWO.** Progress towards qualification in this specialisation is the mainstream route followed by all GS Warfare officers from joining the Service unless they subsequently transfer to one of the following specialisations or Arms.
- (2) **Hydrography and Meteorology (HM).** Officers are either directly recruited or can be selected post-IWOC or post-FCA.
- (3) **Fighter Controller (FC).** Officers are selected either post-IWOC or post-FCA. Officers 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 5124.

- (6) **Submarine (SM).** Officers are only selected post-IWOC. It should be noted that direct entry SM Arm Warfare Branch officers, together with selection of officers of the SM Arm during Initial Training, will reduce the number of GS Officers (who are not already SM(X)) required to specialise SM(X) following IWOC.
- (7) **Intelligence (Int).** Officers are selected either post IWOC or FCA.
- (8) **Navigation (Nav).** Officers are selected either post IWOC or FCA.
- (9) **RN Police (RNP).** Officers will be recruited through the SUY process.
- (10) **Communications (C).** Officers will be recruited through the SUY process.
- 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 Branch 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 5124.

d. **Transfer to SM.** 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 the third term at BRNC/IWOC. 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 PERS-CM OF WAR SMSO2 to transfer back to GS. Each application will be assessed against the needs of the Service and successful applicants will be transferred to NAVY PERS-CM OF WAR JOSO2.

5124. 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 GS arm Warfare Branch 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 arm officers with a Bridge Watch-keeping 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 GS Arm 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 up to two 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 Branch 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/ACOS(CSAV) SO1 Flying 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 5124a 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 Aptitude Tests and, for those who are successful, examination by the Aviation Medicine Division (AvMed), Institute of Naval Medicine (INM), to determine their fitness for flying duties. ATC candidates are to conduct ATC grading under the auspices of Navy Command AV (SO2 ATC). Arrangements for these tests should be made as follows, quoting availability and whether or not accommodation is required:

- i. Aircrew Aptitude Tests - CAIB)
- ii. Aircrew Medical – Av Med) Copy NPT(X)
- iii. ATC aptitude – NC AV SO2 ATC)

(c) On successful completion of these tests, COs should forward applications to the Assistant Chief of Naval Staff (Personnel)/Naval Secretary, together with their recommendations and a special Appraisal Report.

(d) Those applicants who pass both Aptitude Test and Initial Flying Medical at the Aviation Medicine Division, INM will be considered by the AIB and may be provisionally selected 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 before becoming eligible for flying training. Officers are to arrange grading through Navy Command ACOS(CSAV) SO1 Flying Training. 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.

(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 Phase (OCP), 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 OCP, 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 or voluntarily withdraw 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 Branch. Time spent in flying training will not count towards this ROS.

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 5124a(3) sub para (a), sub para b and sub para (c). On successful completion of their medical and aptitude tests, they will attend three 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.

(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.

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.

5125. Ratings – Branch Transfer and Sideways Entry – General

POC: NAVY CAP-PPLAN SWPR WO1

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 branch where there is a direct entry from basic training is known as a branch transfer. However, there are also specialisations that are open to both direct and sideways entry. These exceptions are as follows: Naval Nurse (NN), RN Police (RNP), Aircrewman (ACMN), Physical Trainer (PT) and Medical Technician (MT). A summary of Sideways Entry specialisations is at Annex 51A.

b. **Requests.** Applications to transfer from one branch 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) Application is to be made to the CO. If the rating is eligible and recommended, the application should be forwarded by signal, letter or e-mail to the Hd N5 Ratings Strategic Workforce Planners by the CO.

(b) The postal address is: Ratings Strategic Planning, 4th Floor, Leach Building, HMS EXCELLENT, Portsmouth PO2 8DX.

(c) ModNet email address is: NAVY PCAP-PPLAN SWPR WO1.

Notes:

1. *Applications by Other Ranks to transfer to the Aircrewman specialisations are to be made in accordance with Para 5125.b sub para (1).*

2. *Applications by those of the former RM K Specialisation, currently managed by RN Logistics Branch, to transfer to the RN Chef Specialisation, are to be made in accordance with Para 5125.b sub para (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 RT Score - Para 0806 sub para g) and is eligible (including nationality criteria) to join the new branch and/or specialisation. 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 branch chapters of Part 8 (Promotions).
- (2) Ratings must be medically fit and deployable for the branch into which they wish to transfer (normally MFD A4/L1/M1/E1) and be in date for the Royal Naval Fitness Test (RNFT). RM Other Ranks must meet the physical standards applicable to their chosen specialisation. Servicewomen 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 RNFT 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 5125.c(4)).

d. **Decision.** As acknowledged by ratings and other ranks on Form S3049 on enlisting in the Service, Branch transfers are not a right. On receipt of a transfer request, Branch Managers will take into consideration the current and future status of the donor and receiving branches. In cases where there may be competing requirements (eg. both branches 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 within one calendar month.

- (1) Decisions on manning clearance are released by Email, usually each Friday, one for Sideways Entry applications, the other for Branch Transfer applications.
- (2) The Email will include course dates for those who have been approved to branch 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 Lead Schools.
- (3) Manning 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 manning clearance is refused, a reason and any recommendation will be stated in the signal.
- e. **Refusal.** Common reasons for refusal of manning 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 5125 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.
- h. The procedure for transfer to the Medical Assistant Branch may be found at Annex 51C.
- i. **Flexible Service (FS).** Ratings cannot transfer to a new branch whilst employed on FS terms; any transfer would be delayed until completion of the declared period unless they terminate their FS agreement.

5126. Rating Transfers - General Service to Submarines

(POC: XSM Branch Manager SO1)

- 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 5126 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 and Marine Engineering Submarines specialisations must be sole UK nationals.
- c. **Volunteers.** Eligible ratings may volunteer at any point of their career (subject to Para 5126 sub para b). This is for a minimum period of five years from the award of the submarine basic qualification (SMQ/BSQ/Submarine Badge).
- (1) A rating who wishes to volunteer for SM service must submit a branch transfer request in accordance with Para 5116 and Para 5125 sub para b and sub para c.
- (2) Any changes in the medical fitness of a rating who has already received manning clearance for SM service, which may render them ineligible for such service, are to be reported immediately to DDPD Ratings Strategic Workforce Planners.
- (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) They cease to be a volunteer, in which case they may request to return to GS (see Para 5126 c. sub para (5)).
 - (f) They volunteer to undertake a loan to the SM Service within the terms of service of a temporary transfer to alleviate a specific shortage.
- (4) **Non-volunteers.** The minimum period of SM service for a non-volunteer rating will be five years; individuals may, however, volunteer for further service in submarines at any time.

(5) **Ceasing to be a Volunteer.** If a rating does not wish to volunteer for further service beyond five years, in order to give the Career Manager sufficient notice, they must request to be transferred to GS at least six months before completion of the five year term. Application should be made in accordance with the branch transfer rules at Para 5125 stating that the request is to return to GS and is submitted in accordance with this paragraph (Para 5126 sub para e). If the individual has completed five years' service in submarines, they are to be transferred to GS on the next occasion a Permanent Assignment Order is issued for them and in any event within three years of the date of their request (Note: orders that are issued to assign a rating ashore to attend a course [PJT/TEM/LRLC/SRLC etc] or sent ashore temporarily due to a medical or welfare downgrading are not classed as a Permanent Assignment Order). Except under war or emergency conditions, individuals will not be re-assigned to submarines unless they volunteer again.

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 5126c 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 Branch Manager.

5127. Rating Transfers - Submarines to General Service

(POC: XSM Branch Manager SO1).

Submariners who were recruited directly into the SM Service (as opposed to joining the GS initially and subsequently transferring to submarines) have no right to transfer to GS. Exceptionally, they may submit a branch transfer request to do so in accordance with Para 5125. The request will be considered by the relevant Branch Manager. Submariners who are awarded an ES3 whilst in the SM Service are selected for such to specifically meet the needs of the SM Service. Individuals who leave for the reasons in Para 5126 c 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 Branch 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 branch, 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 Branch 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 Branch Managers are to set out the agreed terms and conditions associated with each transfer in a letter to the Service person¹. 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.
- 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.

¹ In all cases JSP 754 Ch 3 Sect 11 has primacy, including the future treatment of pay when discretion has been applied on transfer.

(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 Terms of Service Team 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 5128 sub para 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 reinstated 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 Specialist Pay (Flying) (SP(F)) 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 Branch 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 (eg. to Leading Regulator 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 applications for transfer between specialisations of the Corps are to be forwarded to NAVY PCAP-CM RM RMCA1 which will then be considered at the RM Transfer Board, which is chaired by the RM Branch Manager. 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 specialist pay is received in old SQ); or adjustment of seniority. Such reductions will depend upon whether the transfer is at the individual's request, at the direction of the Service (eg. 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 SQs.

(3) The effective date of transfer is to be the date on which the individual passes a 3rd Class qualification. Any former SQ/TQ Spec qualification 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 Branch 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 JCC may opt to transfer to an SQ2 level entry specialisation (PT, DL, and RMIS). Substantive Cpls will retain their rank; however, their new seniority will be activated from their SQ2 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 RM.**

(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 RM are required to attend a Potential Royal Marines Course (PRMC) 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 PRMC will be required to complete normal recruit training.

(3) **Failures.** Applicants who fail the PRMC will continue in their normal employment.

g. **RMBS - Applications for Transfer.** Applications from Bug/Musns to transfer to the RM specialisations are to be forwarded to the RM Branch Manager 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 be assigned to CTCRM for PRMC and, if successful, recruit training.

5130. Pay, Recruitment and Retention Pay and Retention Payments

Personnel who transfer between branches (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 Commitment Bonuses and/or any Financial Retention Initiatives (eg. Golden Hello) in force at the time of transfer. All manpower 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 3 – Basic Pay and Chapter 5 – Recruitment and Retention Pay.

5131. Female Non-Sea Volunteers

a. Non-Sea Volunteers (NSVs) who transfer branch 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

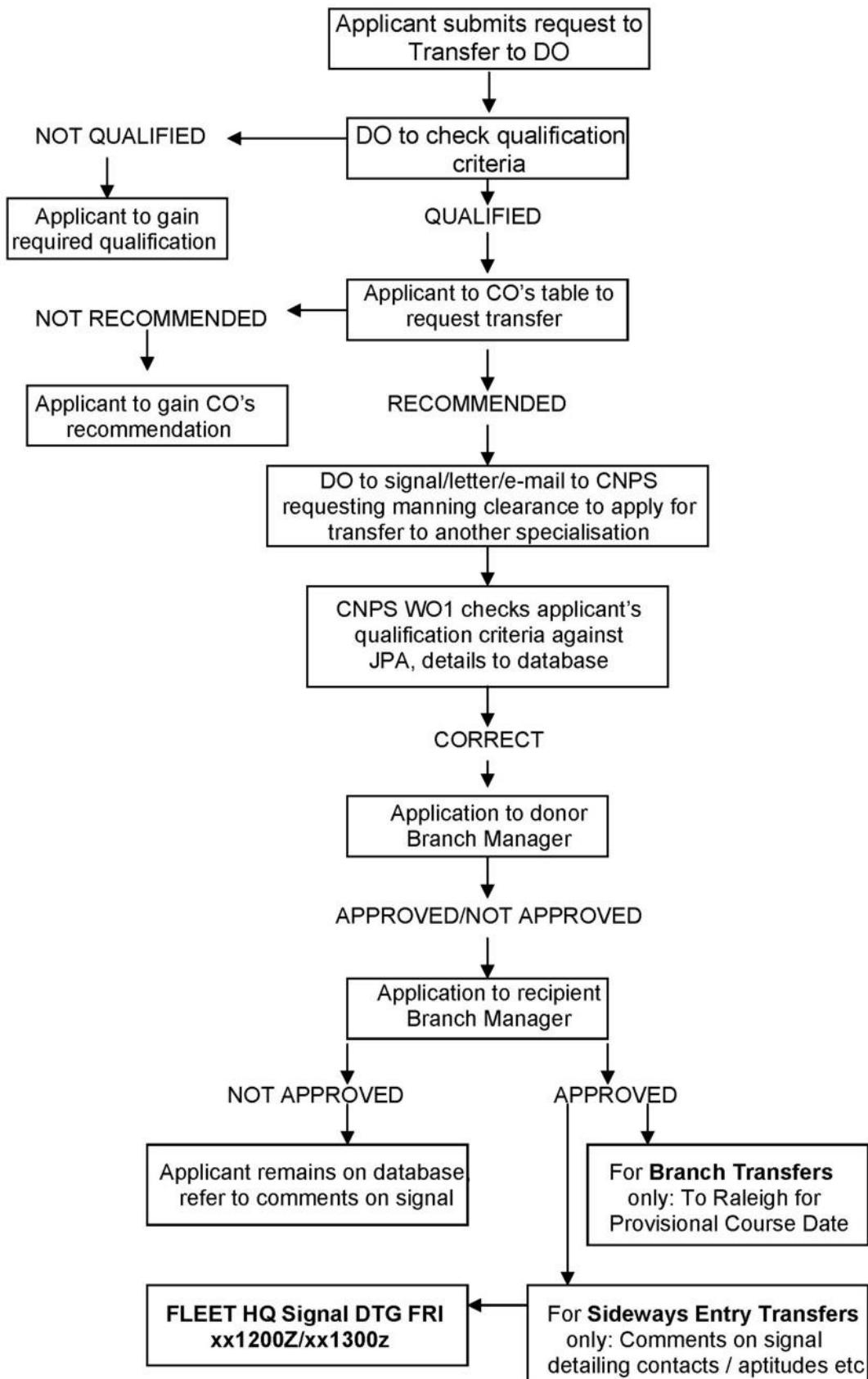
SUMMARY OF SIDEWAYS ENTRY SPECIALISATIONS

(See individual specialisation Chapters in Part 8 (Promotions) for full details)

Specialisation	Eligibility	Rate Eligibility	Nationality Requirement		
			Sole Brit	Dual Brit/Other	Non-Brit (Commonwealth or Irish National)
Aircrewman ASW	Any RN Age 19-34 o/c Flying Training	Able Rate (AB) or Leading Hand (LH)	Yes	Yes	No
Aircrewman CDO (RM/RN)	Any RM/RN (to maintain 70:30 split) Age 19-34 o/c Flying Training	Marine or Corporal, AB or LH	Yes	Yes	No
Royal Navy Welfare Officer	Any RN	LH (recommended for promotion to PO) or above	Yes	Yes	Yes
Medical Technician	Any RN	AB to PO	Yes	Yes	Yes
Naval Nurse	Any RN	AB to PO	Yes	Yes	Yes
Photographer	Any RN/RM	AB or LH, Marine or Corporal	Yes	Yes	No
Physical Training	Any RN/RM	AB or LH, Marine or Corporal	Yes	Yes	Yes
RN Police	Any RN/RM	AB or LH, Marine or Corporal, PO	Yes	Yes	No
Coxswain Submarine	See Chapter 83	PO (with minimum 18 months' seniority on date of Selection Board) or CPO SM	Yes	No	No

ANNEX 51B

FLOW DIAGRAM FOR SIDEWAYS/BRANCH TRANSFER APPLICATIONS



ANNEX 51C

TRANSFER TO THE MEDICAL BRANCH 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 maximum of 8 RM per annum to transfer to the MA Spec. Career management, including selection for promotion, will remain with NPT (Logistics & Medical).
- b. All RM personnel requesting transfer to RM Medical Assistant must obtain manning clearance in the first instance. If clearance is granted, DBS checks are to be initiated by the source branch career manager.
- c. Once manning clearance has been granted, Commanding Officers of personnel requesting transfer are to contact the Medical Branch Specialist Adviser to the RM, WO1(MA)(Cdo) 3 Cdo Bde (RMB Stonehouse Tel: 9375 36411/e-mail 3CDOX-WOMED) 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 Medical Branch Specialist Adviser to the RM. An Acquaint Pack will be issued to the individual to maximise their short exposure to the role of the Unit/Coy MA.
- d. Personnel are to forward a copy of their last SJAR and a letter recommending them for transfer from their Divisional Officer to the Medical Branch Specialist Adviser to the RM, WO1(MA) Cdo, 3 Cdo Bde.
- e. On completion of the acquaint, the Medical Centre Practice Manager/Medical Officer are to interview the individual and write a report on the their performance, giving opinion as to their suitability/non suitability to transfer. This is to be forwarded to the Medical Branch Specialist Adviser to the RM, WO1(MA)(Cdo) 3 Cdo Bde by letter.
- f. On receipt of the Medical Centre report, the individual's last RORRS/SJAR and the letter of recommendation from Divisional Officer, the Medical Branch Specialist Adviser to the RM will make a recommendation by letter to the Medical Ratings' Branch Manager, on suitability to transfer to the medical branch. Final decision on transfer will rest with the Branch Manager who will inform the individual's Commanding Officer by letter.
- g. Once the DBS number has been issued, the Ratings Planner at Navy Command Headquarters (West Battery Tel: 93832 8753/DII: NAVY PERS-PPLAN SWPR WO1) is to be advised, either by e-mail or signal, of the earliest date the individual is available for training. Once this date has been determined the individual will be assigned to a course and informed by signal of the start date.
- h. 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.

- i. All further actions required to progress the transfer following a successful acquaint will be initiated by the Medical Ratings' Branch Manager. POC; BM Med WO1, NPT(LM), Navy Command HQ, MP 1-1, Room 123 West Battery, Whale Island, Portsmouth, Hampshire, PO2 8DX

OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)

ANNEX 51D

**BRANCH TRANSFER REQUEST FORM - YOUNG OFFICERS UNDERTAKING PHASE 1
OR PHASE 2 TRAINING (AIRCREW OFFICERS UP TO GRADING)**

In accordance with BRd 3(1); Chapter 51, I wish to apply for a branch transfer as detailed below.

Part 1 - Individual's Application

Full Name:

Service Number: Unit:

Rank: MEDCAT:

Nationality: RNFT Pass Date:

Current Branch and Specialisation:

.....

Prospective Branch and Specialisation:

.....

I have attached a letter of application in which I have provided:

- a. Reasons why I wish to transfer to the branch specified.
- b. Reasons why I feel that I am suited to the prospective branch.
- c. Details of the relevant skills and experience that I believe I would bring to the branch.
- d. Details of the research that I have undertaken with regard to the branch.

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)**

OFFICIAL-SENSITIVE (WHEN COMPLETE)

OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)

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 TRG HQ-PM OFFICERS for alternative arrangements.

ON COMPLETION OF PART 2, OCOT IS TO SEND EMAIL TO THE OFFICER TRAINING PIPELINE MANAGER (NAVY TRG HQ-PM OFFICERS)

OFFICIAL-SENSITIVE (WHEN COMPLETE)

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OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)

ANNEX 51E

**BRANCH TRANSFER REQUEST FORM - YOUNG OFFICERS UNDERTAKING PHASE 2
TRAINING¹**

In accordance with Chapter 51, I wish to apply for a branch transfer as detailed below.

Part 1 - Individual's Application

Full Name:

Service Number: Unit:

Rank: MEDCAT:

Nationality: RNFT Pass Date:

Current Branch and Specialisation:

.....

Prospective Branch and Specialisation:

.....

I have attached a letter of application in which I have provided:

- a. Reasons why I wish to transfer to the branch specified.
- b. Reasons why I feel that I am suited to the prospective branch.
- c. Details of the relevant skills and experience that I believe I would bring to the branch.
- d. Details of the research that I have undertaken with regard to the branch.

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.

OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)

OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)**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 branch 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 NPS-
STRATPOLTERMS OF SO3C**

OFFICIAL-SENSITIVE (WHEN COMPLETE)

OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)

ANNEX 51F

BRANCH TRANSFER REQUEST FORM - OFFICERS ON THE TRAINED STRENGTH

In accordance with Chapter 51, I wish to apply for a branch transfer as detailed below.

Part 1 - Individuals Application

Full Name:

Service Number: Unit:

Rank: MEDCAT:

Nationality: RNFT Pass Date:

Current Branch and Specialisation:

.....

Prospective Branch and Specialisation:

.....

I have attached a letter of application in which I have provided:

- a. Reasons why I wish to transfer to the branch specified.
- b. Reasons why I feel that I am suited to the prospective branch.
- c. Details of the relevant skills and experience that I believe I would bring to the branch.
- d. Details of the research that I have undertaken with regard to the branch.

Please tick box to confirm the above:

Applicant's Signature: Date:

**ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO
COMMANDING OFFICER**

OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)

OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)**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. An Appraisal Report (covering the branch 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 NPS-STRATPOL
TERMS OF SO3C**

OFFICIAL-SENSITIVE (WHEN COMPLETE)